

AFFIRMATIVE ACTION PLAN FOR EMPLOYMENT



**UConn
Health**

2024

POLICY STATEMENT

(Section 46a-68-78)

September 2024

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

UConn Health's Policy Statement on Affirmative Action & Equal Employment Opportunity:

- identifies the purpose and need for affirmative action and equal employment opportunity;
- identifies the classes protected under all federal and state constitutions, laws, regulations, and executive orders that prohibit or outlaw discrimination;
 - UConn Health Affirmative Action & Equal Employment Opportunity has been updated to include domestic violence as a protected class per the Connecticut Fair Employment Practices Act (October 2022)
- establishes affirmative action as an immediate and necessary agency objective;
- pledges the agency to take affirmative steps to provide services and programs in a fair and impartial manner;
- recognizes the hiring difficulties experienced by individuals with disabilities and by many older persons and sets program goals for action to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce;
- advises employees of the existence of the agency's internal complaint procedures; and
- identifies the agency equal employment opportunity officer or person assigned affirmative action duties by name, position or position classification, address and telephone number.

Subsection (b)

The Policy Statement on Affirmative Action & Equal Employment Opportunity had been signed by Dr. Andrew Agwunobi, Executive Vice President for Health Affairs and Chief Executive Officer and referenced his commitment to achieving goals set forth in the *Plan*.

Policy Statement: Affirmative Action & Equal Employment Opportunity

Equal Employment Opportunity

UConn Health is an equal employment opportunity/affirmative action employer. In order to ensure that employees and job applicants are not subjected to unlawful discrimination, it is UConn Health's policy to comply with all State and Federal laws and regulations that prohibit employment discrimination and mandate specific actions for the purpose of eliminating the present effects of past discrimination. Equal employment opportunity is the purpose and goal of affirmative action. UConn Health has established equal employment opportunity and affirmative action as immediate and necessary objectives because we are committed to its concepts, principles and goals.

At UConn Health equal employment opportunity (EEO) means nondiscrimination in employment policies and practices. UConn Health is committed to ensuring that individual employees and applicants are not excluded from participation in the employment process based on an individual's legally protected status which includes race, color, ethnicity, religious creed, age, sex (including pregnancy and sexual harassment), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), prior conviction of a crime (or similar characteristic), veteran status, status as a victim of domestic violence, workplace hazards to reproductive systems, gender identity or expression, or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification.

Affirmative action is a positive program of purposeful activity undertaken with conviction and effort to overcome the present effects of past practices, policies and barriers to equal employment opportunity. Affirmative action plans and programs are designed to achieve the full and fair participation of all protected class members found to be underutilized in the workforce or adversely affected by past policies and practices.

Affirmative Action

Affirmative action plays a role at all stages of the employment process, including, but not limited to: recruitment, evaluation, interview, selection, hire, promotion, demotion, transfer, discipline, layoff, termination, benefits, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all UConn Health sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by UConn Health where appropriate. Accordingly, UConn Health pledges to regularly reexamine all policies and procedures to identify and eliminate barriers to access, and to change practices that may have a discriminatory impact.

UConn Health's commitment to affirmative action requires that we make the good faith efforts that may be necessary in all aspects of personnel administration to ensure that the recruitment and hire of underrepresented individuals reflect their availability in the job market; that the causes of underutilization are identified and eliminated; that alternative approaches are explored

when personnel practices have a negative impact on protected classes; and that the terms, conditions, and privileges of employment, including upward and lateral mobility, are equitably administered.

UConn Health recognizes the employment difficulties experienced by individuals with disabilities and by many older persons. Therefore, UConn Health will take necessary steps to identify and overcome areas of underutilization of such persons in the workforce and to achieve their full participation in all UConn Health programs, processes and services.

UConn Health is committed to ensuring that all services and programs are provided in a fair and impartial manner and thus has established affirmative action and equal employment opportunity as immediate and necessary agency objectives.

As a Connecticut state agency, UConn Health prepares its *Affirmative Action Plan* each year. The *Plan* is a detailed, results-oriented set of procedures, which blueprints a strategy to combat discrimination and implement affirmative action. The objectives of the *Plan* are to set both quantitative and non-quantitative goals, which promote affirmative action and/or eliminate any policy or employment practice that adversely affects protected class members.

A complete version of UConn Health's current *Affirmative Action Plan* is available at the Office of Institutional Equity (OIE) and may also be found [online](#) on the OIE website.

Procedure

For more information and advice regarding rights and responsibilities under the *Plan*, UConn Health's Equal Employment Opportunity Officer can be contacted by telephone, email or in person during regular office hours. All comments are welcome.

Sarah Chipman, J.D.
Interim Associate Vice President, Office of Institutional Equity
Equal Employment Opportunity Officer
16 Munson Road, 3rd Floor
263 Farmington Avenue, MC 5310
Farmington, CT 06030-5310
sarah.chipman@uconn.edu
860-679-3563

UConn Health's [policies against discrimination and harassment](#) are included in the *Plan* along with [complaint procedures](#). Employees and others wishing to file complaints of discrimination or of affirmative action policy violations may do so by contacting the Office of Institutional Equity by telephone, email or in person during regular office hours:

Office of Institutional Equity
16 Munson Road, 3rd Floor
263 Farmington Avenue, MC 5310
Farmington, CT 06030-5310

860-679-3563

equity@uconn.edu

www.equity.uconn.edu

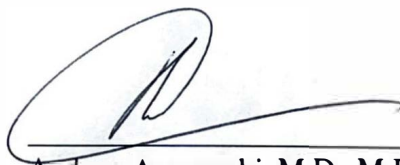
Employees and others shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

Accountability

As Executive Vice President for Health Affairs and Chief Executive Officer, I commit UConn Health and myself to make every effort to implement an effective *Affirmative Action Plan* within timetables set forth in the *Plan*. I fully expect my managerial and supervisory staff to treat compliance with Federal and State of Connecticut affirmative action statutes as a top priority and take positive steps to ensure the successful implementation of the policies, procedures and objectives of affirmative action and equal opportunity at UConn Health.

In issuing UConn Health's affirmative action policy, I reiterate the need for affirmative action and attest to UConn Health's determination to identify strengths and weaknesses in our employment system, resolve problems when they appear, recruit employees vigorously and affirmatively, and retain current employees while also helping them prepare for advancement.

9-23-2024
Date



Andrew Agwunobi, M.D., M.B.A.
Executive Vice President for Health Affairs, Chief
Executive Officer for UConn Health

INTERNAL COMMUNICATION

(Sec. 46a-68-79)

September 2024

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

During the 2024 Affirmative Action Plan period, UConn Health leaders explicitly communicated the priority they placed on workforce diversity, the relationship of diversity to UConn Health's mission, and the implementation of additional mechanisms to monitor and evaluate progress toward meeting affirmative action and diversity goals. Interim Chief Executive Officer, UConn Health Executive Vice President for Health Affairs, Dr. Bruce T. Liang supported the implementation of all aspects of UConn Health's Affirmative Action Plan. Letissa Reid, J.D., served as Associate Vice President of the Office of Institutional Equity and was designated the Equal Employment Opportunity Officer until May 16, 2024. Sarah Chipman was appointed Interim Associate Vice President and designated Equal Employment Opportunity Officer as of May 17, 2024.

Subsection (a)

UConn Health has continued to utilize established procedures for distributing the *Policy Statement: Affirmative Action & Equal Employment Opportunity* and other related policies and notifying the agency personnel about the Affirmative Action Plan (*Plan*).

The policy statements are posted on UConn Health bulletin boards in accessible locations and are distributed annually to all employees. The policy statements are also available on the [Office of Institutional Equity's website](#) as well as [UConn Health's Policy website](#).

All employees are notified of the right to a reasonable period of review and comment upon the *Plan* and that all comments should be addressed to the Interim Associate Vice President of the Office of Institutional Equity, Sarah Chipman, who is identified by name and address.

Copies of the *Plan* are available in the Office of Institutional Equity (OIE). The Office of Institutional Equity is located on the third floor of 16 Munson Road. The mailing address is 263 Farmington Avenue, Farmington, CT 06030-5310; and the office telephone number is (860) 679-3563.

The *Plan* has, and will continue, to include a summary of all comments from employees concerning the *Plan* and note any response. No comments from employees were received during this reporting period.

On May 23, 2024, all UConn Health employees were sent copies of the policies along with notification that the 2023 *Plan* was approved by CHRO and was available for review and comment. UConn Health employees received the following:

- A transmittal memo from the Associate Vice President of the Office of Institutional Equity that included the *Policy Statement: Affirmative Action & Equal Employment Opportunity*.
- *Policy Statement: Affirmative Action & Equal Employment Opportunity Policy Statement: People with Disabilities*
- *Policy Against Discrimination, Harassment and Related Interpersonal Violence*
- *University of Connecticut Discrimination Complaint Procedures*

Please see **Exhibit # 1** in this section.

In addition, new employees received these policies and OIE's contact information, in New Employee Orientation, conducted on their first day of employment. **Exhibit # 2**

Subsection (b)

UConn Health, as required by the agency's state library records retention schedules for state agencies, copies of all affirmative action related internal communications and comments received pursuant to subsection (a) of this section and notes the dates such comments were received. No comments from employees were received during this reporting period.

Subsection (c)

During this *Plan* year newly, hired employees received Diversity Awareness Training and Sexual Harassment Prevention training on their first days of employment as part of New Employee Orientation (NEO). The training is currently online and available for any employees who do not attend NEO. This training includes several options such as polling software and chat features to facilitate participant engagement. Attendance is verified by a WebEx generated report at the conclusion of each session. This interactive program focuses on preventing and responding appropriately to workplace sexual harassment. During this *Plan* year 722 employees attended Diversity Awareness Training and Sexual Harassment Prevention Training. This training is designed to provide employees with the tools needed to ensure compliance with UConn Health conduct expectations and policies in these areas.

Please see **Exhibit # 3** for the detailed training attendee demographic information.

To achieve 100% participation with Diversity Awareness and Sexual Harassment Prevention Training, Human Resources notified managers of employee(s) who did not attend training.

Subsection (d)

At any time of the year, the Associate Vice President Institutional Equity welcomes comments regarding the *Plan* and its implementation. Employees wishing to have their comments on the *Plan* considered for the 2024 *Plan* were asked to submit comments no later than September 20, 2024. (Please see **Exhibit # 1**, Transmittal Memo). No comments were received regarding the 2023 *Plan*.

POLICY AND COMPLIANCE INFORMATION

Affirmative Action Plan Update & Policy Statements

TO: All UConn Health Faculty, Staff, and Union Representatives

FROM: Sarah Chipman, J.D., Interim Associate Vice President
Interim Equal Employment Opportunity Officer
Office of Institutional Equity

DATE: May 23, 2024

SUBJECT: Affirmative Action Plan Update and Distribution of Policy Statements

UConn Health's 2023 Affirmative Action Plan for Employment (*Plan*) was approved by the Commission on Human Rights and Opportunities on December 13, 2023. The *Plan* reports UConn Health's good faith efforts relative to diversifying the workforce, attaining goals, and achieving equal employment opportunity.

All employees are invited to review and comment on the 2023 *Plan* until September 20, 2024. A full copy of the *Plan* is available for review and comment by appointment during regular business hours in the following locations:

- [The Office of Institutional Equity \(OIE\)](#)
16 Munson Road, 3rd Floor
Farmington, CT 06030
- [The Connecticut Commission on Human Rights and Opportunities \(CHRO\)](#)
450 Columbus Boulevard
Hartford, CT 06103

All comments or questions are welcome and may be sent to:

[Sarah Chipman, J.D.](#)

Interim Associate Vice President
Interim ADA Coordinator
Interim Equal Employment Opportunity Officer
Director of Equity Response and Education
Deputy Title IX Coordinator
Office of Institutional Equity
UConn Health

The following policies and procedures have been included in the *Plan*, distributed to every employee through The Office of Institutional Equity's webpage and the University's policy website, and posted throughout the University:

- [Affirmative Action and Equal Employment Opportunity](#)
- [Policy Against Discrimination, Harassment and Related Interpersonal Violence](#)

- [University of Connecticut Discrimination Complaint Procedures](#)

Policy Posting Obligation

As in previous years, OIE will satisfy the statutory requirement of policy distribution to employees via this notification and mail distribution, as necessary. Additionally, policies are posted in visible locations throughout UConn Health. Vice Presidents, Deans, Directors, and other supervisory employees are asked to ensure that the policies are displayed in their respective units in locations highly visible to employees, students, and the public.

Employee Demographic Data

As a federal contractor, the University is required to annually report demographic data about the workforce, which includes disability and veteran data. To ensure the most accurate demographic profile of the current employee population is reported, all employees are requested to voluntarily provide their demographic information including race/ethnicity, gender, disability, and veteran status. All demographic information is kept confidential and only used in accordance with applicable laws and regulations, used for federal and state aggregate reporting only, and does not affect current employment status.

Recruitment, Compliance, and Diversification

As a federal contractor and state agency, UConn Health's recruiting and hiring activities are audited regularly by state and federal regulatory agencies who mandate policies and processes to promote equal employment opportunity and endorse aggressive recruitment programs. Directors, Department Heads, Hiring Managers, and Search Committee Chairs are accountable for ensuring compliance with state and federal regulations, record-keeping requirements concerning recruitment and applicant evaluation activities and progressive and proactive recruitment programs.

To assist search committees and hiring departments, OIE is available for consultation and training regarding the search process, compliance obligations, best practices in building diverse pools of qualified applicants, and objective evaluation techniques.

Mandatory Search Training

All Faculty and Director and above positions are required to have formal search committees and to develop detailed strategies for the recruitment of qualified goal applicants. OIE facilitates training workshops providing information about conducting an AA/EEO compliant search and hiring process. Search Committee Training is currently available as a web-based training course.

Mandatory Sexual Harassment Prevention and Diversity Awareness Trainings

UConn Health's Sexual Harassment Prevention and Diversity Awareness Trainings are important components of the University's commitment to maintaining a safe, inclusive, and non-discriminatory learning and working environments for all members of our community. OIE offers Sexual Harassment Prevention Training (SHPT) and in partnership with the Office of Diversity and Inclusion (ODI) developed a Diversity Awareness Training (DAT). Both trainings are incorporated as part of the New Employee Orientation at UConn Health and are presented bi-monthly as fully self-paced online courses available to employees on their first and second days of employment.

Discrimination Complaint Investigations

OIE staff investigators are responsible for addressing concerns regarding employee conduct

pursuant to UConn Health's [non-discrimination policies](#). These policies are construed to provide the same or similar protections as those contained pursuant to state and federal law and regulation. OIE is responsible for reviewing, and where applicable, objectively investigating complaints of discrimination and harassment to determine whether employee conduct violates UConn Health's non-discrimination policies and making recommendations that are designed to mitigate the effects of discriminatory conduct. Additional information about reporting discrimination and OIE's complaint process can be found at www.equity.uconn.edu. If you have a specific question or need further assistance, please contact OIE at (860) 679-3563 or by email at equity@uconn.edu.

Americans with Disabilities Act (ADA) Compliance Activities

OIE monitors the University's compliance with the Americans with Disabilities Act (ADA) requirements. In this regard, OIE is responsible for resolving allegations of discrimination based on disability; ensuring University compliance with all laws and regulations related to the ADA; and providing consultation, information, and referral to appropriate resources for disability-related issues. More information can be found online at [Accessibility at UConn Health](#) or by contacting OIE at (860) 486-2943 or by email at equity@uconn.edu.

The Department of Human Resources processes and facilitates requests for employee workplace accommodations. If you believe that you may need an accommodation, or if you are a supervisor or manager who has been presented with an employee request for an accommodation, please contact the HR Employee Resource Center at (860) 679-2426.

For more information, contact: Theresa Segar at segar@uchc.edu

Other stories from the [UConn Health Lifeline for Thursday, May 23, 2024 >>](#)



Administrative Policy

2002-44 Affirmative Action & Equal Employment Opportunity

| | |
|---|---|
| Title | Affirmative Action And Equal Opportunity |
| Policy Owner and Contact Information | President and Office of Institutional Equity - 860.679.3563 Email: equity@uconn.edu . Website: https://equity.uconn.edu/ |
| Applies to | Employees at UConn Health and applicants for employment |
| Campus Applicability | UConn Health and all UConn Health locations |
| Effective Date | October 1, 2022 |

PURPOSE:

This policy states UConn Health's commitment to and objective of providing Affirmative Action and Equal Employment Opportunity to all employees and applicants for employment without regard to protected class.

POLICY STATEMENT:

Equal Employment Opportunity

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UConn Health's commitment to affirmative action requires that we make the good faith efforts that may be necessary in all aspects of personnel administration to ensure that the recruitment and hire of underrepresented individuals reflect their availability in the job market; that the causes of underutilization are identified and eliminated; that alternative approaches are explored when personnel practices have a negative impact on protected classes; and that the terms, conditions, and privileges of employment, including upward and lateral mobility, are equitably administered.

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A complete version of UConn Health's current *Affirmative Action Plan* is available at the Office of Institutional Equity (OIE) and may also be found [online](#) on the OIE website.

DEFINITIONS:

None

PROCEDURES/FORMS:

For more information and advice regarding rights and responsibilities under the *Plan*, UConn Health's Equal Employment Opportunity Officer can be contacted by telephone, email or in person during regular office hours. All comments are welcome.

Sarah Chipman

Interim Associate Vice President, Office of Institutional Equity
16 Munson Road, 3rd Floor
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sarah.chipman@uconn.edu
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16 Munson Road, 3rd Floor
263 Farmington Avenue, MC 5310
Farmington, CT 06030-5310
860-679-3563
equity@uconn.edu
www.equity.uconn.edu

Employees and others shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

Accountability

As Chief Executive Officer and Executive Vice President for Health Affairs, I commit UConn Health and myself to make every effort to implement an effective *Affirmative Action Plan* within timetables set forth in the *Plan*. I fully expect my managerial and supervisory staff to treat compliance with Federal and State of Connecticut affirmative action statutes as a top priority and take positive steps to ensure the successful implementation of the policies, procedures and objectives of affirmative action and equal opportunity at UConn Health.

In issuing UConn Health's affirmative action policy, I reiterate the need for affirmative action and attest to UConn Health's determination to identify strengths and weaknesses in our employment system, resolve problems when they appear, recruit employees vigorously and affirmatively, and retain current employees while also helping them prepare for advancement.

REFERENCES:

Connecticut General Statutes (CGS) § 46a-68 through 46a-78

RELATED POLICIES:

[Affirmative Action and Equal Employment Opportunity – University of CT Policy](#)
[Persons with Disabilities](#)
[Policy against Discrimination, Harassment and Related Interpersonal Violence](#)

ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Bruce Liang (Signed)
Bruce Liang
UConn Health Chief Executive Officer

10/1/22
Date

Kiki Nissen (Signed)
Kiki Nissen
Administrative Policy Committee Vice-Chair

10/1/22
Date

Janel Simpson (Signed)
Janel Simpson
Administrative Policy Committee Chair

10/1/22
Date

POLICY HISTORY:

Policy Created: 10/26/01

Revised: 10/02, 10/10, 10/11, 3/13, 7/13, 7/14, 9/15, 9/16, 10/17, 4/22, 10/22

Reviewed: 10/09, 11/18

Policy Against Discrimination, Harassment, and Related Interpersonal Violence

Including Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, Retaliation and Inappropriate Amorous Relationships

| | |
|--------------------------------|---|
| Title: | Policy Against Discrimination, Harassment, and Related Interpersonal Violence |
| Policy Owner: | The Office of Institutional Equity |
| Applies to: | Students, All Employees, Contractors, Vendors, Visitors, Guests and Other Third Parties |
| Campus Applicability: | All campuses, including UConn Health |
| Approval Date: | June 27, 2024 |
| Effective Date: | August 1, 2024 |
| For More Information, Contact: | Office of Institutional Equity |
| Contact Information: | (860) 486-2943 & (860) 679-3563 |
| Official Website: | http://equity.uconn.edu and http://titleix.uconn.edu/ |

[Download a printable pdf of this policy here.](#)

Related Documents:

- [Frequently Asked Questions](#)
- [Employee Amorous Relationship Reporting Form](#)
- [Graduate School Amorous Relationships Reporting Form](#)

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I. STATEMENT OF POLICY

The University of Connecticut (the “University”) is committed to maintaining a safe and non-discriminatory learning, living, and working environment for all members of the University community – students, employees, and visitors. Academic and professional excellence can exist only when each member of our community is assured an atmosphere of safety and mutual respect. All members of the University community are responsible for the maintenance of an environment in which people are free to learn and work without fear of discrimination, discriminatory harassment or interpersonal violence. Discrimination diminishes individual dignity and impedes equal employment and educational opportunities.

The University does not unlawfully discriminate in any of its education or employment programs and activities on the basis of an individual's actual or perceived race, color, ethnicity, religious creed, age, sex (including pregnancy or pregnancy-related conditions), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), veteran's status, status as a victim of domestic violence, prior conviction of a crime, workplace hazards to the reproductive system, gender identity or expression, or membership in any other protected classes as set forth in state or federal law. To that end, this Policy Against Discrimination, Harassment and Related Interpersonal Violence, Including Sexual Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, Retaliation and Inappropriate Amorous Relationships (the "Policy Against Discrimination" or "Policy") prohibits specific forms of behavior that violate state and federal laws, including but not limited to Titles VI and VII of the Civil Rights Act of 1964 ("Title VI") and ("Title VII"), Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act of 2022 ("VAWA"), the Pregnant Workers Fairness Act, and related state and federal anti-discrimination laws. Such behavior may also require the University to fulfill certain reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), as amended by VAWA, and Connecticut state law regarding reporting suspected child abuse and neglect.

The University prohibits discrimination, as well as discriminatory harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, sexual harassment, complicity in the commission of any act prohibited by this Policy, retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this Policy (collectively, "Prohibited Conduct"[1]). These forms of Prohibited Conduct are unlawful and undermine the mission and values of our academic community. In addition, engagement in or pursuit of inappropriate amorous relationships with employees in positions of authority can undermine the University's mission when those in positions of authority abuse or appear to abuse their authority.

The University adopts this Policy with a commitment to: (1) eliminating, preventing, and addressing the effects of Prohibited Conduct; (2) fostering a safe and respectful University community; (3) cultivating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct; (4) providing a fair and impartial process for all parties in the investigation and resolution of such reports; and (5) identifying the standards by which violations of this Policy will be evaluated and disciplinary action may be imposed. In addition, the University conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of this Policy.

A student or employee determined by the University to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the University. Third Parties who commit acts of Prohibited Conduct may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn. Registered Student Organizations that commit acts of prohibited conduct may have their registration revoked or be subject to other sanctions.

It is the responsibility of every member of the University community to foster an environment free of Prohibited Conduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. The University will support and assist community members who take such actions.

Retaliation against any individual who, in good faith, reports or participates in the reporting, investigation, or adjudication of Prohibited Conduct is strictly forbidden.

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in effect at the time of the alleged incident(s) will be used.

II. TO WHOM THIS POLICY APPLIES

This Policy applies to: students as defined in UConn's Responsibilities of Community Life: The Student Code and students enrolled at UConn Health ("students"); University employees, consisting of all full-time and part-time faculty, University Staff (including special payroll employees), UConn Health employees (including residents and fellows), professional research staff, and post-doctoral research associates ("employees"); contractors, vendors, visitors, guests or other third parties ("third parties"); and Registered Student Organizations as defined in Blueprints: The Official Handbook of RSOs at the University of Connecticut ("Registered Student Organizations"). This Policy pertains to acts of Prohibited Conduct committed by or against students, employees, third parties, and Registered Student Organizations when:

the conduct occurs on campus or other property owned or controlled by the University or a Registered Student Organization;

the conduct occurs in the context of a University employment or education program or activity, including, but not limited to, University-sponsored study abroad, research, on-line, or internship programs; or

the conduct occurs outside the context of a University employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for students, employees or third parties while on campus or other property owned or controlled by the University or in any University employment or education program or activity.

III. APPLICABLE PROCEDURES UNDER THIS POLICY

The specific procedures for reporting, investigating, and resolving Prohibited Conduct are based upon the nature of the respondent's relationship to the University (student, employee, or third party). Each set of procedures referenced below is guided by the same principles of fairness and respect for complainants and respondents. "Complainant" means the individual who presents as the victim of any Prohibited Conduct under this Policy, regardless of whether that person makes a report or seeks action under this Policy.^[2] "Respondent" means the individual who has been accused of violating this Policy.

The procedures referenced below provide for prompt and equitable response to reports of Prohibited Conduct. The procedures designate specific timeframes for major stages of the process, provide for thorough and impartial investigations that afford the Complainant and Respondent notice and an opportunity to present witnesses and evidence, and assure equal and timely access to the information that will be used in determining whether a Policy violation has occurred. The University applies the Preponderance of the Evidence standard when determining whether this Policy has been violated. "Preponderance of the Evidence" means that it is more likely than not that a Policy violation occurred.

A. WHERE THE RESPONDENT IS A STUDENT

Except as noted in Section IIIE, below, the procedures for responding to reports of Prohibited Conduct committed by students are detailed in Responsibilities of Community Life: The Student Code ("The Student Code") (<http://community.uconn.edu/the-student-code-preamble/>).

B. WHERE THE RESPONDENT IS AN EMPLOYEE

The procedures for responding to reports of Prohibited Conduct committed by Employees are detailed in OIE's Complaint Processes (<https://equity.uconn.edu/policiesprocedures/>).

C. WHERE THE RESPONDENT IS BOTH A STUDENT AND AN EMPLOYEE

Each situation will be evaluated for context and the University will determine which of the procedures applies based on the facts and circumstances (such as which role predominates in the context of the alleged Prohibited Conduct). The Student- Respondent procedures typically will apply to graduate students except in those cases where the graduate student's assistantship role predominated in the context of the Prohibited Conduct. Further, where a Respondent is both a student and an employee (including but not limited to graduate students), the Respondent may be subject to any of the sanctions applicable to students or employees.

D. WHERE THE RESPONDENT IS A THIRD PARTY

The University's ability to take appropriate corrective action against a third party will be determined by the nature of the relationship of the third party to the University. The University will determine the appropriate manner of resolution consistent with the University's commitment to a prompt and equitable process under federal law, federal guidance, and this Policy.

E. WHERE THE RESPONDENT IS A UCONN HEALTH STUDENT, EMPLOYEE OR THIRD PARTY

Parties should contact the UConn Health Office of Institutional Equity by calling (860) 679-3563 or email: equity@uconn.edu. UConn's *Responsibilities of Community Life: The Student Code* does not apply to students enrolled in MD or DMD/DDS degree programs at UConn Health.

F. WHERE THE RESPONDENT IS A REGISTERED STUDENT ORGANIZATION

The procedures for responding to reports of Prohibited Conduct committed by Registered Student Organizations are set out in *Blueprints: The Official Handbook of RSOs at the University of Connecticut* (<https://solid.uconn.edu/wp-content/uploads/sites/471/2014/05/Blueprints-2022-2023->

IV. TITLE IX COORDINATOR

Under Title IX:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Title IX Coordinator is charged with monitoring the University's compliance with Title IX, ensuring appropriate education and training, coordinating the University's investigation, response, and resolution of all reports under this Policy, and ensuring appropriate actions to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The Office of Institutional Equity oversees reports involving students, employees, and third parties. The University has also designated Deputy Title IX Coordinators who may assist the Title IX Coordinator in the discharge of these responsibilities. The Title IX Coordinator and Deputy Title IX Coordinators receive ongoing appropriate training to discharge their responsibilities.

Concerns about the University's application of Title IX may be addressed to the Title IX Coordinator. Additionally, concerns about the University's application of Title VII and/or other federal and state anti-discrimination laws may be addressed to the Office of Institutional Equity.

The Office of Institutional Equity's Associate Vice President and/or the Title IX Coordinator can be contacted by telephone, email, or in person during regular office hours:

Sarah Chipman

Interim Associate Vice President, Interim Equal Employment Opportunity Officer, Interim ADA Coordinator, Director of Investigations, Deputy Title IX Coordinator, Office of Institutional Equity

Storrs: Wood Hall, First Floor

UConn Health: Munson Road, Third Floor

sarah.chipman@uconn.edu

(860) 486-2943

Cameron Liston

Title IX Coordinator, Office of Institutional Equity

Storrs: Wood Hall, First Floor

UConn Health: Munson Road, Third Floor

cameron.liston@uconn.edu

(860) 486-2943

External reporting options include the United States Department of Education, Clery Act Compliance Team (at clery@ed.gov); the United States Department of Education, Office for Civil Rights (at OCR@ed.gov or (800) 421-3481); the Equal Employment Opportunity Commission (at

info@eeoc.gov or (800) 669-4000); and/or the Connecticut Commission on Human Rights and Opportunities (at CHRO.Capitol@ct.gov or (800)-477-5737).

V. UNDERSTANDING THE DIFFERENCE BETWEEN PRIVACY AND CONFIDENTIALITY

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this Policy. The University also is committed to providing assistance to help students, employees, Registered Student Organizations, and third parties make informed choices. With respect to any report under this Policy, the University will take reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

Privacy and confidentiality have distinct meanings under this Policy.

Privacy: Privacy means that information related to a report of Prohibited Conduct will be shared with University Employees who need to know the information in order to assist individuals identified as having been impacted by the alleged conduct in the assessment, investigation, and resolution of the report. All Employees who are involved in the University's response to reports of Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.

The privacy of student education records will be protected in accordance with relevant privacy laws including the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the University's FERPA policy. (<http://policy.uconn.edu/2011/05/24/ferpa-policy/>).

Confidentiality: Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Connecticut law. The University has designated individuals who have the ability to have privileged communications as "Confidential Employees." When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except where required or permitted by law. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

VI. EMPLOYEE REPORTING AND INFORMATION SHARING RESPONSIBILITIES

A. DEAN, DIRECTOR, DEPARTMENT HEAD, AND SUPERVISOR REPORTING RESPONSIBILITIES

Under this Policy, Deans, Directors, Department Heads and Supervisors are required to report to the Office of Institutional Equity all relevant details about any alleged incident of Prohibited Conduct^[3] (including but not limited to discrimination, discriminatory harassment, sexual harassment, and/or retaliation), inappropriate amorous relationships, or failures to report, involving any University employee as either the Complainant or the Respondent. Reporting is required when such Deans, Directors, Department Heads and Supervisors know (by reason of direct or indirect disclosure) or should have known of such incident.

B. TITLE IX REPORTING OBLIGATIONS

Most University employees are required to immediately report information about certain types of Prohibited Conduct to the University's Office of Institutional Equity.^[4] An employee's responsibility to report under this Policy is governed by their role at the University. The University designates every employee as either a Confidential Employee or a Responsible Employee.

Confidential Employee: Any employee who is entitled under state law to have privileged communications. Confidential Employees will not disclose information about Prohibited Conduct to the University without the permission of the student or employee (subject to the exceptions set forth in the Confidentiality section of this Policy). Confidential Employees at the University of Connecticut include:

- Student Health and Wellness (limited to Medical Services, Mental Health Services, and Sports Medicine)
- Employee Assistance Program

Designated Confidential Employee: An employee who is designated by the University as confidential for the purposes of providing services to persons related to disclosures of potential violations under this policy. Designated Confidential Employees include the Chief Diversity Officer and professional staff within the Office for Diversity and Inclusion, as well as staff within the University's African American Cultural Center, Asian American Cultural Center, Puerto Rican and Latin American Cultural Center, Women's Center, Rainbow Center; Ombuds Office; and professional staff within Student Health and Wellness Health Promotion. Designated Confidential Employees will offer students and employees information about resources, support and how to report incidents of Prohibited Conduct to law enforcement and the University. Designated Confidential Employees will only report the

information shared with them to the University if the student and/or employee requests that the information be shared (unless someone is in imminent risk of serious harm or a minor). Designated Confidential Employees do not have the ability to implement measures in response to a disclosure. They will provide information about how students and employees may receive such measures.

Where the disclosed conduct reasonably constitutes sex-based discrimination under this policy, the Confidential or Designated Confidential Employee will explain the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex-based discrimination, how to contact the Title IX Coordinator, and that the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution or an investigation under the grievance procedures.

Responsible Employee: Any employee who is not a Confidential Employee or Designated Confidential Employee, and certain categories of student employees. Responsible Employees include (but are not necessarily limited to) Faculty and Staff, Resident Assistants, Post- Doctoral Research Assistants, Graduate Teaching Assistants, Graduate Research Assistants, and any student-employees serving as Campus Security Authorities (CSAs) when disclosures are made to any of them in their capacities as employees.

Responsible Employees are required to immediately report to the University's Office of Institutional Equity all relevant details (obtained directly or indirectly) about an incident of:

- Sexual Assault
- Stalking
- Intimate Partner Violence

Involving a student in any capacity, regardless of when or where the incident occurred. The report should include all available information, including dates, times, locations, and names of parties and witnesses.

Reporting is required when the Responsible Employee knows (by reason of a direct or indirect disclosure) of such an incident.

Pursuant to Federal Law, Responsible Employees are also required to report to OIE conduct that reasonably constitutes sex-based discrimination^[5] as defined by this policy, involving students, employees, or third parties while participating or attempting to participate in University programs or activities. This requirement does not apply to the Responsible Employee's personal experiences.

The University is not obligated to respond to information disclosed at public awareness events (e.g., “Take Back the Night,” candlelight vigils, protests, “survivor speak-outs” or other public forums in which students may disclose incidents of Prohibited Conduct; collectively, “Public Awareness Events”). However, disclosures at Public Awareness Events will be evaluated to determine whether the information indicates an imminent and serious threat to the health or safety of a complainant, any students, employees, or other persons and will be used to inform the University’s prevention efforts.

A Responsible Employee who is conducting an Institutional Review Board-approved human-subjects research study designed to gather information about sex discrimination is not required to report information received during the course of the study.

Aside from the reporting responsibilities set forth above, all members of the campus community are encouraged to report any conduct which they become aware of and which they believe in good faith to have been a violation of this policy, and as to which they do not have an obligation to report as set forth above.

This encouragement does not apply to Confidential and Exempt Designated Confidential Employees and is subject to limitations necessary to preserve confidentiality and privacy.

All University employees are strongly encouraged to report to the law enforcement any conduct that could potentially present a danger to the community or may be a crime under Connecticut law.

C. CLERY REPORTING OBLIGATIONS

Under the Clery Act, certain University employees are designated as Campus Security Authorities. CSAs generally include individuals with significant responsibility for campus security or student and campus activities. Based on information reported to CSAs, the University includes statistics about certain criminal offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the University to issue timely warnings to the University community about certain reported crimes that may pose a serious or continuing threat to students and employees. Consistent with the Clery Act, the University withholds the names and other personally identifying information of Complainants when issuing timely warnings to the University community.

D. CHILD ABUSE REPORTING OBLIGATIONS

All University employees except student employees are **mandated reporters** of child abuse or neglect as defined by Connecticut General Statutes Section 17a-101(b) and must comply with Connecticut's mandated reporting laws.[6] All University employees should refer to UConn's Protection of Minors and Reporting of Child Abuse and Neglect Policy (<http://policy.uconn.edu/?p=6754>) for detailed definitions and reporting information.

PREGNANCY RELATED OBLIGATIONS

All University employees who receive a disclosure from a student, or a person who has a legal right to act on behalf of the student, of a student's pregnancy or related condition must provide the student with the Title IX Coordinator's contact information and inform the student that the Title IX Coordinator can coordinate specific actions to prevent sex-based discrimination and ensure the student's equal access to the University's programs and activities.

VII. COMPLAINANT OPTIONS FOR REPORTING PROHIBITED CONDUCT

A Complainant may choose to report to the University and/or to law enforcement when alleged Prohibited Conduct may also constitute a crime under the applicable laws. These two reporting options are not mutually exclusive. Therefore, Complainants may choose to pursue both the University process and the criminal process concurrently. The University will support Complainants in understanding, assessing and pursuing these options.

The first priority for any individual should be personal safety and well-being. In addition to seeking immediate medical care, the University encourages all individuals to seek immediate assistance from 911, UConn Police, and/or local law enforcement. This is the best option to ensure preservation of evidence. The University also strongly urges that law enforcement be notified immediately in situations that may present imminent or ongoing danger.

A. REPORTING TO LAW ENFORCEMENT

Conduct that violates this Policy may also constitute a crime under the laws of the jurisdiction in which the incident occurred. For example, the State of Connecticut criminalizes and punishes some forms of Sexual Assault, Intimate Partner Violence, Sexual Exploitation, Stalking, and Physical Assault.[Z]

Whether or not any specific incident of Prohibited Conduct may constitute a crime is a decision made solely by law enforcement. Similarly, the decision to arrest any individual for engaging in any incident of Prohibited Conduct is determined solely by law enforcement and not the University. Such decisions are based on a number of factors, including availability of admissible evidence.

Complainants have the right to notify or decline to notify law enforcement. In keeping with its commitment to take all appropriate steps to eliminate, prevent, and remedy all Prohibited Conduct, the University urges Complainants (or others who become aware of potential criminal conduct) to report Prohibited Conduct immediately to local law enforcement by contacting:

- 911 (for emergencies)
- University Police (for non-emergencies):
 - Storrs and Regional Campuses (860) 486-4800
 - UConn Health (860) 679-2121
- State Police (for conduct occurring off campus in Connecticut) (800) 308-7633

Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking protective and restraining orders. Although a police report may be made at any time, Complainants should be aware that delayed reporting may diminish law enforcement's ability to take certain actions, including collecting forensic evidence and making arrests. The University will assist Complainants in notifying law enforcement if they choose to do so. Under limited circumstances posing a threat to health or safety of any University community member, the University may independently notify law enforcement.

B. REPORTING TO THE UNIVERSITY

Complainants (or others, including parents, guardians, or other authorized legal representatives with the legal right to act on behalf of a complainant, who become aware of an incident of Prohibited Conduct) are encouraged to report the incident to the University through the following reporting options:

By contacting the Office of Institutional Equity by telephone, email, or in person during regular office hours (8am-5pm, M-F):

Office of Institutional Equity (Storrs and Regionals) Wood Hall, First Floor

241 Glenbrook Road Storrs, Connecticut (860) 486-2943

equity@uconn.edu

www.titleix.uconn.edu

www.equity.uconn.edu

Office of Institutional Equity (UConn Health) 16 Munson Road, Third Floor

Farmington, Connecticut (860) 679-3563

equity@uconn.edu

www.equity.uconn.edu

There is no time limit to report Prohibited Conduct to the University under this Policy;^[8] however, the University's ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the University. If the Respondent is no longer affiliated with the University, the University will provide reasonably appropriate remedial measures, assist the Complainant in identifying external reporting options, and take reasonable steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

The University will not pursue disciplinary action against Complainants or witnesses for disclosure of illegal personal consumption of drugs or alcohol where such disclosures are made in connection with a good faith report or investigation of Prohibited Conduct.

VIII. ACCESSING CAMPUS AND COMMUNITY RESOURCES AND SUPPORTIVE MEASURES

The University offers a wide range of resources to provide support and guidance to students and employees in response to any incident of Prohibited Conduct. Comprehensive information on accessing University and community resources is contained online at the following sites:

- Sexual assault, sexual exploitation, intimate partner violence, sexual or gender-based harassment, and stalking: titleix.uconn.edu
- Discrimination and discriminatory harassment where the Respondent is an employee or third party: equity.uconn.edu
- Related violations of The Student Code where the Respondent is a student: community.uconn.edu

Available resources include, but are not limited to: emergency and ongoing assistance; health, mental health, and victim-advocacy services; options for reporting Prohibited Conduct to the University and/or law enforcement; available support with academics, housing, and employment. For more information about resources and support measures, please visit www.titleix.uconn.edu.

The University offers a wide range of resources for students and employees, whether as Complainants or Respondents, to provide support and guidance throughout the submission, investigation, and resolution of a report of Prohibited Conduct. The University will offer reasonable and appropriate measures to individuals impacted by an allegation of Prohibited Conduct in order to facilitate their continued access to University employment or education programs and activities. These measures may be both remedial (designed to address a Complainant's safety and well-being and continued access to educational opportunities) or protective (designed to reduce the risk of harm to an individual or community). Remedial and protective measures, which may be temporary or permanent, may include no-contact directives, on-campus residence modifications, academic modifications and support, work schedule modifications, suspension from employment, and pre-disciplinary leave (with or without pay). Remedial measures are available regardless of whether a Complainant pursues a complaint or investigation under this Policy and may continue regardless of the outcome of an investigation if reasonable and appropriate.

The University will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. The University has the discretion to impose and/or modify any remedial or protective measure based on all available information.

The University will provide reasonable remedial and protective measures to Third Parties as appropriate and available, taking into account the role of the third party and the nature of any contractual relationship with the University.

IX. PROHIBITED CONDUCT UNDER THIS POLICY^[9]

Conduct under this Policy is prohibited regardless of the sex, sexual orientation and/or gender identity/expression of the Complainant or Respondent. Prohibited Conduct includes the following specifically defined forms of behavior: Discrimination, Discriminatory Harassment, Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, and Retaliation.

A. DISCRIMINATION

Discrimination is any unlawful distinction, preference, or detriment to an individual that is based upon an individual's actual or perceived race, color, ethnicity, religious creed, age, sex (including pregnancy or pregnancy-related conditions), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), veteran status, status as a victim of domestic violence, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or membership in other protected classes set forth in state or federal law and that: (1) excludes an individual from participation; (2) denies the individual the benefits of; (3) treats the individual adversely; or (4) otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a University program or activity.

Discrimination may include failing to make good faith efforts to provide reasonable accommodation, consistent with state and federal law and University policy, to persons with disabilities. The University of Connecticut is committed to achieving equal educational and employment opportunities and full participation for persons with disabilities.^[10]

Discrimination also may include failing to make good faith efforts to provide reasonable modifications to University policies, practices, or procedures, consistent with state and federal law and University policy, related to pregnancy, including childbirth, termination of pregnancy, recovery, related medical conditions, and lactation.^[11] The University of Connecticut is committed to achieving equal educational and employment opportunities and full participation for persons experiencing pregnancy and all related conditions.

Discrimination also may include failing to make good faith efforts to provide reasonable accommodations, consistent with state and federal law and University policy, for persons' sincerely held religious practices or beliefs. The University of Connecticut is committed to providing welcoming and inclusive learning environments and will make good faith efforts to provide reasonable religious accommodations to faculty, staff, and students.[12]

B. DISCRIMINATORY HARASSMENT AND SEXUAL HARASSMENT

Discriminatory Harassment consists of verbal, physical, electronic, or other conduct based upon an individual's actual or perceived race, color, ethnicity, religious creed, age, sex (including pregnancy and pregnancy-related conditions), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disability, past/present history of a mental disorder), veteran status, status as a victim of domestic violence, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or membership in other protected classes set forth in state or federal law that interferes with that individual's educational or employment opportunities, participation in a University program or activity, or receipt of legitimately-requested services or benefits. Such conduct is a violation of this Policy when the circumstances demonstrate the existence of either Hostile Environment Harassment, Quid Pro Quo Harassment, or Sexual Harassment as defined below.

Hostile Environment Harassment: **Discriminatory Harassment** that is so severe, persistent or pervasive that it unreasonably interferes with, limits, deprives, or alters the conditions of education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a University program or activity (e.g., campus housing, official University list-servs or other University-sponsored platforms), when viewed from both a subjective and objective perspective.

Quid Pro Quo Harassment: **Discriminatory Harassment** where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a University program or activity (e.g., campus housing).

Sexual Harassment: **Discriminatory Harassment** that consists of unwelcome conduct of a sexual nature. This may include, but is not limited to, unwanted sexual advances, requests for sexual favors, inappropriate touching, acts of sexual violence, or other unwanted conduct of a sexual nature,

whether verbal, non- verbal, graphic, physical, written or otherwise. Such conduct is a violation of this Policy when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment are present, as defined above.

C. SEXUAL ASSAULT

Sexual Assault consists of (1) Sexual Contact and/or (2) Sexual Intercourse that occurs without (3) Consent.^[13]

Sexual Contact (or attempts to commit) is the intentional touching of another person's intimate body parts, clothed or unclothed, if that intentional touching can reasonably be construed as having the intent or purpose of obtaining sexual arousal or gratification.

Sexual Intercourse (or attempts to commit) is any penetration, however slight, of a bodily orifice with any object(s) or body part. Sexual Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, or any contact between the mouth of one person and the genitalia of another person.

Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response is not consent. An individual who is incapacitated by alcohol and/or other drugs both voluntarily or involuntarily consumed may not give consent. Past consent of sexual activity does not imply ongoing future consent. **Consent** cannot be given if any of the following are present: A. Force, B. Coercion or C. Incapacitation.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and/or coercion that overcome resistance.

Coercion is unreasonable pressure for sexual activity. Coercion is more than an effort to persuade, entice, or attract another person to have sex. Conduct does not constitute coercion unless it wrongfully impairs an individual's freedom of will to choose whether to participate in the sexual activity.

Incapacitation is a state where an individual cannot make rational, reasonable decisions due to the debilitating use of alcohol and/or other drugs, sleep, unconsciousness, or because of a disability that prevents the individual from having the capacity to give consent. A person is not incapacitated merely because the person has been drinking or using drugs. Incapacitation due to alcohol and/or drug consumption results from ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication. The question of incapacitation will be

determined on a case-by-case basis. Being intoxicated or incapacitated by drugs, alcohol, or other medication will not be a defense to any violation of this Policy.

D. SEXUAL EXPLOITATION

Sexual Exploitation is taking advantage of a person due to their sex and/or gender identity for personal gain or gratification. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes. Examples include, but are not limited to:

- Recording, photographing, disseminating, and/or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
- Threatening to disseminate sensitive personal materials (e.g. photos, videos) by any means to any person or entity without consent;
- Allowing third parties to observe private sexual activity from a hidden location without consent (for example through a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
- Fetish behaviors including stealing articles of clothing for personal gain and/or satisfaction;
- Manipulation of contraception;
- Peeping or voyeurism;
- Prostituting another person;
- Intentionally or knowingly exposing another person to a sexually transmitted infection or virus without the other's knowledge; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

E. INTIMATE PARTNER VIOLENCE

Intimate Partner Violence includes any felony or misdemeanor crime, act of violence, or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship.^[14] Intimate Partner Violence may include any form of Prohibited Conduct under this Policy, including Sexual Assault, Stalking (as defined herein) and/or physical assault. Intimate Partner Violence may involve a pattern of behavior used to establish power and control over another person through fear and intimidation, or may involve one-time conduct. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional and/or physical.

F. STALKING

Stalking means engaging in a course of conduct directed at a specific individual that would cause a reasonable person to fear for their safety or the safety of others, or for the individual to suffer substantial emotional distress.

Stalking includes unwanted, repeated, or cumulative behaviors that serve no purpose other than to threaten, or cause fear for another individual.

Common stalking acts include, but are not limited to: harassing, threatening or obscene phone calls, excessive and/or threatening communication, following, vandalism of personal property, and/or leaving/giving unwanted gifts or objects. Stalking includes cyberstalking.

G. RETALIATION

Retaliation means any adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this Policy, including requesting supportive measures (remedial and/or protective), for the purpose of interfering with any right or privilege secured by this Policy. Retaliation includes threatening, intimidating, discriminating, harassing, coercing, interfering with potential witnesses or a potential proceeding under this Policy, or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy.

Retaliation may be present even where there is a finding of “no responsibility” on the allegations of Prohibited Conduct. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct. In determining whether an act constitutes retaliation, the full context of the conduct will be considered, including the individual right to freedom of speech.

Retaliation can include, but is not limited to, actions taken by the University, actions taken by one student against another student, actions taken by an employee against another employee or student, actions taken by a Registered Student Organization against a student, or actions taken by a third party against a student or employee. See the University’s Non-Retaliation Policy (<https://policy.uconn.edu/2011/05/24/non-retaliation-policy/>).

H. COMPLICITY

Complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of Prohibited Conduct by another person.

X. INAPPROPRIATE AMOROUS RELATIONSHIPS

For the purposes of this Policy, “amorous relationships” are defined as intimate, sexual, and/or any other type of amorous encounter or relationship, whether casual or serious, short-term or long-term.

A. INSTRUCTIONAL/STUDENT CONTEXT

All faculty and staff must be aware that amorous relationships with students are likely to lead to difficulties and have the potential to place faculty and staff at great personal and professional risk. The power difference inherent in the faculty-student or staff-student relationship means that any amorous relationship between a faculty or staff member and a student is potentially exploitative or could at any time be perceived as exploitative and should be avoided. Faculty and staff engaged in such relationships should be sensitive to the continuous possibility that they may unexpectedly be placed in a position of responsibility for the student’s instruction or evaluation. In the event of a charge of Sexual Harassment arising from such circumstances, the University will in general be unsympathetic to a defense based upon consent when the facts establish that a faculty- student or staff-student power differential existed within the relationship.

Undergraduate Students

Subject to the limited exceptions herein, all members of the faculty and staff are prohibited from pursuing or engaging in an amorous relationship with any undergraduate student.

Graduate Students

With respect to graduate students (including but not limited to Master’s, Law, Doctoral, Medical, Dental and any other post-baccalaureate students), all faculty and staff are prohibited from pursuing or engaging in an amorous relationship with a graduate student under that individual’s authority. Situations of authority include but are not limited to: teaching; formal mentoring or advising; supervision of research and employment of a student as a research, clinical, or teaching assistant; exercising substantial responsibility for grades, honors, or degrees; and involvement in disciplinary action related to the student.

Students and faculty/staff alike should be aware that pursuing or engaging in an amorous relationship with any graduate student will limit the faculty or staff member's ability to teach, mentor, advise, direct work, employ and promote the career of the student involved with them in an amorous relationship.

Graduate Students in Positions of Authority

Like faculty and staff members, graduate students may themselves be in a position of authority over other students, for example, when serving as a teaching assistant in a course or when serving as a research assistant and supervising other students in research. The power difference inherent in such relationships means that any amorous relationship between a graduate student and another student over whom they have authority (undergraduate or graduate) is potentially exploitative and should be avoided. All graduate students currently or previously engaged in an amorous relationship with another student are prohibited from serving in a position of authority over that student. Graduate students also should be sensitive to the continuous possibility that they may unexpectedly be placed in a position of responsibility for another student's instruction or evaluation.

Pre-existing Relationships with Any Student

The University recognizes that an amorous relationship may exist prior to the time a student enrolls at the University or, for amorous relationships with graduate students, prior to the time the faculty or staff member is placed in a position of authority over the graduate student. The current or prior existence of such an amorous relationship must be disclosed to the Office of Institutional Equity by the employee in a position of authority immediately if the student is an undergraduate, and prior to accepting a supervisory role of any type over any graduate student.

All faculty and staff currently or previously engaged in an amorous relationship with a student are prohibited from the following unless effective steps have been taken in conjunction with Labor Relations and the applicable dean or vice president to eliminate any potential conflict of interest in accordance with this Policy: teaching; formal mentoring or advising; supervising research; exercising responsibility for grades, honors, or degrees; considering disciplinary action involving the student; or employing the student in any capacity - including but not limited to student employment and internships, work study, or as a research or teaching assistant.

Similarly, all graduate students currently or previously engaged in an amorous relationship with another student are prohibited from serving in a position of authority over that student

If an Amorous Relationship Occurs with Any Student

If, despite these warnings, a faculty member, staff member, or graduate student becomes involved in an amorous relationship with a student in violation of this Policy, the faculty member, staff member, or graduate student must disclose the relationship immediately to the Office of Institutional Equity.

Absent an extraordinary circumstance, no relationships in violation of this Policy will be permitted while the student is enrolled or the faculty or staff member is employed by the University. In most cases, it will be unlikely that an acceptable resolution to the conflict of interest will be possible, and the faculty or staff member's employment standing or the graduate student's position of authority may need to be adjusted until they no longer have supervisory or other authority over the student.

In addition to the amorous relationship itself, a faculty, staff or graduate student's failure to report the existence of an inappropriate amorous relationship with a student is also a violation of this Policy. The University encourages immediate self-reporting, and will consider this factor in the context of any resolution that may be able to be reached.

B. EMPLOYMENT CONTEXT

Amorous relationships between supervisors and their subordinate employees often adversely affect decisions, distort judgment, and undermine workplace morale for all employees, including those not directly engaged in the relationship. Any University employee who participates in supervisory or administrative decisions concerning an employee with whom they have or has had an amorous relationship has a conflict of interest in those situations. These types of relationships, specifically those involving spouses and/or individuals who reside together, also may violate the State Code of Ethics for Public Officials as well as the University's Policy on Employment and Contracting for Service of Relatives.

Accordingly, the University prohibits all faculty and staff from pursuing or engaging in amorous relationships with employees whom they supervise. No supervisor shall initiate or participate in institutional decisions involving a direct benefit or penalty (employment, retention, promotion, tenure, salary, leave of absence, etc.) to a person with whom that individual has or has had an amorous relationship. The individual in a position of authority can be held accountable for creating a sexually hostile environment or failing to address a sexually hostile environment and thus should avoid creating or failing to address a situation that adversely impacts the working environment of others.

Pre-existing Amorous Relationships Between Supervisors and Subordinate Employees

The University recognizes that an amorous relationship may exist prior to the time an individual is assigned to a supervisor. Supervisory, decision-making, oversight, evaluative or advisory relationships for someone with whom there exists or previously has existed an amorous relationship is unacceptable unless effective steps have been taken to eliminate any potential conflict of interest in accordance with this Policy. The current or prior existence of such a relationship must be disclosed by the employee in a position of authority prior to accepting supervision of the subordinate Employee to

the Office of Institutional Equity. Labor Relations and the applicable dean or vice president will determine whether the conflict of interest can be eliminated through termination of the situation of authority. The final determination will be at the sole discretion of the relevant dean or vice president.

If an Amorous Relationship Occurs or has Occurred Between a Supervisor and Their Subordinate Employee

If, despite these warnings, a University Employee enters into an amorous relationship with someone over whom they have supervisory, decision-making, oversight, evaluative, or advisory responsibilities, that Employee must disclose the existence of the relationship immediately to the Office of Institutional Equity. Labor Relations and the applicable dean or vice president will determine whether the conflict of interest can be eliminated through termination of the situation of authority. The final determination will be at the sole discretion of the relevant dean or vice president. In most cases, it will be likely that an acceptable resolution to the conflict of interest will be possible. If the conflict of interest cannot be eliminated, the supervisor's employment standing may need to be adjusted. In addition to the amorous relationship itself, a supervisor's failure to report the existence of the relationship with a subordinate Employee is also a violation of this Policy. The University encourages immediate self-reporting, and will consider this factor in the context of any resolution that may be able to be reached.

XI. PREVENTION, AWARENESS AND TRAINING PROGRAMS

The University is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation, and returning students and current employees receive ongoing training and related education and awareness programs. The University provides training, education and awareness programs to students and employees to ensure broad understanding of this Policy and the topics and issues related to maintaining an education and employment environment free from harassment and discrimination. The University provides further training to employees annually, and when an employee's change of position alters their duties under Title IX, that explains how the University addresses and defines sex-based discrimination, and associated reporting responsibilities.

For a description of the University's Prohibited Conduct prevention and awareness programs, including programs on minimizing the risk of incidents of Prohibited Conduct and bystander intervention, see the University's annual Clery reports (found online at:

XII. OBLIGATION TO COOPERATE AND PROVIDE TRUTHFUL INFORMATION

All University employees are expected to cooperate and to provide all relevant information of which they are aware and/or in their possession as deemed necessary in connection with investigating allegations under this policy. Further, all University community members are expected to provide truthful information in any report, investigation, or proceeding under this Policy. Submitting or providing false or misleading information in bad faith or in an effort to achieve personal gain or cause intentional harm to another in connection with an incident of Prohibited Conduct, or employees failing to cooperate in the investigation process, is prohibited and subject to disciplinary sanctions under The Student Code (for students), The Code of Conduct (for employees), General Rules of Conduct (for employees), and any other applicable and appropriate University policy or policies. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

XIII. RELATED POLICIES

A. STUDENTS

- Responsibilities of Community Life: The Student Code: <https://community.uconn.edu/the-student-code-preamble/>

B. EMPLOYEES AND THIRD PARTIES

- Policy Statement: People With Disabilities: <http://policy.uconn.edu/?p=419>
- Protection of Minors and Reporting of Child Abuse and Neglect Policy: <http://policy.uconn.edu/?p=6754>
- Non-Retaliation Policy: <http://policy.uconn.edu/?p=415>
- Policy Statement: Affirmative Action and Equal Employment Opportunity: <http://policy.uconn.edu/?p=102>

- Age Act Policy: <http://policy.uconn.edu/?p=2007>
- Code of Conduct (employees): <http://policy.uconn.edu/?p=140>
- General Rules of Conduct (employees): <https://policy.uconn.edu/2011/05/24/general-rules-of-conduct/>
- Code of Conduct for University of Connecticut Vendors: <http://policy.uconn.edu/?p=2718>
- Policy on Employment and Contracting for Service of Relatives: <http://policy.uconn.edu/?p=357>

XIV. ENFORCEMENT

Violations of this policy may result in appropriate disciplinary measures in accordance with University By-Laws, Code of Conduct, General Rules of Conduct, applicable collective bargaining agreements, and the University of Connecticut Student Code.

XV. POLICY REVIEW

This Policy is maintained by the Office of Institutional Equity (OIE). The University will periodically review and update this Policy and will evaluate, among other things, any changes in legal requirements, existing University resources, and the resolution of cases from the preceding year (including, but not limited to, timeframes for completion and sanctions and remedies imposed).

Revised 06/27/2024 Approved by the Senior Policy Council and the President

Effective 08/01/2024

[1] Definitions for all forms of Prohibited Conduct can be found in Section IX of this Policy.

[2] UConn recognizes that an individual may choose to self-identify as a victim or a survivor. For consistency in this Policy, the University uses the term Complainant to maintain the neutrality of the Policy and procedures.

[3] These supervisory employees are required to report **all** forms of Prohibited Conduct where the Complainant or Respondent is an employee.

[5] See section Xa for sex-based discrimination definition.

[6] See Connecticut General Statutes Sections 17a-101a to 17a-101d.

[7] See Title 53a of the Connecticut General Statutes for the State of Connecticut's Penal Code (https://www.cga.ct.gov/current/pub/title_53a.htm).

[8] This statement does not relieve Responsible Employees of their obligation to report Sexual Assault, Intimate Partner Violence and/or Stalking involving a student immediately to the Office of Institutional Equity.

[9] These definitions may overlap with Connecticut criminal statutes in some cases, and provide greater protection in other instances. Connecticut's Penal Code may be found in Title 53a of the Connecticut General Statutes. (https://www.cga.ct.gov/current/pub/title_53a.htm)

[10] See Policy Statement: People with Disabilities. (<http://policy.uconn.edu/2011/05/24/people-with-disabilities-policy-statement/>).

[11] See Lactation Policy. (<https://policy.uconn.edu/2016/12/21/lactation-policy/>).

[12] See Religious Accommodations Policy (<https://policy.uconn.edu/2018/08/01/religious-accommodation-policy/>).

[13] Sexual assault includes any offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

[14] Intimate partner violence may also occur between individuals that cohabitate, or have cohabitated, as spouses or intimate partners, share a child in common, or when an individual commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the relevant jurisdiction.

This entry was posted in [Academic and Student Life](#), [Board of Trustees Approved](#), [Employment](#), [Facilities and Safety](#), [Faculty](#), [Office of Institutional Equity](#), [Others](#), [Staff](#), [Students](#).

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People with Disabilities, Policy Statement:

| | |
|--------------------------------------|---|
| Title: | People with Disabilities, Policy Statement: |
| Policy Owner: | Office of Institutional Equity |
| Applies to: | Faculty, Staff, Students, Others |
| Campus Applicability: | All Campuses and Programs, except UConn Health |
| Effective Date: | November 15, 2011 |
| For More Information, Contact | Office of Institutional Equity |
| Contact Information: | (860) 486-2943 |
| Official Website: | http://www.equity.uconn.edu/ |

The University of Connecticut is committed to achieving equal educational and employment opportunity and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from consideration for employment, participation in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity. This policy derives from the University's commitment to nondiscrimination for all persons in employment, academic programs, and access to facilities, programs, activities, and services.

A person with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others. Existing barriers, whether physical, programmatic, or attitudinal must be removed. Further, there must be ongoing vigilance to ensure that new barriers are not erected.

The University's efforts to accommodate people with disabilities must be measured against the goal of full participation and integration. Services and programs to promote these benefits for people with disabilities shall complement and support, but not duplicate, the University's regular services and programs.

Achieving full participation and integration of people with disabilities requires the cooperative efforts of all of the University's departments, offices, and personnel. To this end, the University will continue to strive to achieve excellence in its services and to assure that its services are delivered equitably and efficiently to all of its members.

Anyone with questions regarding this policy is encouraged to consult the Office of Institutional Equity (OIE). The office is located in Wood Hall, Unit 4175, 241 Glenbrook Road, Storrs, Connecticut 06269-4175, telephone, 860-486-2943.

This entry was posted in [Academic and Student Life](#), [Board of Trustees Approved](#), [Employment](#), [Faculty](#), [Office of Institutional Equity](#), [Others](#), [Staff](#), [Students](#) and tagged [Active](#).

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[Policy Against Discrimination, Harassment and Related Interpersonal Violence](#)

THE UNIVERSITY OF CONNECTICUT & UCONN HEALTH

OFFICE OF INSTITUTIONAL EQUITY (OIE)

COMPLAINT PROCEDURES

These procedures, effective for all reports made to the Office of Institutional Equity (OIE)¹ on or after October 1, 2021, govern OIE's investigation process when a University of Connecticut or UConn Health employee or other individual affiliated with the University or UConn Health in one of the capacities set forth below is alleged to have violated any University or UConn Health policy within OIE's jurisdiction.²

Individuals wanting to report alleged violations of University Policies, as defined below, are encouraged to contact OIE as soon as possible following an incident to allow for internal resolution of their complaints, and to connect employees and students with appropriate resources.

These procedures govern OIE's investigations of alleged violations of University Policy. Suspected crimes or any behavior that poses an imminent risk to any person or the University community should be reported immediately to law enforcement.

OIE will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this complaint process. Such arrangements may include, but are not limited to, providing qualified interpreters or assuring a barrier-free location for the proceedings.

¹ OIE maintains office locations on both the Storrs campus and UConn Health.

² Hereinafter, all references to "University" include UConn Storrs campus, UConn regional campuses (including the School of Law and School of Social Work), and UConn Health (including the School of Medicine and School of Dental Medicine). University policies falling under OIE's jurisdiction, include but are not limited to the following policies: *Policy Against Discrimination, Harassment, and Related Interpersonal Violence*; *Policy Statement: People with Disabilities*; *Non-Retaliation Policy*; *Policy Statement: Affirmative Action and Equal Employment Opportunity*; *UConn Health Affirmative Action, Non-discrimination and Equal Opportunity (2002-44)*; *UConn Health Persons with Disabilities (2002-46)*; and *UConn Health Non-Retaliation (2003-40)* (individually, "University Policy"; collectively, "University Policies").

In addition to these procedures, individuals are strongly encouraged to read the relevant University Policies in their entirety. Capitalized terms used within these procedures are given the same meaning as defined in the *Policy Against Discrimination, Harassment, and Related Interpersonal Violence*.

These procedures do not govern reports in which a UConn **student** is alleged to have violated any University Policy (see www.community.uconn.edu).

I. UNIVERSITY POLICIES UNDER OIE’S JURISDICTION

- A. As set forth in the University Policies, the University prohibits unlawful discrimination in education, employment, and the provision of services on the basis of legally protected characteristics (race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, pregnancy, physical or mental disability [including learning disabilities, intellectual disabilities, and past or present history of mental illness], veteran’s status, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, and membership in any other protected classes as set forth in state and federal law). More specifically, the University prohibits discrimination, as well as discriminatory harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, sexual or gender-based harassment, complicity in the commission of any act prohibited by the *Policy Against Discrimination, Harassment, and Related Interpersonal Violence*, and retaliation against a person for the good faith reporting of any of these forms of misconduct or participation in any investigation or proceeding related to any of these forms of misconduct under University Policies (“Prohibited Conduct”).
- B. In accordance with University Policies, all parties who participate in the good-faith reporting, filing, investigation, and/or proceedings related to reports of Prohibited Conduct under these procedures shall be free from retaliation on the basis of their participation in this process.

II. GENERAL PROVISIONS

- A. Who May File a Complaint & Scope of Procedures
 - i. Reports of Prohibited Conduct may be filed by Students, Employees, Patients or Third Parties.
 - 1. “Complainant” means the individual who is the subject of any Prohibited Conduct under University Policies, regardless of whether that person makes a report or seeks action under University Policies.
 - 2. “Respondent” means the individual who has been accused of violating University Policy.
 - 3. These procedures apply to reports of Prohibited Conduct by University and UConn Health Employees, including graduate students when the action complained of was taken in the graduate student’s employment capacity (for example, as a Graduate Assistant, Teaching Assistant or Research Assistant, Resident and/or Fellow); or Third Parties³ when:

³ As set forth in section III.E. of the *Policy Against Discrimination, Harassment and Related Interpersonal Violence*, these procedures may be used in reports of Prohibited Conduct by students enrolled in MD or DMD/DDS degree programs at UConn Health. As set forth in Section III.D. of the *Policy Against Discrimination, Harassment and Related Interpersonal Violence*, the University’s ability to take appropriate corrective action against a Third Party

- a. the conduct occurred on campus or other property owned or controlled by the University;
 - b. the conduct occurred in the context of a University employment or education program or activity, including, but not limited to, University-sponsored study abroad, research, on-line, or internship programs; or
 - c. the conduct occurred outside the context of a University employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for Students, Employees or Third Parties while on campus or other property owned or controlled by the University or in any University employment or education program or activity.
- ii. Reports of Title IX Sexual Harassment (See Section IX.C. of the *Policy Against Discrimination*) are processed using the procedures provided in Appendix II. In matters containing allegations of both Title IX Sexual Harassment and allegations of other Prohibited Conduct, all allegations may be investigated simultaneously; the allegations of Prohibited Conduct not constituting Title IX Sexual Harassment will be addressed through these Complaint Procedures, and only the allegations of Title IX Sexual Harassment will be addressed through the procedures provided in Appendix II.

B. Support Persons

Complainants, Respondents, and witnesses shall have the right to have one (1) support person (which may be a union representative) accompany them to any meeting with OIE related to a report or investigation under these procedures. An individual who is reasonably likely to participate as a witness in the investigation may not serve as a support person during any substantive interview. The Complainant, Respondent or witness is responsible for arranging their support person's attendance at any OIE meeting. It is within OIE's discretion whether to reschedule a meeting or extend other timelines in the investigation process due to a support person's unavailability.

C. Right to File External Complaint

- i. Complainants shall be advised of their right to file an external complaint with the applicable local, state and/or federal agency that enforces laws concerning non-discrimination and anti-harassment in employment or education such as the Connecticut Commission on Human Rights and Opportunities (CHRO), the Equal Employment Opportunity Commission (EEOC), U.S. Department of Labor, Wage and Hour Division, and the Office for Civil Rights (OCR). *See* Appendix I for agency contact information.

will be determined by the nature of the relationship of the Third Party to the University. The University will determine the appropriate manner of resolution consistent with its commitment to a prompt and equitable process.

- ii. When an external complaint has been filed, OIE will review the complaint and determine on a case-by-case basis, in consultation with other University offices as appropriate, whether OIE will conduct its own, internal investigation or, if OIE has already commenced an investigation, whether such investigation will be discontinued in light of the external filing.

D. OIE Files

OIE will create and maintain a file related to each report of Prohibited Conduct as described herein. The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report. OIE will take reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate the discrimination, harassment or retaliation; prevent its recurrence; and remedy its effects. To that end, OIE may provide information regarding matters it handles to individuals with a need to know the information.

E. Informal Resolution

Nothing in these procedures precludes an individual from seeking to discuss or resolve concerns independently with the University's Ombudsperson or other appropriate resources at the University.⁴ A Complainant may withdraw a complaint and/or their participation at any point; however, it is within OIE's discretion to determine whether and in what manner a matter may proceed, as noted in Section V.A. below.

III. WHERE AND HOW TO REPORT PROHIBITED CONDUCT

- A. A report of Prohibited Conduct may be made in written or verbal form to OIE:

Storrs Campus, Wood Hall - Unit 4175, 241 Glenbrook Road, Storrs, CT 06269;
Phone: 860-486-2943; Email: equity@uconn.edu; Fax: 860-486-6771.

UConn Health, at 16 Munson Road, 4th Floor, Farmington, CT 06030; Phone:
860-679-3563; Email: equity@uconn.edu; Fax: 860-679-6512.

- B. The following information should be included in reports/complaints (to the extent known): the identities of the Complainant(s) and Respondent(s), the approximate date of the incident(s), a description of the concerning behavior, and, if applicable, the protected characteristic(s) alleged to be the basis of the discrimination or harassment.
- C. A Dean, Department Head, Director or Supervisor who knows or should have known about an incident of Prohibited Conduct must comply with that

⁴ <https://equity.uconn.edu/campus-resources/>

Employee's Reporting Responsibilities as set forth in Section VI ("Employee Reporting Responsibilities") of the *Policy Against Discrimination, Harassment, and Related Interpersonal Violence*.

IV. JURISDICTIONAL REVIEW & ASSESSMENT OF MERITS

- A. OIE will review any report made to its office to determine whether OIE has jurisdiction to investigate. If not, OIE will advise the reporting person and will not investigate the report further. However, OIE may, in its discretion, refer the report to other appropriate University offices for further review.
- B. When OIE receives a report of alleged Prohibited Conduct but a Complainant is not identified or is not engaging in OIE's procedures, it is in OIE's discretion to determine whether to move forward with additional steps, including but not limited to conducting an assessment of merits and/or investigation.
- C. When conducting an assessment of merits, OIE will determine whether the conduct at issue, if it occurred as alleged, would constitute a violation of University Policy. To make this determination, OIE's analysis is guided by state and federal law and regulations. In making this assessment, OIE will consider information provided by Complainant, and may also, in its discretion, review information from other sources as deemed relevant by OIE. If OIE determines that the conduct would not violate University Policy even if all the allegations are credited, OIE will advise the Complainant of its determination and will not undertake further investigation. OIE may notify other individuals (including the Respondent) or offices within the University of the reported allegations in order to mitigate the impacts of any potentially discriminatory conduct and/or to alert management of concerns potentially implicating other policies outside of OIE's jurisdiction.
- D. If, based on the allegations, OIE determines that the alleged conduct does not meet the parameters of the Title IX Sexual Harassment, but may violate other provisions of University Policy under OIE's jurisdiction, the investigation will proceed as described below. Allegations meeting the parameters of Title IX Sexual Harassment will be processed according to the procedures in Appendix II.

V. THE INVESTIGATION

- A. OIE will notify the Complainant (if participating) that their matter will proceed to a full investigation after OIE determines that it will initiate an investigation. OIE will determine the appropriate timing of such notification. OIE may determine an investigation must proceed even in the absence or withdrawal of Complainant participation.
- B. Respondents will be informed of the allegations against them and given an opportunity to respond. OIE will determine the appropriate timing of such

notification. Respondents also will be informed that they may enlist the assistance of their union representative, if applicable, for support throughout this process. As their support person (sec. II(b)), a Respondent's union representative may accompany the Respondent to any meetings with OIE.

- C. The standard of proof utilized in OIE's investigations is Preponderance of the Evidence ("more likely than not").
- D. It is within OIE's discretion to determine appropriate investigative steps, which may include but are not limited to, interviewing witnesses determined in OIE's discretion, to have relevant information, and obtaining and reviewing relevant documents or other evidence. These investigative steps may be taken prior to notification of the Respondent(s) under subsection B.
- E. During the course of the investigation, OIE will provide the Complainant (if participating) and Respondent with the opportunity to review their own respective interview summaries and to provide any additional information. The Complainant and Respondent will have three (3) business days to provide a response to their interview summaries.
- F. OIE strives to complete its investigation process within sixty (60) calendar days and to keep parties reasonably informed as to the status of the investigation, consistent with the need to protect the integrity of the investigative process and the privacy of the participants. Investigations may exceed sixty (60) calendar days for good cause, which includes but is not limited to: investigations where additional time is necessary to ensure the integrity and completeness of the investigation; to comply with a request by external law enforcement for temporary delay to gather evidence for a criminal investigation; to accommodate the availability of parties and/or witnesses; to account for University breaks or vacations; to account for complexities of a case, including the number of witnesses and volume of information provided by the parties; or for other legitimate reasons.
- G. OIE will notify the parties in writing at the conclusion of its investigation. OIE will also notify the Office of the President and/or the Executive Vice President of UConn Health, and any other individual or office that may need to know the information.

VI. WRITTEN RESPONSE TO OIE'S FINDINGS AND RECOMMENDATIONS REPORT

- A. Both the Complainant and Respondent may submit a written response to OIE's Findings and Recommendations report in lieu of a request for review (pursuant to Section VII below) no later than 5:00 PM (EST) on the fourteenth (14) calendar day from written receipt of OIE's findings. Written receipt is presumed to be five (5) calendar days after transmittal by U.S. mail and the same day if issued via

email before 5:00 PM (EST). A request for an extension of time beyond fourteen days may be granted at the discretion of OIE's Associate Vice President or designee.

B. All written responses will be added to and maintained with OIE's file.

VII. REVIEW OF OIE'S FINDINGS

A. Panel of Reviewers

- i. OIE will appoint a standing pool of trained faculty, staff, and members of the administration to serve two-year terms on a Panel of Reviewers.
- ii. OIE will select the Chair of the Panel of Reviewers.
- iii. The Panel of Reviewers shall be given an orientation and training by OIE regarding the nature of the review process, OIE's procedures, prohibited forms of discrimination, harassment and retaliation, and other issues related to their roles.

B. Request for Review

- i. Either party may request a review of OIE's findings by submitting a written request for review to the Chair of the Panel of Reviewers, in care of the OIE Associate Vice President, no later than 5:00 PM (EST) on the fourteenth (14) calendar day from written receipt of OIE's findings. Written receipt is presumed to be five (5) calendar days after transmittal by U.S. mail and the same day if issued via email before 5:00 PM (EST). A request for an extension of time beyond fourteen days may be granted at the discretion of OIE's Associate Vice President or designee.
- ii. The grounds for review are limited to: (1) violations of these complaint procedures, which would have had a material effect on the outcome; and/or (2) additional evidence that was not available during the investigation, which would have had a material effect on the outcome. A party's request for review must identify at least one of the two grounds for review and provide sufficient detail to understand the basis for the request. Mere disagreement with OIE's findings is not sufficient grounds for review.
- iii. If the request for review is submitted within the timeframe set forth in sec. VII(B)(i), OIE will forward the request to the Chair of the Panel of Reviewers within two (2) business days of receipt.

C. Review Committee

- i. The Chair of the Panel of Reviewers shall choose three members from the Panel of Reviewers to serve as a Review Committee. The Chair of the Panel of Reviewers may serve as one of the three members of the Review Committee. The Review Committee will first review the request to determine if at least one of the review grounds is identified. The Review Committee has the discretion to deny a request if it is clear that neither of the two permissible grounds for review are identified. The Review

Committee's decision to deny a request for failure to identify either of these two grounds is deemed final.

- ii. If either of the two permissible grounds for review is identified, the role of the Review Committee is to determine whether OIE violated its complaint procedures and/or whether there exists new information that was not available during the investigation, and that such error/new information could have had a material effect on the outcome.
- iii. The proceedings of Review Committees are informal. Review Committees should exercise their discretion not to consider cumulative, repetitious or irrelevant evidence. In discharging their duties, Review Committees may interview the parties and review relevant records. The Review Committees also may interview the OIE investigator(s) with regard to procedural questions. A Review Committee is not obligated to do any or all of those things if the Review Committee deems it unnecessary under the circumstances.
- iv. Once the Review Committee has concluded its evaluation of all relevant evidence, it will make a recommendation to the President and/or the Executive Vice President of UConn Health, which may include accepting or rejecting one or all of OIE's findings, or any other actions deemed necessary or appropriate in the discretion of the Review Committee.
- v. The Review Committee shall make its recommendation in writing and provide it to the President and/or the Executive Vice President of UConn Health within twenty (20) business days of the Committee's receipt of the request for review. Extensions of time may be granted by the President and/or the Executive Vice President of UConn Health or their respective designee on the basis of good cause.

D. Presidential Action

The President or designee and/or the Executive Vice President of UConn Health or designee will notify the parties in writing of their response to the Review Committee's recommendation within ten (10) business days of receipt.

Revised October 1, 2021

APPENDIX I

MOST COMMONLY USED CIVIL RIGHTS ENFORCEMENT AGENCIES

Connecticut Commission on Human Rights and Opportunities (CHRO)*

CAPITOL REGION OFFICE:

450 Columbus Boulevard
Hartford, CT 06103-1835
PHONE: (860) 566-7710
FAX: (860) 566-1997
TDD: (860) 566-7710
EMAIL: CHRO.Capitol@ct.gov

EASTERN REGION OFFICE

100 Broadway
Norwich, CT 06360
PHONE: (860) 886-5703
FAX: (860) 886-2550
TDD: (860) 886-5707
EMAIL: CHRO.Eastern@ct.gov

WEST CENTRAL REGION OFFICE

Rowland State Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
PHONE: (203) 805-6530
FAX: (203) 805-6559
TDD: (203) 805-6579
EMAIL: CHRO.WestCentral@ct.gov

SOUTHWEST REGION OFFICE

350 Fairfield Ave., Sixth Floor
Bridgeport, CT 06604
PHONE: (203) 579-6246
FAX: (203) 579-6950
TDD: (203) 579-6246
EMAIL: CHRO.Southwest@ct.gov

*For information on which CHRO field office to utilize, please visit
<https://portal.ct.gov/CHRO/Commission/Commission/Contact-Us> .

U.S. Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building

15 Sudbury Street, Room 475

Boston, MA 02203-0506

PHONE: (800) 669-4000

FAX: (617) 565-3196

TTY: (800) 669-6820

ASL Video Phone: (844) 234-5122

<https://www.eeoc.gov/field-office/boston/location>

U.S. Department of Education

Office for Civil Rights/Boston (OCR)

U.S. Department of Education

Eighth Floor

5 Post Office Square

Boston, MA 02109-3921

PHONE: (617) 289-0111

FAX: (617) 289-0150

TDD: (800) 877-8339

EMAIL: OCR.Boston@ed.gov

<http://www2.ed.gov/about/offices/list/ocr/index.html>

U.S. Department of Labor, Wage and Hour Division

HARTFORD DISTRICT OFFICE

135 High Street, Room 210

Hartford, CT 06103-1111

PHONE: (860) 240-4160; 1-866-4-USWAGE (1-866-487-9243)

TTY: 1-877-889-5627

EMAIL: <https://webapps.dol.gov/contactwhd/Default.aspx>

<https://www.dol.gov/agencies/whd/contact/complaints>

NEW HAVEN AREA OFFICE

150 Court Street, Room 208

New Haven, CT 06510

PHONE: (203) 773-2249; 1-866-4-USWAGE (1-866-487-9243)

<https://www.dol.gov/agencies/whd/contact/complaints>

U.S. Department of Health and Human Services

HHH Building, Room 509F

200 Independence Avenue SW

Washington, D.C. 20201

PHONE: 1-800-368-1019

TDD: 800-537-7697

<http://www.hhs.gov/ocr/office/file/index.html>

<https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>

APPENDIX II

EMPLOYEE-RESPONDENT TITLE IX SEXUAL HARASSMENT PROCEDURES

I. FILING A FORMAL COMPLAINT

The grievance procedures under this Appendix II may be initiated by the filing of a Formal Complaint as follows:

- a. The Complainant signing or acknowledging a written document or electronic submission that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint, identifying the Complainant and the Respondent(s), and requesting OIE to investigate their allegation(s) of sexual harassment; or
- b. The Title IX Coordinator or designee signing or acknowledging a written document or electronic submission requesting OIE to investigate allegation(s) of sexual harassment regarding the Respondent(s).

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

Upon receipt of a Formal Complaint, OIE will provide a Notice of Allegations to the parties as set forth in Section III below.

Supportive measures are available to Complainants and Respondents. See Section VIII of the *Policy Against Discrimination*.

II. REQUIRED ELEMENTS OF THE FORMAL COMPLAINT

A Formal Complaint must meet all of the following required elements in order to initiate the investigation procedures under this Appendix II. In determining whether a Formal Complaint meets all the required elements, OIE will apply the provisions of the Title IX regulations, guidance from the U.S. Department of Education, and applicable case law. If the Formal Complaint does not meet the following required elements, it will be dismissed, and OIE will provide written notice of the dismissal and reasons therefor to the parties. If a Formal Complaint is dismissed under this provision, the matter may still be addressed pursuant to other provisions of the *Policy Against Discrimination, Harassment and Related Interpersonal Violence*, and the preceding *OIE Complaint Procedures*. OIE's dismissal of a Formal Complaint under this Appendix II may be appealed through the process set forth in Section VI below.

a. Identity of the Complainant

- i. The Complainant is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- ii. The Complainant must be participating in or attempting to participate in a University education program or activity at the time the Complaint is filed. Education Program or Activity includes locations, events, or circumstances within the United States over which the University exercised substantial control over both the Respondent and the context in which the sexual harassment occurs, and also includes any building within the United States that is owned or controlled by a student organization officially recognized by the University.
- iii. A Complainant cannot file a Formal Complaint under this Appendix II anonymously.

b. Identity of the Respondent(s)

- i. The Respondent(s) is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- ii. The identity of the Respondent(s), if known, must be included in the Formal Complaint.

c. Allegations of Sexual Harassment

- i. The Formal Complaint must include allegations of Title IX Sexual Harassment, which is defined as conduct that occurs on the basis of sex in a University education program or activity in the United States that satisfies one or more of the following:
 - 1. An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);
 - 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment); or
 - 3. Sexual assault (as defined by Clery Act), or "dating violence," "domestic violence," and "stalking" (as defined by Violence Against Women Act).

d. A request that OIE investigate the allegation of sexual harassment.

III. NOTICE OF ALLEGATIONS

Upon receipt of a Formal Complaint pursuant to Sections I and II above, OIE will provide a written Notice of Allegations to the Complainant (if applicable) and the Respondent(s) regarding the allegations and containing information about the grievance process. If, during the course of the investigation, OIE receives information of additional allegations concerning the Respondent(s), OIE may supplement the Notice of Allegations, or may address the additional allegations through a separate process under the applicable procedures (including these Appendix II procedures or the preceding *OIE Complaint Procedures*). If a Formal Complaint is made but is dismissed pursuant to Section II above, OIE will provide the parties with both the Notice of Allegations, as well as the written notice of dismissal.

IV. INVESTIGATION⁵

- a. **Assignment of Advisors:** Within seven (7) calendar days of OIE's issuance of the Notice of Allegations, the parties may identify an advisor of their choice to accompany them to any meeting or proceeding under these Appendix II procedures. If a party indicates that they want OIE to assign an advisor to them, or if a party does not select an advisor by 5:00 PM (EST) on the seventh day following OIE's issuance of the Notice of Allegations, OIE will assign an advisor.
 - i. **Advisor** is defined as one individual (who may be a union representative or attorney) who is selected by a party, or, if none is selected, who is assigned by OIE to assist the party throughout the proceedings set forth in this Appendix II. The advisor may not participate in the proceedings in lieu of the party; the party must maintain meaningful participation in all proceedings. The advisor must maintain respectful and professional decorum in all proceedings; failure by the advisor to do so may result in OIE excluding the advisor from participation. OIE maintains discretion to determine whether exclusion of an advisor is warranted. If an advisor is excluded from participation in the hearing pursuant to Section V below, OIE will appoint an advisor for the party.
 - ii. **Support Person:** In addition to one advisor as set forth above, parties and witnesses are permitted to have one support person accompany them to any meeting with OIE or proceeding under these Appendix II procedures. An individual who is reasonably likely to participate as a witness in the investigation or hearing may not serve as a support person during any substantive interview or in the hearing pursuant to Section V below. A support person's role is to offer comfort and guidance to a party or witness; a support person may not actively participate in any proceeding under these Appendix II procedures. A support person's failure to maintain respectful and professional decorum and to limit their conduct at any meeting or proceeding to the scope of the role as described herein may result in OIE excluding the support person from any meeting or proceeding. OIE maintains discretion to determine whether exclusion of a support person is warranted. The party or witness is responsible for arranging their support person's attendance at any meeting or proceeding. It is within OIE's discretion whether to reschedule a meeting or proceeding or extend other timelines in the investigation process due to a support person's unavailability.
- b. **Identifying Witnesses and Evidence:** Within fourteen (14) calendar days of OIE's issuance of the Notice of Allegations, the parties may provide to OIE a list of witnesses and other evidence they believe may be relevant to OIE's investigation. It is within OIE's discretion to determine appropriate investigative

⁵All timeframes noted within this Appendix II refer to calendar days, unless otherwise noted. To be considered timely, OIE must receive notice of completion of the procedure on or before 5:00 PM EST on the final day of the designated timeframe. Any requests for extension of these timeframes must be made within the designated timeframe and may be granted for good cause at the discretion of the OIE Associate Vice President or designee.

steps, including identifying which witnesses to interview and which documents to gather during its investigation.

- c. **Parties' Inspection and Review of Evidence:** Upon completion of OIE's investigation, OIE will provide the parties and their respective advisors with an electronic copy of the evidence directly related to the allegations which OIE obtained during the investigation, including a summary of the substantive information provided to OIE during interviews with the parties and witnesses, and any documentation OIE obtained that is directly related to the allegations. Within fourteen (14) calendar days of OIE's provision of the evidence, the parties may provide to OIE a written response to the evidence. After receipt of these responses (if submitted within the applicable timeframe), OIE will consider whether additional investigative steps are warranted or whether OIE's investigation should be concluded.
- d. **Investigative Report:** Upon conclusion of OIE's investigation pursuant to Section IV.c., OIE will provide the parties and their respective advisors with an electronic copy of its Investigative Report, which will summarize the relevant evidence, and may make recommended factual findings, conclusions, and credibility analyses.
- e. **Written Response to Investigative Report:** Within fourteen (14) calendar days of OIE's issuance of the Investigative Report, the parties may submit to OIE a written response to the report.

V. HEARING

- a. Upon completion of the Investigative Report, OIE will appoint a Hearing Chair to conduct a hearing, and two Hearing Officers who will render a decision on the Formal Complaint. OIE will schedule a hearing as soon as practicable, but not earlier than fourteen (14) calendar days following the issuance of the Investigative Report.
- b. After expiration of the fourteen (14) calendar day timeframe in Section IV.e. above, OIE will provide the Investigative Report and the parties' responses to the report to the Hearing Chair and Hearing Officers. OIE will also provide each party's responses to the Investigative Report to the other party.
- c. The hearing will be conducted in person or using video conferencing that allows all individuals participating in the hearing to communicate live. The hearing will be audio recorded, and may be video recorded. OIE will have discretion to permit additional individuals (including, but not limited to representatives from Human Resources and Labor Relations) to observe the hearing.
- d. The Hearing Chair will oversee questioning parties and witnesses who appear for the hearing, and will make decisions regarding the relevancy of evidence offered and questions asked before a party or witness answers.
- e. For allegations of Title IX Sexual Harassment by a UConn Health employee or a student enrolled in an MD or DMD/DDS degree program at UConn Health, a live hearing pursuant to subsections c and d above will not occur; however, each party may submit to the Hearing Chair within fourteen (14) calendar days following issuance of the Investigative Report, written questions to be asked of any party or

witness. The Hearing Chair will then make any relevancy determinations regarding the submitted questions and will promptly provide relevant questions to the party or witness to whom they are directed. Responses from the party or witness must be provided to the Hearing Chair within five (5) calendar days of the party's or witness's receipt of the questions, and the Hearing Chair will promptly provide the responses to the questioning party. Within two (2) calendar days of the questioning party's receipt of the responses, the questioning party may submit to the Hearing Chair additional questions for the party or witness. The Hearing Chair will make any relevancy determinations regarding the additional questions and will promptly provide relevant questions to the party or witness to whom they are directed. The responding party's responses thereto shall be submitted to the Hearing Chair within five (5) calendar days of the party's or witness's receipt of the additional questions, and the Hearing Chair will promptly provide the responses to the questioning party.

- f. If deemed reliable and relevant by the Hearing Officers, and not otherwise subject to exclusion under controlling federal laws and regulations or these procedures, the Hearing Officers may consider the statements of persons who were not present at the hearing, or persons who were present at the hearing but who nevertheless were not subject to cross-examination. This includes, but is not limited to, opinions and statements in police reports or other official reports, medical records, court records and filings, the Investigative Report and the parties' responses to the report, OIE notes and summaries of interviews generated as part of its investigation, responses to written questions, emails, written statements, affidavits, text messages, social media postings, and the like.
- g. Following the hearing or the conclusion of the procedures in subsection e above, the Hearing Officers will issue a written decision regarding Respondent(s)'s responsibility and recommendation regarding sanctions (if applicable). The standard of evidence to be used in determining responsibility is a preponderance of evidence (a determination based on facts that are more likely true than not).
 - i. Possible disciplinary sanctions and remedies may range from counseling to separation from the University.

VI. RESPONSE TO DECISION AND APPEAL PROCESS

- a. **Response to Decision:** Within seven (7) days of the issuance of OIE's decision regarding the dismissal of a Formal Complaint pursuant to Section II above, or the Hearing Officers' decision following the hearing pursuant to Section V.e. above, either party may submit to OIE a written response regarding the decision. The written response should be addressed to the OIE Associate Vice President and sent by email to equity@uconn.edu. The written response will be maintained in OIE's file.
- b. **Appeal:** If a party wishes to appeal OIE's dismissal of a Formal Complaint pursuant to Section II above, or the Hearing Officers' finding as to Respondent's responsibility, their appeal must be made within the timeframe specified in Section VI.a. above and submitted to the OIE Associate Vice President by email to equity@uconn.edu. The party's written submission must specify that they

intend to appeal OIE's dismissal of a Formal Complaint, or the finding as to Respondent's responsibility and must identify at least one of the following grounds: (i) Procedural irregularity that affected the outcome of the matter; (ii) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or (iii) The Title IX Coordinator, investigator(s), Hearing Chair or Hearing Officer(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter. A written submission that does not identify at least one of these grounds for appeal will be considered a written response pursuant to Section VI.a. above and will not be processed through the appeal procedures set forth below.

- i. Within two (2) business days of OIE's receipt of an appeal, OIE will acknowledge receipt of the party's appeal and inform the other party that an appeal has been filed. Within seven (7) calendar days of OIE's acknowledgement or notice that an appeal has been filed, the parties may submit to OIE a statement regarding OIE's dismissal of a Formal Complaint or the outcome of the Hearing Officers' decision.
- ii. After expiration of the seven (7) calendar day timeframe set forth in Section VI.b.i., above, OIE will provide to the Chair of the Panel of Reviewers the following:
 1. For appeals of Hearing Officers' decision: the party's appeal; the Hearing Officers' decision and the parties' responses or statements (if any) regarding the Hearing Officers' decision; the Investigative Report and both parties' responses to the Investigative Report (if any).
 2. For appeals of OIE's dismissal of a Formal Complaint: the party's appeal; the parties' statements regarding OIE's decision (if any); and the written notice of dismissal from OIE.
- iii. The Chair of the Panel of Reviewers shall choose three (3) members from the Panel of Reviewers to serve as a Review Committee. The Chair of the Panel of Reviewers may serve as one of the three members of the Review Committee. The Review Committee will review the appeal to determine if at least one of the appeal grounds is identified. The Review Committee has discretion to deny an appeal if it is clear that none of the permissible grounds for appeal are identified. The Review Committee's decision to deny an appeal is deemed final.
- iv. If the Review Committee finds that an appeal should be granted, the Review Committee will make a recommendation to the President and/or the Executive Vice President of UConn Health, which may include remanding the matter for further investigative or hearing proceedings, accepting or rejecting one or all of the Hearing Officers' findings, or any other actions deemed necessary or appropriate in the discretion of the Review Committee.
- v. The Review Committee shall make its recommendation in writing and provide it to the President and/or the Executive Vice President of UConn

Health within twenty (20) business days of the Committee's receipt of the appeal. Extensions of time may be granted by the President and/or the Executive Vice President of UConn Health or their respective designee on the basis of good cause.

1. The President or designee and/or the Executive Vice President of UConn Health or designee will notify the parties in writing of their response to the Review Committee's recommendation within ten (10) business days of receipt.
- vi. Upon OIE's receipt of the Review Committee's decision, OIE will inform the parties of the decision.

VII. RECORDKEEPING

OIE will maintain records of all proceedings under this Appendix II. Such records will be shared pursuant to these procedures, and may be disclosed to others with a need to know the information or pursuant to state or federal law or regulations.

Revised October 1, 2021

About UConn Health

A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health

has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow. Watch the video below and learn more about the great insitution you have chosen, UConn Health.



Policies & Resources

health.uconn.edu/policies

UConn Health policies website, health.uconn.edu/policies, is where you will find all the official UConn Health policies that govern the daily activities of our UConn Health community. It is recognized that these policies are not all-inclusive and do not consistute a legal document or contract. The Offices of Compliance and Audit & Management Advisory Services are available for assistance with questions on any of the policies listed here.

Please note, violations of UConn Health policies may be cause for disciplinary action up to and including dismissal. A supervisor’s failure to enforce a policy does not excuse an employee or non-employee from complying with it, nor does it prevent UConn Health from taking disciplinary action thereafter. As part of your orientation, you are required to read, understand, and comply with each of the UConn and UConn Health policies listed below. Click on each policy to open and review.

| | | Compliance | OIE | HR | IRB | IT | Police |
|---|--|------------|-----|----|-----|----|--------|
| Institutional | Rules of of Conduct | ● | ● | ● | ● | ● | ● |
| Healthy and Safe Workplace | Drug-Free Schools & Campuses Act and Drug-Free Workplace Act | | | ● | | | ● |
| | Attendance, Sick Leave Standards, and Procedures | | | ● | | | |
| | Background and Sanctions Check | ● | | ● | | | ● |
| | Confidentiality | | | ● | | | |
| | Smoke and Tobacco-Free Workplace | | | | | | ● |
| | Workplace Violence Prevention | | ● | ● | | | ● |
| | Effective Communication with Deaf and Hard Of Hearing Patients | ● | ● | | | | |
| Non-Discrimination | Affirmative Action, Non-Discrimination and Equal Opportunity | | ● | ● | | | |
| | HIV/AIDS Non-Discrimination | | ● | ● | | | |
| | Persons with Disabilities | | ● | ● | | | |
| | Discrimination, Harassment, and Related Interpersonal Violence | | ● | ● | | | ● |
| Use of State Resources | Disposition of Public Records | ● | | | | | |
| | Electronic Monitoring | | | | | ● | |
| | Acceptable Use, UConn Health | ● | | | | ● | |
| Conflicts of Interest and Research Misconduct | Employment and Contracting for Service of Relatives | ● | | ● | | ● | |
| | Institutional Conflicts of Interest in Research | ● | | | | | |
| | Individual Financial Conflicts of Interest in Research | ● | | | | | |
| | Review of Alleged Misconduct of Research | ● | | | ● | | |

Key Contacts

| | |
|---|--------------|
| Bursar health.uconn.edu/finance/bursar | 860.679.3945 |
| Compliance, University university_compliance@uconn.edu compliance.uconn.edu | 860.679.1969 |
| Compliance, Healthcare compliance.officer@uchc.edu health.uconn.edu/healthcare-compliance | 860.679.1802 |
| Compliance, Healthcare Privacy privacyoffice@uchc.edu privacy.uconn.edu/health/uconn-health | 860.679.7226 |
| Child Care Center health.uconn.edu/creative-child-center | 860.679.2124 |
| Emergency Closings health.uconn.edu/closing-and-cancellations | 860.679.2001 |
| Employee Assistance Program health.uconn.edu/occupational-environmental/employee-assistance-program | 860.679.2877 |
| Harassment/Discrimination equity.uconn.edu | 860.679.3563 |

| | |
|---|--------------|
| Information Technology Help Desk health.uconn.edu/information-technology | 860.679.4400 |
| Logistics Management opa.uchc.edu | 860.679.1958 |
| Police publicsafety.uconn.edu/police | 860.679.2121 |

HR Employee Resource Center

860.679.2426
HR-EmployeeResource@uchc.edu
Monday through Friday, from 8 a.m. to 4:30 p.m.

The Center serves as a one-stop hub for various employee inquiries, providing prompt and thorough assistance to faculty, staff, and retirees. Dedicated Employee Resource Specialists answer employees' questions and provide information about health insurance, tuition programs, payroll deductions, supplemental benefits, pension contributions, and much more. If the question can't be answered immediately, employees will receive a status update within 24 hours.

Emergency Alerts

Emergency Closings

860.679.2001 | 860.486.9292

health.uconn.edu/closing-and-cancellations

The nature of UConn Health's activities requires that emergency closing decisions be made ONLY by UConn Health. General closing announcements from any other State office, including the Governor's office, do not constitute authorization for any UConn Health unit to close or any UConn Health employees to be absent from work. Unless officially notified in accordance with this policy, all UConn Health units must maintain normal operations. Call the UConn Health Hotline to find out the status of work that day. Correctional Managed Health Care staff are to follow policy 2001-01.

UConnAlert

alert.uconn.edu

UConnAlert is the on-demand mass notification service in use at UConn Health. It supplements our existing ways of notifying the entire UConn Health community of storm closings, construction-related disruptions, and other important news. All employees, students, residents, and others on campus automatically receive notifications via their available UConn Health e-mail address, work phone number, mobile number and home number.

Reference: Emergency Closing Policy, health.uconn.edu/policies/wp-content/uploads/sites/28/2015/07/policy_2001_02.pdf

Good Security Practices are Critical

It is your responsibility to keep UConn Health confidential data secure. Remember, UConn Health electronic messaging systems are not for personal use. Email spam and phishing pose extreme risk to UConn Health so do not click on unsolicited links or attachments in messages. When in doubt, call the IT Help Desk at 860-679-4400.



2023 UConn Health
Diversity Awareness Training and Sexual Harrassment Prevention Training by EEO
June 1, 2023 - May 31, 2024

| EEO | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU |
|--------------------------------|----------------|---------------|-----------------|-----------|------------|-----------|-----------|----------|-----------|-----------|-----------|----------|----------|-----------|
| 1 - Executive/Administrative | 13 | 5 | 8 | 4 | 6 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 |
| 2 - Faculty | 71 | 28 | 43 | 17 | 25 | 2 | 5 | 1 | 3 | 6 | 10 | 0 | 0 | 2 |
| 3 - Professional/Non-Faculty | 336 | 81 | 255 | 40 | 180 | 6 | 31 | 4 | 13 | 14 | 31 | 0 | 0 | 17 |
| 4 - Secretarial/Clerical | 119 | 18 | 101 | 6 | 51 | 2 | 24 | 1 | 17 | 3 | 9 | 0 | 0 | 6 |
| 5 - Technical/Paraprofessional | 161 | 33 | 128 | 12 | 69 | 5 | 30 | 1 | 23 | 0 | 6 | 0 | 0 | 15 |
| 6 - Skilled Craft | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 - Protective Services | 19 | 7 | 12 | 6 | 7 | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 1 |
| TOTAL | 722 | 175 | 547 | 88 | 338 | 15 | 92 | 7 | 59 | 24 | 58 | 0 | 0 | 41 |

EXTERNAL COMMUNICATION AND RECRUITMENT STRATEGIES

(Section 46a-68-80)

September 2024

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

UConn Health has actively worked to develop effective and successful strategies for recruiting goal candidates for current positions.

During this Plan year, UConn Health continued to evaluate and modify its recruitment and hiring procedures as needed. This was done in recognition that many of its affirmative action goals can only be realized if the selection procedure successfully supports the institution's efforts to hire and promote affirmatively and equitably. The Human Resources (HR) [website](#) provides information about the employment application process and a link to the Candidate Self Service application system which allows applicants to create an applicant profile allowing them to easily apply for various position. Please see **Exhibit # 1** for a copy of the website page.

HR staff work with hiring managers to ensure the best strategies for recruitment are utilized to achieve a more diverse workforce. All efforts to recruit qualified goal applicants are documented by HR in the iGreentree system and are reviewed prior to any offer of employment to ensure that good faith efforts have been made in the recruitment process.

All job openings are posted on UConn Health's [website](#) and printed copies are e-mailed to the collective bargaining units by HR. Walk-in applicants can use a computer in the HR reception area to access the website to view and apply for open positions. Both the online and printed postings have a description of the vacancy, minimum education and experience requirements and the beginning salary level.

HR receives numerous phone calls daily regarding employment in all areas of UConn Health. All HR staff have the knowledge and ability to provide information to callers regarding how to apply for positions at UConn Health as well as other state agencies.

All Faculty and Director and above positions are required to have formal search committees and to develop detailed strategies for the recruitment of qualified goal applicants. Some of these strategies included identifying networking activities such as national meetings and contacting colleagues at other institutions to identify candidates interested in UConn Health positions. A resource web page is located on the OIE website to provide search committees with information about search committee responsibilities for recruitment, evaluation, candidate recommendation, affirmative action, and equal employment opportunity requirements. **Exhibit # 2.**

Subsection (b)

UConn Health has put itself on public record as an Affirmative Action and Equal Employment Opportunity Employer. Consistent with that posture:

- 1) Written expressions of UConn Health's commitment to affirmative action and notice of job availability are sent regularly to recruiting sources and organizations, which can refer qualified applicants for employment. All job postings and advertisements include a statement that UConn Health is an Equal Employment Opportunity/Affirmative Action Employer. The statement is also included on job postings on the website where applicants apply for current positions. Copies of the position postings are kept on file with each plan year and are available for review upon request.
- 2) Notice that UConn Health is an affirmative action and equal employment opportunity employer was sent to all unions that represent agency employees for collective bargaining purposes. This notice, sent to the contacts at the bargaining units represented at UConn Health, contained an invitation to review and comment upon UConn Health's Affirmative Action Plan and copies of all affirmative action/equal employment related policies. A sample along with the list of unions is included in **Exhibit # 3**.

Subsection (c)

UConn Health initiates and undertakes vigorous, positive relationship-building activities to ensure that affirmative action is more than a paper commitment. UConn Health has worked to secure ongoing relationships and develop additional recruiting sources while cultivating outreach recruitment programs and maintaining contact with protected class members and resource agencies. Consistent with that effort:

- 1) UConn Health's recruitment activities included posting ads at conferences, utilizing member-directed networks and affinity groups, occupational related magazines, professional journals, publications, and web pages of associations. This past year HR also attended several recruitment fairs at higher education facilities as well as the Urban League. **Exhibit # 4** includes a list of recruitment sources that were utilized.
- 2) UConn Health actively encouraged search committees to engage in proactive and non-traditional recruiting to target goal applicants. Specifically, search committees are encouraged to recruit amongst existing professional networks as well as research new recruiting sources they may not have traditionally considered. A high emphasis is placed on direct professional networking and recruiting of promising applicants, particularly those from goal applicant populations. Hiring managers are asked about their contacts, membership with professional organizations, organizations addressing women's issues, minority group issues, or any other related organizations to broaden UConn Health's recruitment sources.

- 3) UConn Health's Office of Health Career Opportunity Programs' top priority for the Schools of Medicine and Dental Medicine is to recruit and retain students from diverse groups who are underrepresented in American health care professions. The Office actively recruits underrepresented medical and dental students and supports those who are enrolled throughout the academic year. This program continues to be a source of applicants for vacancies at UConn Health. For information concerning the program, please see **Exhibit # 5**.

During the Affirmative Action Plan reporting period, UConn Health successfully achieved several of its goals in many of the categories/classifications, thereby upholding its commitment toward achieving parity in the workforce. UConn Health supports affirmative action, equal employment, and diversity in the workplace, actively seeks applicants from all sectors of the population and takes seriously the commitment to develop a workforce that reflects the diversity of the client population it serves.

COVID-19: [Vaccine Program](#) | [Testing](#) | [Visitor Guidelines](#) | [Information for Employees](#)

UConn HEALTH

Human Resources

Talent Acquisition

Career Counseling Services

Careers

Employment Application Process

Nursing Careers

Position Transaction Request Process

Student/Temporary Employment

Talent Acquisition



Thank you for your interest in employment at UConn Health. The Talent Acquisition Unit is readily available to assist existing and prospective employees with general inquiries regarding recruitment, hiring, employment, new employee orientation, employee relations, retention, classification/compensation, separation, immigration and naturalization.

UConn Health comprises the nationally recognized Schools of Medicine and Dental Medicine, UConn John Dempsey Hospital, UConn Medical Group, and University Dentists.

Services

Career Counseling Services

International Office

Careers 

Nursing Careers

Employment Application Process

Student/Temporary Employment

Position Transaction Request Process

Working at UConn Health

With a diverse workforce of over 5,000 employees, we are Connecticut's 16th-largest employer and an important contributor to the local and regional economy. UConn Health attracts leading faculty and staff from around the world. As a UConn Health employee you enjoy:

- Working at one of the nation's top public health care institutions, with a mission of providing outstanding health care education in an environment of exemplary patient care, research and public service.
- A wide range of career and employment opportunities in multiple locations throughout the state.
- A vibrant academic environment where diversity and civility are valued.
- An extensive benefits package: medical and dental plan options, short-term disability, long-term disability, fixed and optional retirement plans, flexible spending accounts for health and child care expenses.
- Tuition benefits for yourself and possibly your dependent children.
- A variety of professional development opportunities in leadership, supervision, technical and interpersonal skills, career enrichment and service improvement.
- Dedication to employees' work-life balance with programs to promote a healthy workplace as well as a healthy lifestyle.

Information for Completing Your Search/Application Process

- You must have an email address to continue with the application process.
- You will be asked to create a username and password. Remember your username and password for future reference.
- Please fill out the application completely. If you are attaching a résumé, be certain to answer each question on the application in addition to attaching the résumé. Please do not state "see résumé" in place of information completed on the application.
- You will need your résumé, if you have one, a list of professional references, any license or certification numbers you may have and your work history. The best references come from former supervisors.

Additional Employment Considerations

- The majority of our employees are represented by collective bargaining units, commonly referred to as labor unions.

- New union employees are subject to a working test period, the duration of which depends on the specific bargaining unit and is generally equal to six months of full-time service.
- For safety and compliance, all UConn Health employees are subject to clearance through appropriate criminal background, federal sanctions, and reference checks. Additionally, health clearance (which may include drug testing) through Occupational Medicine is required. All offers of employment as well as employment continuation are contingent upon successful clearance through these processes.
- Applicants are invited to review the UConn's Annual Security and Fire Safety Report [📄](#) which includes institutional policies on campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.
- To foster a positive workplace experience, new employees are required to attend New Employee Orientation [📄](#), offering an in-depth introduction to UConn Health.



[Find a Great Career](#) [📄](#)



Nurses, Join Us as We Grow

Opportunities for experienced OR nurses in new operating rooms to open in the John Dempsey Hospital and ambulatory surgery. Be ready for a bright future! [Learn more > 📄](#)

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Guidelines for Search Committees

Search committees play a vital role in recruiting, evaluating, and recommending the most qualified candidates for employment by UConn Health. Search committee members are often the first University employees that a candidate will meet. Each member has an opportunity to represent the University as a diverse and welcoming community while carrying out the search in accordance with University policies and procedures.

At any point in the process, the [Office of Institutional Equity](#) (OIE) is available for consultation, to answer questions and discuss specific situations, offer recommendations and search committee training. Please contact OIE staff at 860-679-3563, for assistance.

Composition of the Search Committee

The hiring manager may appoint either the search committee chair who is charged with selecting the committee members, or both the chair and the remaining members of the committee. The structure of search committees will vary among departments, offices, schools and colleges, depending upon the position to be filled. The composition of a search committee is key to a broad and inclusive search and the committee should:

- Include individuals with different backgrounds, perspectives, and expertise.
- Include individuals with knowledge of the substantive area and the technical expertise to effectively evaluate candidates' qualifications.
- Represent a diverse cross section of the University population, including members with a demonstrated commitment to diversity.
- Include appropriate stakeholders such as peers of the new hire, supervisors, and those with similar positions.

Committee Membership

A search committee member cannot serve on a search committee when he/she is also an applicant for the position. In the event that a search committee member is well acquainted with or has a conflict of interest regarding an applicant, the member must:

- Notify the search chair and the committee of the nature of the relationship; and
- Recuse him/herself from the entire committee if unable to perform an objective and equitable review of all candidates; or
- Recuse him/herself from the evaluation and interview of only the known applicant, with the agreement of the chair and committee

Any questions regarding specific conflict situations should be directed to OIE for further guidance.

Committee Responsibilities

A search committee is responsible for writing the job description and qualifications, recruiting for the position, evaluating applicants, participating in the interview process, and recommending finalists. Members should be available to participate fully and consistently in the entire process and to perform duties as assigned by the search chair.

Confidentiality

Members of a search committee need to maintain a strict level of confidentiality to protect the privacy of the candidates and to preserve the integrity of the search process. It is each committee member's responsibility not to discuss any details of the search with non-committee members. All public comments should be made exclusively by the search chair, in consultation with University Communications.

Written and electronic documentation pertaining to any given search may be subject to public record requests (Freedom of Information Act - FOIA) by candidates or other individuals. Requests may encompass committee member notes and e-mails. It is important to be mindful of the possibility of FOIA requests during the search process. The [Public Records website](#) offers more details about FOIA and contact information for inquiries related to FOIA by candidates or committee members.

Recruitment

Search committees are responsible for fulfilling UConn Health's requirement to demonstrate "good faith efforts" to diversify the applicant pool by proactively and aggressively recruiting for all open positions. A recruitment plan should include strategies for attracting a diverse and qualified pool of applicants. All search committee members should be actively engaged in executing the recruitment plan, including utilizing professional contacts, engaging in formal and informal networking, utilizing non-traditional advertising such as listservs and on-line publications, discussing the position among members of relevant membership in professional organizations, and attending conferences.

Search committee members also should be aware of [recruitment goals](#) for the position in order to determine recruitment strategies and sources to attract applicants from these under-represented race and gender groups. Please bear in mind that the goals are for *recruitment* of a diverse applicant pool but play no role in candidate *selection*.

All recruitment efforts need to be documented and provided to the search administrator.

Applicant Evaluation

Committee members may only use the published minimum and preferred qualifications for the position in evaluating application materials. Members should discuss and agree on the criteria

to be used in evaluating each qualification prior to reviewing application materials. All applicants must be objectively screened against the same criteria.

While there is no standard screening method, a search [matrix](#) can be a useful tool in objectively assessing applicants' qualifications. Matrices can be as simple or complex as the committee members deem necessary to effectively evaluate the applicants.

There is no rule regarding the number of candidates a search committee must interview. Only candidates meeting or exceeding minimum qualifications should be ranked "Interview". Interview candidates must be selected without regard to race or gender – again recruitment goals are in reference to the diversity of the candidate pool but play no role in candidate *selection*.

Unconscious Bias and Assumptions in Candidate Evaluation¹

The evaluation of applicants should be objective and equitable, based solely on the qualifications in the job description/advertisement and the quality of the application materials. Research in this area has demonstrated that every person brings a lifetime of experience and cultural history that shapes their perspectives as related to candidate selection.

Good practices to counterbalance the effects of inherent bias include:

- Learning about research on biases and assumptions and striving to minimize their influence on the evaluation of candidates.
- Developing criteria for evaluating candidates and applying them consistently to all applicants
- Spending sufficient time evaluating each applicant
- Evaluating each candidate's entire application and not depending too heavily on only one element, such as the prestige of the degree-granting institution or post-doctoral program or the letters of recommendation.
- Explaining the decision for rejecting or retaining a candidate based on evidence in the candidate's file as related to the qualifications
- Periodically evaluating the committee's decisions to consider whether qualified women and underrepresented groups are included and whether evaluation biases and assumptions are influencing decisions.

For additional information, please refer to the links below.

<https://wiseli.wisc.edu/research/reports-publications/>

¹ [Based on Searching for Excellence & Diversity: A Guide for Search Committee Chairs, a guide developed by the Women in Science & Engineering Leadership Institute \(WISELI\) at the University of Wisconsin Madison.](#)

Interviews

Before inviting candidates for interview, all appropriate documentation regarding initial candidate rankings must be completed. The committee may go through as many rounds of interviews as necessary to identify the selected candidate. It is important, however, to be consistent during the interview rounds. For example, if your first round of interviews is conducted via telephone or Skype, conduct all interviews via telephone or Skype regardless of the geography of any given candidate, (yes, even if one of your candidates is in state or on campus). After the first round, if you move to on-campus interviews, interview every candidate on campus.

All members of the committee should participate in all interviews to ensure fair and consistent evaluation of each applicant. Prior to conducting any interview, all search committee members should discuss the objective(s) of the interview, the main topics or areas to be covered during the interview, and the itinerary and arrangements for each candidate. Interview questions must be related to the job and essential to determining the candidate's qualifications for the position.

Committees should develop a core set of questions for all applicants that will elicit sufficient information to make an evaluation of the candidates' qualifications and allow an equitable comparison of the candidates. To ensure equity, the interview experience should be consistent, providing the same opportunities to each candidate.

In addition, committee members should review the [Guidelines for Interview Questions](#) to be aware of questions that are unlawful and should not be asked during the interview. Everyone participating in the interview process should be made aware of inappropriate topics and questions. Also, please bear in mind that the same questions that are inappropriate or unlawful during a formal interview are also inappropriate and unlawful in a social or less formal interview session with an applicant.

Recommendation of Final Candidates

Once the interviewing stage has been completed, the committee should identify the candidate(s) to be recommended to the hiring manager for hire. Depending on the charge given to the committee, the recommendation may be a ranked or unranked list with an explanation of the candidates' strengths and weaknesses as related to the qualifications of the position.

Candidates that are unsuccessful should be notified of their non-selection as soon as a firm decision has been made about their status, even if the search process is still underway. Finalists not chosen should be notified as soon as possible after an offer has been officially accepted by a higher-ranked finalist. Please click for [sample decline letters](#).

The Office of Institutional Equity, in conjunction with the Office of Diversity and Inclusion, has recently updated search committee training. Training workshops now include AA/EEO compliance information, search process steps, and overcoming implicit bias in the search and hire process. Please see OIE's website for registration instructions.

Sample Evaluation Matrix

| | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Preferred | Preferred | Preferred | | Preferred | | Rank |
|--|---|---|-------------------------------------|---|---|--|--|---|---|---|---|-------|------|
| | Ph.D in GHI or a related area by the time of appointment. Equivalent foreign degrees acceptable | Research specialization in the areas of X, Y, or Z | Demonstrated excellence in teaching | Potential for excellence in research and obtaining research funding | Excellent written and oral communication skills | Excellent interpersonal skills and demonstrated collegiality and interdisciplinary collaboration | Demonstrated ability to teach graduate courses and advise graduate students. | Demonstrated ability to teach undergraduate courses and advise undergraduate students | Demonstrated record of published productivity in the field of X, Y, or Z. | Record of research complementing and enhancing existing departmental strengths in X, Y, or Z | Demonstrated ability to contribute through research, teaching and/or public engagement to the diversity and excellence of the learning experience | | |
| Applicant | | | | | | | | | | | | | |
| 1 | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | | | Q |
| 2 | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | ✓ | ✓ | | U |
| 3 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | | A |
| 4 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | | | Q |
| 5 | ✓ | | | | | | | | | | | | U |
| 6 | | | | | | | | | | | | | U |
| 7 | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | | | | | Q |
| 8 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | | A |
| 9 | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | | A |
| 10 | ✓ | | ✓ | | | | | ✓ | | | | | U |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Preferred | Preferred | Preferred | Preferred | Preferred | Total | Rank |
| | Ph.D in GHI or a related area by the time of appointment. Equivalent foreign degrees acceptable | Research specialization in the areas of X, Y, or Z (weighted factor x3) | Demonstrated excellence in teaching | Potential for excellence in research and obtaining research funding | Excellent written and oral communication skills | Excellent interpersonal skills and demonstrated collegiality and interdisciplinary collaboration | Demonstrated ability to teach graduate courses and advise graduate students. | Demonstrated ability to teach undergraduate courses and advise undergraduate students | Demonstrated record of published productivity in the field of X, Y, or Z. | Record of research complementing and enhancing existing departmental strengths in X, Y, or Z (weighted factor x2) | Demonstrated ability to contribute through research, teaching and/or public engagement to the diversity and excellence of the learning experience | | |
| Applicant | | | | | | | | | | | | | |
| 1 | 8 | 6 | 5 | 4 | 5 | | 6 | 6 | 3 | 4 | 3 | 50 | U |
| 2 | 2 | 6 | 1 | 1 | 2 | | 2 | 2 | 2 | 2 | 1 | 21 | U |
| 3 | 9 | 24 | 7 | 7 | 8 | | 8 | 8 | 9 | 18 | 7 | 105 | A |
| 4 | 9 | 21 | 8 | 8 | 9 | | 7 | 7 | 7 | 16 | 8 | 100 | A |
| 5 | 10 | 15 | 6 | 9 | 7 | | 6 | 6 | 8 | 10 | 3 | 80 | Q |
| 6 | 10 | 3 | 8 | 2 | 8 | | 8 | 8 | 2 | 2 | 6 | 57 | U |
| 7 | 7 | 30 | 4 | 9 | 7 | | 2 | 4 | 9 | 20 | 8 | 100 | A |
| 8 | 2 | 3 | 2 | 4 | 6 | | 2 | 2 | 3 | 4 | 2 | 30 | U |
| 9 | 5 | 15 | 5 | 5 | 5 | | 5 | 5 | 5 | 10 | 5 | 65 | Q |
| 10 | 10 | 30 | 8 | 10 | 10 | | 8 | 8 | 9 | 20 | 9 | 122 | A |
| Key | | | | | | | | | | | | | |
| 10 points maximum per qualification | | | | | | | | | | | | | |
| Qualifications #2 and 10 weighted higher | | | | | | | | | | | | | |
| Score: | 130-100 | A | | | | | | | | | | | |
| | 99-60 | Q | | | | | | | | | | | |
| | Below 59 | U | | | | | | | | | | | |

Guidelines for Interview Questions

| Area of Inquiry | Allowed | Not Permitted |
|------------------------------------|---|---|
| <u>Address/Duration at Address</u> | <ul style="list-style-type: none"> Place and length of current and previous address | <ul style="list-style-type: none"> Names and relationships of persons with whom the applicant resides Inquiries about foreign addresses Home ownership |
| <u>Affiliations</u> | <ul style="list-style-type: none"> Professional or trade groups/associations membership Positions held in professional organizations | <ul style="list-style-type: none"> Social, ethnic, religious organization/group membership |
| <u>Age</u> | <ul style="list-style-type: none"> Proof of age (<i>after hire only</i>) | <ul style="list-style-type: none"> Age or age group Birth certificate (prior to hire) Birthdate Graduation dates |
| <u>Citizenship</u> | <ul style="list-style-type: none"> Eligibility to work in the U.S. If asked, must be asked of all applicants | <ul style="list-style-type: none"> Citizenship, U.S or other country If native born or naturalized If parent or spouse is native born or naturalized Date of citizenship Proof of citizenship prior to hire |
| <u>Credit Rating</u> | <ul style="list-style-type: none"> No questions can be asked | <ul style="list-style-type: none"> Credit ratings or scores Financial/economic status and history |
| <u>Criminal Record</u> | <ul style="list-style-type: none"> Convictions or imprisonment for crimes that are related to job duties | <ul style="list-style-type: none"> Arrests (without convictions) |
| <u>Disability</u> | <ul style="list-style-type: none"> Whether a candidate could perform essential job functions | <ul style="list-style-type: none"> Medical conditions including mental health, current and previous Prescription drugs History of rehab or addiction Worker's compensation claims Weight and height Need for an accommodation prior to making a job offer |
| <u>Gender</u> | <ul style="list-style-type: none"> No questions can be asked | <ul style="list-style-type: none"> Gender/gender identity of applicant Physical requirements for position |
| <u>Marital and Family Status</u> | <ul style="list-style-type: none"> Availability for anticipated work schedules Offer information on University/community resources If asked, must be asked of all applicants | <ul style="list-style-type: none"> Marital status, maiden name, and name of spouse/partner Number and age of children or childcare arrangements Pregnancy and future plans to have children Living arrangements |
| <u>Military Service</u> | <ul style="list-style-type: none"> Service in the U.S. military Branch of service and rank | <ul style="list-style-type: none"> Military records Military service in other countries Type of discharge |

Guidelines for Interview Questions

| Area of Inquiry | Allowed | Not Permitted |
|---------------------------|--|---|
| <u>National Origin</u> | <ul style="list-style-type: none"> • Languages candidate reads or writes | <ul style="list-style-type: none"> • Place of birth or citizenship • Parental heritage • Ethnic club/organization affiliation • Native language/how language was acquired |
| <u>Race</u> | <ul style="list-style-type: none"> • No questions can be asked | <ul style="list-style-type: none"> • Questions related to race or color of skin, eyes or hair |
| <u>Religion</u> | <ul style="list-style-type: none"> • Anticipated work schedules of all employees • If asked, must be asked of all applicants | <ul style="list-style-type: none"> • Religious denomination, affiliations, or organizations/societies • Religious beliefs, practices, celebrations, holidays or customs • Church/place of worship attendance • Requirements for working on religious holidays |
| <u>Sexual Orientation</u> | <ul style="list-style-type: none"> • No questions can be asked | <ul style="list-style-type: none"> • Spouse/partner, heterosexual or homosexual • Gender identity |

[Title VII of the Civil Rights Act of 1964](#), [Connecticut law](#) (including the Connecticut Fair Employment Practices Act), and [University policy](#) prohibit discrimination against employment applicants on the basis of their protected characteristics. In particular, applicants may not be excluded from employment on the basis of race, color, ethnicity, religious creed, age, sexual orientation, gender identity, marital status, mental or physical disabilities, national origin or ancestry. This guidance provides rules designed to avoid inquiries that could be construed as discriminatory.

Address/Duration at Address:

You may not ask questions about a foreign address that may reveal a candidate's [national origin](#), as well as questions regarding home ownership or the names and relationships of persons that reside with the applicant.

You may ask the applicant about his/her current address and how long (s)he has lived there.

Affiliations:

Questions about an applicant's membership in organizations that would reveal his or her race, color, ethnicity, religious creed, age, sexual orientation, gender identity, marital status, mental or physical disabilities, national origin or ancestry cannot be asked. Such questions can be regarded as discriminatory and may violate federal and state laws and University policy.

Inquiries about membership in job related professional organizations are acceptable.

Age:

[The Age Discrimination in Employment Act of 1967 \(ADEA\)](#) protects individuals who are forty years or older from age-based discrimination. To avoid claims of age discrimination, avoid questions designed to uncover a candidate's age or that would tend to identify candidates who are 40 and older, including graduation dates.

Proof of age, such as a birth certificate, can be requested after an offer of employment to verify employment information for [payroll](#) purposes.

Citizenship:

Questions regarding citizenship are prohibited before making an offer of employment. Consideration of an applicant's citizenship may constitute discrimination on the basis of [national origin](#).

Asking a candidate the question "Are you eligible for employment in the United States?" is allowed. If asked, this question should be asked of all applicants.

[Employment eligibility verification](#) should be conducted after the offer has been made and can be a condition of employment.

Credit Rating:

The [Equal Employment Opportunity Commission \(EEOC\)](#) prohibits inquiries into an applicant's current or past assets, liabilities, or credit rating, including questions regarding bankruptcy or garnishment, car ownership, rental or ownership of a house, charge accounts, or bank accounts. Such inquiries may discriminate against minorities and women.

Criminal Record:

Considering an applicant's conviction or arrest records can violate [Title VII of the Civil Rights Act of 1964](#). The EEOC has provided that questions about arrests and convictions can disproportionately impact members of ethnic minorities because statistics demonstrate that such persons are arrested and convicted at rates higher than non-minorities. An employer's reliance on arrest records can disproportionately exclude members of a protected class and an arrest record does not establish the alleged conduct occurred and is not proof of criminal conduct. Similarly, EEOC [guidance](#) provides that questions about an applicant's convictions are improper unless the employer can show that the conviction is related to the position at issue.

The [Connecticut General Statutes §46a-80](#) prohibits the disqualification of a person for employment by a state agency solely because of a prior conviction of a crime and the use of arrest records not followed by a conviction. If a conviction is related to the responsibilities of the position at issue, you may ask if the candidate has been convicted of a crime that is related to the job duties.

Disability:

[The University's People with Disabilities Policy Statement](#) provides that qualified persons with disabilities cannot be excluded from or subject to discrimination with regard to any University program or activity, including employment, and ensures that a person with a disability is given the same access to programs, opportunities, and activities as other members of the University community. The University must provide [reasonable accommodations](#) for applicants with disabilities to ensure that they are able to fully participate in the application and interview process. The [Connecticut General Statutes §46a-60](#) prohibit discrimination based on present or past history of mental disability, mental retardation, learning disability or physical disability, including, but not limited to, blindness.

[The Americans with Disabilities Act \(ADA\)](#) prohibits employers from asking disability related questions to employment applicants. An employer may not ask a job applicant if he or she has a disability (or about the nature or severity of an obvious disability) or whether the applicant

will need a reasonable accommodation to perform the job. An employer also may not ask a job applicant to answer medical questions or take a medical exam before making a job offer. Questions about health problems, worker's compensations history, prescription drug use or previous medical conditions are not allowed. Unless job-related, inquiries about height and weight should also be avoided.

An employer may ask a job applicant whether he/she can perform the essential functions of the job and how they would perform the duties associated with the position. If asked, this question must be asked of all applicants.

Employers may condition a job offer on the applicant answering certain medical questions or successfully passing a medical exam, but only if all new employees in the same job have to answer the same questions or pass a medical exam.

Gender:

Questions that express or imply limitations or special treatment because of an applicant's gender are prohibited. Gender is not a [Bona Fide Occupational Qualification \(BFOQ\)](#) because a job involves physical labor such as heavy lifting. Candidates' gender cannot be used as a factor for determining whether an applicant will be "satisfied" in a particular job.

You may not ask particular questions of one gender and not of the other.

Marital and Family Status:

Questions regarding marital status (e.g., spouse/partner's name or employment status, whether the candidate is single, married, divorced, separated, engaged or widowed); number and/or ages of children or future child bearing plans or pregnancy, and child care arrangements are prohibited. Such questions may discriminate against women.

You may inquire if the applicant has any commitments that would preclude him or her from satisfying anticipated job schedules. This question, if asked, must be asked of all genders.

Military Service:

Questions regarding the type or condition of military discharge and military experience in other countries are not advised as such questions could be regarded as discriminatory or could be in violation of [The Americans with Disabilities Act \(ADA\)](#) which prohibits employers from asking disability related questions to employment applicants. In addition, preferring applicants with honorable discharge rather than dishonorable discharge may be seen as race discrimination by the Equal Employment Opportunity Commission (EEOC) under the [disparate or adverse impact theory](#).

[The Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#) protects against discrimination on the basis of military service.

Applicants can be invited to voluntarily self-identify as a disabled or Vietnam era veteran in connection with an affirmative action effort.

You may ask questions about the branch of service and an applicant's rank and service in the U.S. military as it relates to the position.

National Origin:

Questions regarding an applicant's birthplace, ancestry and/or culture, or similar questions about the parents, grandparents, and spouse/partner of the candidate are not allowed.

You may ask candidates whether they are fluent in languages other than English. You may not ask a candidate's about his or her native language or how a foreign language was acquired.

Race:

Questions about an applicant's race or questions that would cause an applicant to disclose his/her race are not allowed. [Title VII of the Civil Rights Act of 1964](#) forbids employment decisions based on stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups.

For Affirmative Action reporting purposes, applicants are asked to voluntarily self-identify their race and ethnicity ([§41 CFR 60-1.12\(c\)](#)) as part of the application process.

Religion:

Questions regarding an applicant's religious denomination, affiliations, beliefs, and practices, church/place of worship or membership in religious organizations are not allowed. [Title VII of the Civil Rights Act of 1964](#) requires employers to reasonably accommodate the religious practice of an employee or prospective employee, unless doing so creates an undue hardship for the employer.

You may not ask about a candidate's willingness to work on a particular religious holiday but may ask about his or her ability to work a required work schedule.

Sexual Orientation:

Questions regarding an applicant's sexual orientation are not allowed. Both the [Connecticut General Statutes §46a-81c \(1\)](#) and the [University of Connecticut's Affirmative Action & Equal Employment Opportunity Policy Statement](#) prohibit discrimination on the basis of sexual orientation in the employment process.

Bona Fide Occupational Qualification (BFOQ)

Certain job requirements relating to religion, sex, national origin, or age may discriminate against members of a protected class but can still be permissible because the requirement is reasonably necessary to the operation of a business. To constitute a BFOQ, three factors are considered: (1) is the discriminatory requirement the only feasible method of revealing those unable to perform a certain job; (2) is the desired characteristic essential for the business to run successfully; and (3) does a reasonable, less discriminatory alternative exist?

BFOQs are a narrow exception to non-discrimination laws and can only be used to justify requirements based on religion, sex, national origin, or age. Race is never a BFOQ.

Interviewing – Best Practices

It is important to create a welcoming and inclusive environment for applicants during the interview process. While the search committee's purpose is to evaluate the applicant for the position, the applicant also is assessing UConn Health and determining if this opportunity is right for him/her. Positive interactions with the search committee and the interviewers may be the deciding factor for the best candidate to accept an offer.

The goals of an interview are to further evaluate candidates ranked as "Interview" based on their application materials; collect additional information on the candidate's job-related knowledge, skills, and abilities; and identify the most qualified candidate for the position. Collecting information accurately and consistently from each of the applicants gives the search committee the necessary information to objectively and equitably evaluate the candidates. Therefore, it is important to provide each applicant with substantially similar interview experiences.

Interviews via Phone/Skype:

Phone or Skype interviews are an inexpensive way to assess the qualifications of a larger group of "Interview" candidates and can be used as a first round to narrow the list of candidates to bring to campus. By using these "screening" interviews, the search committee has a larger interview list to refer back to if the first choice candidates are not selected or decline the interview or offer.

If the search committee decides to conduct phone/Skype interviews for the first round, all candidates must be interviewed using the same or comparable method. Except where unusual circumstances are present as described in the next paragraph, it is not permissible as a first round, to interview some candidates via phone or Skype and some face-to-face during the same round. For example, if a Skype/phone interview used to determine which candidates will be brought campus, local candidates must also be interviewed via Skype/phone, and not in person.

If a candidate requests an interview via phone/Skype due to geographical or other circumstances after an invitation for an in-person interview, the search committee may change interviewing methods for that candidate.

The same best practices listed below apply to a phone/Skype interview.

Preparing for an interview:

- Notify each applicant about the interview and logistics. Send a letter or e-mail confirming the interview. Sample confirmation letters are included in Recruiting Solutions and on the Office of Institutional Equity [website](#).
- At the same time, send a [decline letter](#) or e-mail to applicants who were ranked as "Unqualified" and will not be invited for interview. Decline letters to "Qualified" applicants also may be sent

at this time for those candidates that will not be moved into the “Interview” group regardless of the outcome of the interviews.

- Provide all applicants with an interview itinerary, including names and titles of the search committee and any other individuals that the candidate will be meeting or interviewing with. Ensure that applicants are provided with parking and [building locations](#) and accurate directions to both.
- Make sure that all candidates are provided with comparable travel, transport and/or hotel arrangements. Arrange for hosts or escorts to and from campus where appropriate.
- When developing an itinerary, allow sufficient time for each candidate’s interview and time to travel to different campus locations if needed. Arrange a representative from the department or committee to accompany the candidate to other locations.
- If scheduling multiple interviews for one day, allow time between each interview for the search committee to review their notes and have an initial discussion about the candidate, and for the candidate to take a break.
- Give all candidates equal opportunity to meet with the entire search committee, department members, and other stakeholders. E.g.: If candidates coming to campus will have time meet with the department head, faculty in the department and/or the Dean, make sure that each candidate is given that same opportunity to meet with the same or substantially-positioned people.
- If the candidate will be expected to provide a job talk or presentation, ensure in advance that all technical needs are discussed at the time of scheduling and can be accommodated.
- If a candidate requires an accommodation for a disability, contact [OIE](#) for further assistance.
- Offer the candidate the opportunity to meet with a Recruitment Ambassador during the campus visit.

Developing interview questions:

- Review OIE's interview guidelines to ensure that all questions are non-discriminatory and legally permissible.
- Devise a core group of questions based on job related criteria to evaluate candidates’ qualifications. Ask questions that are related to the candidate’s qualifications. Develop questions that address all the qualifications for the position.
- Craft open-ended and behavioral questions that prompt the candidate to offer information about his/her skills and “do the talking”, as these will provide the best insight in to a candidate’s qualifications for the position. Avoid questions that merely require a “yes” or “no”.
- Develop questions that will allow the committee to make an objective assessment of each candidate and minimize bias.
- Ask the same core group of questions of each candidate. This will allow for a comparative evaluation and ensure that the interview process is consistent for all candidates. Follow-up questions can be asked to clarify answers or address a candidate’s individual experience or skills.
- Determine how questions will be posed by the committee and assign questions to members, where appropriate.

- Consider developing a standardized form with qualification-related criteria for non-committee members to use (e.g. department members, students or those attending a job talk) for consistent candidate evaluation.
- Contact [OIE](#) for further guidance or for troubleshooting.

The Interview:

- Plan for someone to greet the candidates upon arrival. Prepare a designated area where candidates can wait for the interview to begin and where the candidate will not encounter other candidates if multiple interviews are scheduled in one day.
- Introduce search committee members to the candidate prior to beginning the interview.
- Describe the format of the interview and the interview process as a whole.
- Share pertinent background information about the job, department, and University.
- Remember that the candidate should do the majority of the talking during an interview.
- Keep your reactions to a candidate's answers to yourself. Try not to influence other search committee members as they are evaluating the applicant.
- Keep the interview moving and on time.
- Leave time for candidate questions.
- At the end of the interview, inform the candidate that you will be checking references and ask if you can pursue references not provided by the candidate.
- Describe the remainder of the search process, how candidates will be notified of the University's decision, and the anticipated timetable.

Ensure that every University employee involved in the interview process has reviewed OIE's guidelines and is aware of inappropriate topics. It is very important to remember that all time spent with the candidate, whether in a formal interview or in an informal social setting, spent with the candidate is considered part of the interview process. Questions that are inappropriate or illegal in an interview context must also be avoided in a social setting (i.e.: coffee, meals, car rides, one-on-one meetings).

Post-Interview

Shortly after all interviews have been completed, the search committee should meet to discuss the candidates' qualifications based on the interviews. Evaluations of the candidates must be qualification related and based on the candidate's performance in the interview and/or presentation combined with the strength of their written application materials.

Depending on the charge given by the hiring manager, search committees either recommend a candidate for hire or provide a ranked/unranked list of the top number of candidates specified.

Each candidate, especially those that were interviewed, has made an investment of time and resources to the search process and it is important that the candidates are treated in a manner that acknowledges that effort. Candidates that will not be considered for employment should be contacted as soon as the hiring decision is made. A decline [letter](#) should be sent from the search chair or hiring manager.

Applicants in the "Qualified" group (who were not notified earlier) also should be sent a [decline letter](#) at

this time. If a decision is delayed, all candidates should be notified about the change the search's timetable. By the end of the search, each applicant should have received a communication from the search committee or hiring manager regarding his/her status.

Following the selection decisions, the members of the search committee should discuss and evaluate the search process. Evaluating the process and results and noting successes and failures will be helpful for future searches and search committees.

Unions Representing UConn Health's Employees

Administrative and Residual Employees Union
805 Brook Street
Rocky Hill, CT 06067

Connecticut Police & Fire Union
Local 74/Local S-15
50 Columbus Boulevard, Third Floor
Hartford, CT 06106

Engineering, Scientific and Technical
SEIU Local 2001
760 Capitol Avenue
Hartford, CT 06106

Maintenance
Connecticut Employees Union Independent
110 Randolph Road
Middletown, CT 06457

SEIU Healthcare 1199 New England
77 Huyshope Avenue
Hartford, CT 06106

AFSCME Local 196
1 Hartford Square
Suite 242/Box #17 West
New Britain, CT 06052

The University of Connecticut Health
American Association of University Professors
Union Office
270 Farmington Avenue, Suite 364
Farmington, CT 06032

University Health Professionals Local 3837
270 Farmington Avenue, Suite 109
Farmington, CT 06032

POLICY AND COMPLIANCE INFORMATION

Affirmative Action Plan Update & Policy Statements

TO: All UConn Health Faculty, Staff, and Union Representatives

FROM: Sarah Chipman, J.D., Interim Associate Vice President
Interim Equal Employment Opportunity Officer
Office of Institutional Equity

DATE: May 23, 2024

SUBJECT: Affirmative Action Plan Update and Distribution of Policy Statements

UConn Health's 2023 Affirmative Action Plan for Employment (*Plan*) was approved by the Commission on Human Rights and Opportunities on December 13, 2023. The *Plan* reports UConn Health's good faith efforts relative to diversifying the workforce, attaining goals, and achieving equal employment opportunity.

All employees are invited to review and comment on the 2023 *Plan* until September 20, 2024. A full copy of the *Plan* is available for review and comment by appointment during regular business hours in the following locations:

- [The Office of Institutional Equity \(OIE\)](#)
16 Munson Road, 3rd Floor
Farmington, CT 06030
- [The Connecticut Commission on Human Rights and Opportunities \(CHRO\)](#)
450 Columbus Boulevard
Hartford, CT 06103

All comments or questions are welcome and may be sent to:

[Sarah Chipman, J.D.](#)

Interim Associate Vice President
Interim ADA Coordinator
Interim Equal Employment Opportunity Officer
Director of Equity Response and Education
Deputy Title IX Coordinator
Office of Institutional Equity
UConn Health

The following policies and procedures have been included in the *Plan*, distributed to every employee through The Office of Institutional Equity's webpage and the University's policy website, and posted throughout the University:

- [Affirmative Action and Equal Employment Opportunity](#)
- [Policy Against Discrimination, Harassment and Related Interpersonal Violence](#)

[Policy Statement: Policy with Disabilities](#)

- [University of Connecticut Discrimination Complaint Procedures](#)

Policy Posting Obligation

As in previous years, OIE will satisfy the statutory requirement of policy distribution to employees via this notification and mail distribution, as necessary. Additionally, policies are posted in visible locations throughout UConn Health. Vice Presidents, Deans, Directors, and other supervisory employees are asked to ensure that the policies are displayed in their respective units in locations highly visible to employees, students, and the public.

Employee Demographic Data

As a federal contractor, the University is required to annually report demographic data about the workforce, which includes disability and veteran data. To ensure the most accurate demographic profile of the current employee population is reported, all employees are requested to voluntarily provide their demographic information including race/ethnicity, gender, disability, and veteran status. All demographic information is kept confidential and only used in accordance with applicable laws and regulations, used for federal and state aggregate reporting only, and does not affect current employment status.

Recruitment, Compliance, and Diversification

As a federal contractor and state agency, UConn Health's recruiting and hiring activities are audited regularly by state and federal regulatory agencies who mandate policies and processes to promote equal employment opportunity and endorse aggressive recruitment programs. Directors, Department Heads, Hiring Managers, and Search Committee Chairs are accountable for ensuring compliance with state and federal regulations, record-keeping requirements concerning recruitment and applicant evaluation activities and progressive and proactive recruitment programs.

To assist search committees and hiring departments, OIE is available for consultation and training regarding the search process, compliance obligations, best practices in building diverse pools of qualified applicants, and objective evaluation techniques.

Mandatory Search Training

All Faculty and Director and above positions are required to have formal search committees and to develop detailed strategies for the recruitment of qualified goal applicants. OIE facilitates training workshops providing information about conducting an AA/EEO compliant search and hiring process. Search Committee Training is currently available as a web-based training course.

Mandatory Sexual Harassment Prevention and Diversity Awareness Trainings

UConn Health's Sexual Harassment Prevention and Diversity Awareness Trainings are important components of the University's commitment to maintaining a safe, inclusive, and non-discriminatory learning and working environments for all members of our community. OIE offers Sexual Harassment Prevention Training (SHPT) and in partnership with the Office of Diversity and Inclusion (ODI) developed a Diversity Awareness Training (DAT). Both trainings are incorporated as part of the New Employee Orientation at UConn Health and are presented bi-monthly as fully self-paced online courses available to employees on their first and second days of employment.

Discrimination Complaint Investigations

OIE staff investigators are responsible for addressing concerns regarding employee conduct

pursuant to UConn Health's [non-discrimination policies](#). These policies are construed to provide the same or similar protections as those contained pursuant to state and federal law and regulation. OIE is responsible for reviewing, and where applicable, objectively investigating complaints of discrimination and harassment to determine whether employee conduct violates UConn Health's non-discrimination policies and making recommendations that are designed to mitigate the effects of discriminatory conduct. Additional information about reporting discrimination and OIE's complaint process can be found at www.equity.uconn.edu. If you have a specific question or need further assistance, please contact OIE at (860) 679-3563 or by email at equity@uconn.edu.

Americans with Disabilities Act (ADA) Compliance Activities

OIE monitors the University's compliance with the Americans with Disabilities Act (ADA) requirements. In this regard, OIE is responsible for resolving allegations of discrimination based on disability; ensuring University compliance with all laws and regulations related to the ADA; and providing consultation, information, and referral to appropriate resources for disability-related issues. More information can be found online at [Accessibility at UConn Health](#) or by contacting OIE at (860) 486-2943 or by email at equity@uconn.edu.

The Department of Human Resources processes and facilitates requests for employee workplace accommodations. If you believe that you may need an accommodation, or if you are a supervisor or manager who has been presented with an employee request for an accommodation, please contact the HR Employee Resource Center at (860) 679-2426.

For more information, contact: Theresa Segar at segar@uchc.edu

Other stories from the [UConn Health Lifeline for Thursday, May 23, 2024 >>](#)



Administrative Policy

2002-44 Affirmative Action & Equal Employment Opportunity

| | |
|---|---|
| Title | Affirmative Action And Equal Opportunity |
| Policy Owner and Contact Information | President and Office of Institutional Equity - 860.679.3563 Email: equity@uconn.edu . Website: https://equity.uconn.edu/ |
| Applies to | Employees at UConn Health and applicants for employment |
| Campus Applicability | UConn Health and all UConn Health locations |
| Effective Date | October 1, 2022 |

PURPOSE:

This policy states UConn Health's commitment to and objective of providing Affirmative Action and Equal Employment Opportunity to all employees and applicants for employment without regard to protected class.

POLICY STATEMENT:

Equal Employment Opportunity

UConn Health is an equal employment opportunity/affirmative action employer. In order to ensure that employees and job applicants are not subjected to unlawful discrimination, it is UConn Health's policy to comply with all State and Federal laws and regulations that prohibit employment discrimination and mandate specific actions for the purpose of eliminating the present effects of past discrimination. Equal employment opportunity is the purpose and goal of affirmative action. UConn Health has established equal employment opportunity and affirmative action as immediate and necessary objectives because we are committed to its concepts, principles and goals.

At UConn Health, equal employment opportunity (EEO) means nondiscrimination in employment policies and practices. UConn Health is committed to ensuring that individual employees and applicants are not excluded from participation in the employment process based on an individual's legally protected status which includes race, color, ethnicity, religious creed, age, sex (including pregnancy and sexual harassment), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), prior conviction of a crime (or similar characteristic), veteran status, status as a victim of domestic violence, workplace hazards to reproductive systems, gender identity or expression, or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational

qualification.

Affirmative action is a positive program of purposeful activity undertaken with conviction and effort to overcome the present effects of past practices, policies and barriers to equal employment opportunity. Affirmative action plans and programs are designed to achieve the full and fair participation of all protected class members found to be underutilized in the workforce or adversely affected by past policies and practices.

Affirmative Action

Affirmative action plays a role at all stages of the employment process, including, but not limited to: recruitment, evaluation, interview, selection, hire, promotion, demotion, transfer, discipline, layoff, termination, benefits, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all UConn Health sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by UConn Health where appropriate. Accordingly, UConn Health pledges to regularly reexamine all policies and procedures to identify and eliminate barriers to access, and to change practices that may have a discriminatory impact.

UConn Health's commitment to affirmative action requires that we make the good faith efforts that may be necessary in all aspects of personnel administration to ensure that the recruitment and hire of underrepresented individuals reflect their availability in the job market; that the causes of underutilization are identified and eliminated; that alternative approaches are explored when personnel practices have a negative impact on protected classes; and that the terms, conditions, and privileges of employment, including upward and lateral mobility, are equitably administered.

UConn Health recognizes the employment difficulties experienced by individuals with disabilities and by many older persons. Therefore, UConn Health will take necessary steps to identify and overcome areas of underutilization of such persons in the workforce and to achieve their full participation in all UConn Health programs, processes and services.

UConn Health is committed to ensuring that all services and programs are provided in a fair and impartial manner and thus has established affirmative action and equal employment opportunity as immediate and necessary agency objectives.

As a Connecticut state agency, UConn Health prepares its *Affirmative Action Plan* each year. The *Plan* is a detailed, results-oriented set of procedures, which blueprints a strategy to combat discrimination and implement affirmative action. The objectives of the *Plan* are to set both quantitative and non-quantitative goals, which promote affirmative action and/or eliminate any policy or employment practice that adversely affects protected class members.

A complete version of UConn Health's current *Affirmative Action Plan* is available at the Office of Institutional Equity (OIE) and may also be found [online](#) on the OIE website.

DEFINITIONS:

None

PROCEDURES/FORMS:

For more information and advice regarding rights and responsibilities under the *Plan*, UConn Health's Equal Employment Opportunity Officer can be contacted by telephone, email or in person during regular office hours. All comments are welcome.

Sarah Chipman

Interim Associate Vice President, Office of Institutional Equity
16 Munson Road, 3rd Floor
263 Farmington Avenue, MC 5310
Farmington, CT 06030-5310
sarah.chipman@uconn.edu
860-679-3563

UConn Health's [policies against discrimination and harassment](#) are included in the *Plan* along with [complaint procedures](#). Employees and others wishing to file complaints of discrimination or of affirmative action policy violations may do so by contacting the Office of Institutional Equity by telephone, email or in person during regular office hours:

Office of Institutional Equity
16 Munson Road, 3rd Floor
263 Farmington Avenue, MC 5310
Farmington, CT 06030-5310
860-679-3563
equity@uconn.edu
www.equity.uconn.edu

Employees and others shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

Accountability

As Chief Executive Officer and Executive Vice President for Health Affairs, I commit UConn Health and myself to make every effort to implement an effective *Affirmative Action Plan* within timetables set forth in the *Plan*. I fully expect my managerial and supervisory staff to treat compliance with Federal and State of Connecticut affirmative action statutes as a top priority and take positive steps to ensure the successful implementation of the policies, procedures and objectives of affirmative action and equal opportunity at UConn Health.

In issuing UConn Health's affirmative action policy, I reiterate the need for affirmative action and attest to UConn Health's determination to identify strengths and weaknesses in our employment system, resolve problems when they appear, recruit employees vigorously and affirmatively, and retain current employees while also helping them prepare for advancement.

REFERENCES:

Connecticut General Statutes (CGS) § 46a-68 through 46a-78

RELATED POLICIES:

[Affirmative Action and Equal Employment Opportunity – University of CT Policy](#)
[Persons with Disabilities](#)
[Policy against Discrimination, Harassment and Related Interpersonal Violence](#)

ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Bruce Liang (Signed)
Bruce Liang
UConn Health Chief Executive Officer

10/1/22
Date

Kiki Nissen (Signed)
Kiki Nissen
Administrative Policy Committee Vice-Chair

10/1/22
Date

Janel Simpson (Signed)
Janel Simpson
Administrative Policy Committee Chair

10/1/22
Date

POLICY HISTORY:

Policy Created: 10/26/01

Revised: 10/02, 10/10, 10/11, 3/13, 7/13, 7/14, 9/15, 9/16, 10/17, 4/22, 10/22

Reviewed: 10/09, 11/18

Policy Against Discrimination, Harassment, and Related Interpersonal Violence

Including Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, Retaliation and Inappropriate Amorous Relationships

| | |
|--------------------------------|---|
| Title: | Policy Against Discrimination, Harassment, and Related Interpersonal Violence |
| Policy Owner: | The Office of Institutional Equity |
| Applies to: | Students, All Employees, Contractors, Vendors, Visitors, Guests and Other Third Parties |
| Campus Applicability: | All campuses, including UConn Health |
| Approval Date: | June 27, 2024 |
| Effective Date: | August 1, 2024 |
| For More Information, Contact: | Office of Institutional Equity |
| Contact Information: | (860) 486-2943 & (860) 679-3563 |
| Official Website: | http://equity.uconn.edu and http://titleix.uconn.edu/ |

[Download a printable pdf of this policy here.](#)

Related Documents:

- [Frequently Asked Questions](#)
- [Employee Amorous Relationship Reporting Form](#)
- [Graduate School Amorous Relationships Reporting Form](#)

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I. STATEMENT OF POLICY

The University of Connecticut (the “University”) is committed to maintaining a safe and non-discriminatory learning, living, and working environment for all members of the University community – students, employees, and visitors. Academic and professional excellence can exist only when each member of our community is assured an atmosphere of safety and mutual respect. All members of the University community are responsible for the maintenance of an environment in which people are free to learn and work without fear of discrimination, discriminatory harassment or interpersonal violence. Discrimination diminishes individual dignity and impedes equal employment and educational opportunities.

The University does not unlawfully discriminate in any of its education or employment programs and activities on the basis of an individual's actual or perceived race, color, ethnicity, religious creed, age, sex (including pregnancy or pregnancy-related conditions), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), veteran's status, status as a victim of domestic violence, prior conviction of a crime, workplace hazards to the reproductive system, gender identity or expression, or membership in any other protected classes as set forth in state or federal law. To that end, this Policy Against Discrimination, Harassment and Related Interpersonal Violence, Including Sexual Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, Retaliation and Inappropriate Amorous Relationships (the "Policy Against Discrimination" or "Policy") prohibits specific forms of behavior that violate state and federal laws, including but not limited to Titles VI and VII of the Civil Rights Act of 1964 ("Title VI") and ("Title VII"), Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act of 2022 ("VAWA"), the Pregnant Workers Fairness Act, and related state and federal anti-discrimination laws. Such behavior may also require the University to fulfill certain reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), as amended by VAWA, and Connecticut state law regarding reporting suspected child abuse and neglect.

The University prohibits discrimination, as well as discriminatory harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, sexual harassment, complicity in the commission of any act prohibited by this Policy, retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this Policy (collectively, "Prohibited Conduct"[1]). These forms of Prohibited Conduct are unlawful and undermine the mission and values of our academic community. In addition, engagement in or pursuit of inappropriate amorous relationships with employees in positions of authority can undermine the University's mission when those in positions of authority abuse or appear to abuse their authority.

The University adopts this Policy with a commitment to: (1) eliminating, preventing, and addressing the effects of Prohibited Conduct; (2) fostering a safe and respectful University community; (3) cultivating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct; (4) providing a fair and impartial process for all parties in the investigation and resolution of such reports; and (5) identifying the standards by which violations of this Policy will be evaluated and disciplinary action may be imposed. In addition, the University conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of this Policy.

A student or employee determined by the University to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the University. Third Parties who commit acts of Prohibited Conduct may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn. Registered Student Organizations that commit acts of prohibited conduct may have their registration revoked or be subject to other sanctions.

It is the responsibility of every member of the University community to foster an environment free of Prohibited Conduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. The University will support and assist community members who take such actions.

Retaliation against any individual who, in good faith, reports or participates in the reporting, investigation, or adjudication of Prohibited Conduct is strictly forbidden.

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in effect at the time of the alleged incident(s) will be used.

II. TO WHOM THIS POLICY APPLIES

This Policy applies to: students as defined in UConn's Responsibilities of Community Life: The Student Code and students enrolled at UConn Health ("students"); University employees, consisting of all full-time and part-time faculty, University Staff (including special payroll employees), UConn Health employees (including residents and fellows), professional research staff, and post-doctoral research associates ("employees"); contractors, vendors, visitors, guests or other third parties ("third parties"); and Registered Student Organizations as defined in Blueprints: The Official Handbook of RSOs at the University of Connecticut ("Registered Student Organizations"). This Policy pertains to acts of Prohibited Conduct committed by or against students, employees, third parties, and Registered Student Organizations when:

the conduct occurs on campus or other property owned or controlled by the University or a Registered Student Organization;

the conduct occurs in the context of a University employment or education program or activity, including, but not limited to, University-sponsored study abroad, research, on-line, or internship programs; or

the conduct occurs outside the context of a University employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for students, employees or third parties while on campus or other property owned or controlled by the University or in any University employment or education program or activity.

III. APPLICABLE PROCEDURES UNDER THIS POLICY

The specific procedures for reporting, investigating, and resolving Prohibited Conduct are based upon the nature of the respondent's relationship to the University (student, employee, or third party). Each set of procedures referenced below is guided by the same principles of fairness and respect for complainants and respondents. "Complainant" means the individual who presents as the victim of any Prohibited Conduct under this Policy, regardless of whether that person makes a report or seeks action under this Policy.^[2] "Respondent" means the individual who has been accused of violating this Policy.

The procedures referenced below provide for prompt and equitable response to reports of Prohibited Conduct. The procedures designate specific timeframes for major stages of the process, provide for thorough and impartial investigations that afford the Complainant and Respondent notice and an opportunity to present witnesses and evidence, and assure equal and timely access to the information that will be used in determining whether a Policy violation has occurred. The University applies the Preponderance of the Evidence standard when determining whether this Policy has been violated. "Preponderance of the Evidence" means that it is more likely than not that a Policy violation occurred.

A. WHERE THE RESPONDENT IS A STUDENT

Except as noted in Section IIIE, below, the procedures for responding to reports of Prohibited Conduct committed by students are detailed in Responsibilities of Community Life: The Student Code ("The Student Code") (<http://community.uconn.edu/the-student-code-preamble/>).

B. WHERE THE RESPONDENT IS AN EMPLOYEE

The procedures for responding to reports of Prohibited Conduct committed by Employees are detailed in OIE's Complaint Processes (<https://equity.uconn.edu/policiesprocedures/>).

C. WHERE THE RESPONDENT IS BOTH A STUDENT AND AN EMPLOYEE

Each situation will be evaluated for context and the University will determine which of the procedures applies based on the facts and circumstances (such as which role predominates in the context of the alleged Prohibited Conduct). The Student- Respondent procedures typically will apply to graduate students except in those cases where the graduate student's assistantship role predominated in the context of the Prohibited Conduct. Further, where a Respondent is both a student and an employee (including but not limited to graduate students), the Respondent may be subject to any of the sanctions applicable to students or employees.

D. WHERE THE RESPONDENT IS A THIRD PARTY

The University's ability to take appropriate corrective action against a third party will be determined by the nature of the relationship of the third party to the University. The University will determine the appropriate manner of resolution consistent with the University's commitment to a prompt and equitable process under federal law, federal guidance, and this Policy.

E. WHERE THE RESPONDENT IS A UCONN HEALTH STUDENT, EMPLOYEE OR THIRD PARTY

Parties should contact the UConn Health Office of Institutional Equity by calling (860) 679-3563 or email: equity@uconn.edu. UConn's *Responsibilities of Community Life: The Student Code* does not apply to students enrolled in MD or DMD/DDS degree programs at UConn Health.

F. WHERE THE RESPONDENT IS A REGISTERED STUDENT ORGANIZATION

The procedures for responding to reports of Prohibited Conduct committed by Registered Student Organizations are set out in *Blueprints: The Official Handbook of RSOs at the University of Connecticut* (<https://solid.uconn.edu/wp-content/uploads/sites/471/2014/05/Blueprints-2022-2023->

IV. TITLE IX COORDINATOR

Under Title IX:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Title IX Coordinator is charged with monitoring the University's compliance with Title IX, ensuring appropriate education and training, coordinating the University's investigation, response, and resolution of all reports under this Policy, and ensuring appropriate actions to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The Office of Institutional Equity oversees reports involving students, employees, and third parties. The University has also designated Deputy Title IX Coordinators who may assist the Title IX Coordinator in the discharge of these responsibilities. The Title IX Coordinator and Deputy Title IX Coordinators receive ongoing appropriate training to discharge their responsibilities.

Concerns about the University's application of Title IX may be addressed to the Title IX Coordinator. Additionally, concerns about the University's application of Title VII and/or other federal and state anti-discrimination laws may be addressed to the Office of Institutional Equity.

The Office of Institutional Equity's Associate Vice President and/or the Title IX Coordinator can be contacted by telephone, email, or in person during regular office hours:

Sarah Chipman

Interim Associate Vice President, Interim Equal Employment Opportunity Officer, Interim ADA Coordinator, Director of Investigations, Deputy Title IX Coordinator, Office of Institutional Equity

Storrs: Wood Hall, First Floor

UConn Health: Munson Road, Third Floor

sarah.chipman@uconn.edu

(860) 486-2943

Cameron Liston

Title IX Coordinator, Office of Institutional Equity

Storrs: Wood Hall, First Floor

UConn Health: Munson Road, Third Floor

cameron.liston@uconn.edu

(860) 486-2943

External reporting options include the United States Department of Education, Clery Act Compliance Team (at clery@ed.gov); the United States Department of Education, Office for Civil Rights (at OCR@ed.gov or (800) 421-3481); the Equal Employment Opportunity Commission (at

info@eeoc.gov or (800) 669-4000); and/or the Connecticut Commission on Human Rights and Opportunities (at CHRO.Capitol@ct.gov or (800)-477-5737).

V. UNDERSTANDING THE DIFFERENCE BETWEEN PRIVACY AND CONFIDENTIALITY

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this Policy. The University also is committed to providing assistance to help students, employees, Registered Student Organizations, and third parties make informed choices. With respect to any report under this Policy, the University will take reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

Privacy and confidentiality have distinct meanings under this Policy.

Privacy: Privacy means that information related to a report of Prohibited Conduct will be shared with University Employees who need to know the information in order to assist individuals identified as having been impacted by the alleged conduct in the assessment, investigation, and resolution of the report. All Employees who are involved in the University's response to reports of Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.

The privacy of student education records will be protected in accordance with relevant privacy laws including the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the University's FERPA policy. (<http://policy.uconn.edu/2011/05/24/ferpa-policy/>).

Confidentiality: Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Connecticut law. The University has designated individuals who have the ability to have privileged communications as "Confidential Employees." When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except where required or permitted by law. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

VI. EMPLOYEE REPORTING AND INFORMATION SHARING RESPONSIBILITIES

A. DEAN, DIRECTOR, DEPARTMENT HEAD, AND SUPERVISOR REPORTING RESPONSIBILITIES

Under this Policy, Deans, Directors, Department Heads and Supervisors are required to report to the Office of Institutional Equity all relevant details about any alleged incident of Prohibited Conduct^[3] (including but not limited to discrimination, discriminatory harassment, sexual harassment, and/or retaliation), inappropriate amorous relationships, or failures to report, involving any University employee as either the Complainant or the Respondent. Reporting is required when such Deans, Directors, Department Heads and Supervisors know (by reason of direct or indirect disclosure) or should have known of such incident.

B. TITLE IX REPORTING OBLIGATIONS

Most University employees are required to immediately report information about certain types of Prohibited Conduct to the University's Office of Institutional Equity.^[4] An employee's responsibility to report under this Policy is governed by their role at the University. The University designates every employee as either a Confidential Employee or a Responsible Employee.

Confidential Employee: Any employee who is entitled under state law to have privileged communications. Confidential Employees will not disclose information about Prohibited Conduct to the University without the permission of the student or employee (subject to the exceptions set forth in the Confidentiality section of this Policy). Confidential Employees at the University of Connecticut include:

- Student Health and Wellness (limited to Medical Services, Mental Health Services, and Sports Medicine)
- Employee Assistance Program

Designated Confidential Employee: An employee who is designated by the University as confidential for the purposes of providing services to persons related to disclosures of potential violations under this policy. Designated Confidential Employees include the Chief Diversity Officer and professional staff within the Office for Diversity and Inclusion, as well as staff within the University's African American Cultural Center, Asian American Cultural Center, Puerto Rican and Latin American Cultural Center, Women's Center, Rainbow Center; Ombuds Office; and professional staff within Student Health and Wellness Health Promotion. Designated Confidential Employees will offer students and employees information about resources, support and how to report incidents of Prohibited Conduct to law enforcement and the University. Designated Confidential Employees will only report the

information shared with them to the University if the student and/or employee requests that the information be shared (unless someone is in imminent risk of serious harm or a minor). Designated Confidential Employees do not have the ability to implement measures in response to a disclosure. They will provide information about how students and employees may receive such measures.

Where the disclosed conduct reasonably constitutes sex-based discrimination under this policy, the Confidential or Designated Confidential Employee will explain the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex-based discrimination, how to contact the Title IX Coordinator, and that the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution or an investigation under the grievance procedures.

Responsible Employee: Any employee who is not a Confidential Employee or Designated Confidential Employee, and certain categories of student employees. Responsible Employees include (but are not necessarily limited to) Faculty and Staff, Resident Assistants, Post- Doctoral Research Assistants, Graduate Teaching Assistants, Graduate Research Assistants, and any student-employees serving as Campus Security Authorities (CSAs) when disclosures are made to any of them in their capacities as employees.

Responsible Employees are required to immediately report to the University's Office of Institutional Equity all relevant details (obtained directly or indirectly) about an incident of:

- Sexual Assault
- Stalking
- Intimate Partner Violence

Involving a student in any capacity, regardless of when or where the incident occurred. The report should include all available information, including dates, times, locations, and names of parties and witnesses.

Reporting is required when the Responsible Employee knows (by reason of a direct or indirect disclosure) of such an incident.

Pursuant to Federal Law, Responsible Employees are also required to report to OIE conduct that reasonably constitutes sex-based discrimination^[5] as defined by this policy, involving students, employees, or third parties while participating or attempting to participate in University programs or activities. This requirement does not apply to the Responsible Employee's personal experiences.

The University is not obligated to respond to information disclosed at public awareness events (e.g., “Take Back the Night,” candlelight vigils, protests, “survivor speak-outs” or other public forums in which students may disclose incidents of Prohibited Conduct; collectively, “Public Awareness Events”). However, disclosures at Public Awareness Events will be evaluated to determine whether the information indicates an imminent and serious threat to the health or safety of a complainant, any students, employees, or other persons and will be used to inform the University’s prevention efforts.

A Responsible Employee who is conducting an Institutional Review Board-approved human-subjects research study designed to gather information about sex discrimination is not required to report information received during the course of the study.

Aside from the reporting responsibilities set forth above, all members of the campus community are encouraged to report any conduct which they become aware of and which they believe in good faith to have been a violation of this policy, and as to which they do not have an obligation to report as set forth above.

This encouragement does not apply to Confidential and Exempt Designated Confidential Employees and is subject to limitations necessary to preserve confidentiality and privacy.

All University employees are strongly encouraged to report to the law enforcement any conduct that could potentially present a danger to the community or may be a crime under Connecticut law.

C. CLERY REPORTING OBLIGATIONS

Under the Clery Act, certain University employees are designated as Campus Security Authorities. CSAs generally include individuals with significant responsibility for campus security or student and campus activities. Based on information reported to CSAs, the University includes statistics about certain criminal offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the University to issue timely warnings to the University community about certain reported crimes that may pose a serious or continuing threat to students and employees. Consistent with the Clery Act, the University withholds the names and other personally identifying information of Complainants when issuing timely warnings to the University community.

D. CHILD ABUSE REPORTING OBLIGATIONS

All University employees except student employees are **mandated reporters** of child abuse or neglect as defined by Connecticut General Statutes Section 17a-101(b) and must comply with Connecticut's mandated reporting laws.[6] All University employees should refer to UConn's Protection of Minors and Reporting of Child Abuse and Neglect Policy (<http://policy.uconn.edu/?p=6754>) for detailed definitions and reporting information.

PREGNANCY RELATED OBLIGATIONS

All University employees who receive a disclosure from a student, or a person who has a legal right to act on behalf of the student, of a student's pregnancy or related condition must provide the student with the Title IX Coordinator's contact information and inform the student that the Title IX Coordinator can coordinate specific actions to prevent sex-based discrimination and ensure the student's equal access to the University's programs and activities.

VII. COMPLAINANT OPTIONS FOR REPORTING PROHIBITED CONDUCT

A Complainant may choose to report to the University and/or to law enforcement when alleged Prohibited Conduct may also constitute a crime under the applicable laws. These two reporting options are not mutually exclusive. Therefore, Complainants may choose to pursue both the University process and the criminal process concurrently. The University will support Complainants in understanding, assessing and pursuing these options.

The first priority for any individual should be personal safety and well-being. In addition to seeking immediate medical care, the University encourages all individuals to seek immediate assistance from 911, UConn Police, and/or local law enforcement. This is the best option to ensure preservation of evidence. The University also strongly urges that law enforcement be notified immediately in situations that may present imminent or ongoing danger.

A. REPORTING TO LAW ENFORCEMENT

Conduct that violates this Policy may also constitute a crime under the laws of the jurisdiction in which the incident occurred. For example, the State of Connecticut criminalizes and punishes some forms of Sexual Assault, Intimate Partner Violence, Sexual Exploitation, Stalking, and Physical Assault.[Z]

Whether or not any specific incident of Prohibited Conduct may constitute a crime is a decision made solely by law enforcement. Similarly, the decision to arrest any individual for engaging in any incident of Prohibited Conduct is determined solely by law enforcement and not the University. Such decisions are based on a number of factors, including availability of admissible evidence.

Complainants have the right to notify or decline to notify law enforcement. In keeping with its commitment to take all appropriate steps to eliminate, prevent, and remedy all Prohibited Conduct, the University urges Complainants (or others who become aware of potential criminal conduct) to report Prohibited Conduct immediately to local law enforcement by contacting:

- 911 (for emergencies)
- University Police (for non-emergencies):
 - Storrs and Regional Campuses (860) 486-4800
 - UConn Health (860) 679-2121
- State Police (for conduct occurring off campus in Connecticut) (800) 308-7633

Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking protective and restraining orders. Although a police report may be made at any time, Complainants should be aware that delayed reporting may diminish law enforcement's ability to take certain actions, including collecting forensic evidence and making arrests. The University will assist Complainants in notifying law enforcement if they choose to do so. Under limited circumstances posing a threat to health or safety of any University community member, the University may independently notify law enforcement.

B. REPORTING TO THE UNIVERSITY

Complainants (or others, including parents, guardians, or other authorized legal representatives with the legal right to act on behalf of a complainant, who become aware of an incident of Prohibited Conduct) are encouraged to report the incident to the University through the following reporting options:

By contacting the Office of Institutional Equity by telephone, email, or in person during regular office hours (8am-5pm, M-F):

Office of Institutional Equity (Storrs and Regionals) Wood Hall, First Floor

241 Glenbrook Road Storrs, Connecticut (860) 486-2943

equity@uconn.edu

www.titleix.uconn.edu

www.equity.uconn.edu

Office of Institutional Equity (UConn Health) 16 Munson Road, Third Floor

Farmington, Connecticut (860) 679-3563

equity@uconn.edu

www.equity.uconn.edu

There is no time limit to report Prohibited Conduct to the University under this Policy;^[8] however, the University's ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the University. If the Respondent is no longer affiliated with the University, the University will provide reasonably appropriate remedial measures, assist the Complainant in identifying external reporting options, and take reasonable steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

The University will not pursue disciplinary action against Complainants or witnesses for disclosure of illegal personal consumption of drugs or alcohol where such disclosures are made in connection with a good faith report or investigation of Prohibited Conduct.

VIII. ACCESSING CAMPUS AND COMMUNITY RESOURCES AND SUPPORTIVE MEASURES

The University offers a wide range of resources to provide support and guidance to students and employees in response to any incident of Prohibited Conduct. Comprehensive information on accessing University and community resources is contained online at the following sites:

- Sexual assault, sexual exploitation, intimate partner violence, sexual or gender-based harassment, and stalking: titleix.uconn.edu
- Discrimination and discriminatory harassment where the Respondent is an employee or third party: equity.uconn.edu
- Related violations of The Student Code where the Respondent is a student: community.uconn.edu

Available resources include, but are not limited to: emergency and ongoing assistance; health, mental health, and victim-advocacy services; options for reporting Prohibited Conduct to the University and/or law enforcement; available support with academics, housing, and employment. For more information about resources and support measures, please visit www.titleix.uconn.edu.

The University offers a wide range of resources for students and employees, whether as Complainants or Respondents, to provide support and guidance throughout the submission, investigation, and resolution of a report of Prohibited Conduct. The University will offer reasonable and appropriate measures to individuals impacted by an allegation of Prohibited Conduct in order to facilitate their continued access to University employment or education programs and activities. These measures may be both remedial (designed to address a Complainant's safety and well-being and continued access to educational opportunities) or protective (designed to reduce the risk of harm to an individual or community). Remedial and protective measures, which may be temporary or permanent, may include no-contact directives, on-campus residence modifications, academic modifications and support, work schedule modifications, suspension from employment, and pre-disciplinary leave (with or without pay). Remedial measures are available regardless of whether a Complainant pursues a complaint or investigation under this Policy and may continue regardless of the outcome of an investigation if reasonable and appropriate.

The University will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. The University has the discretion to impose and/or modify any remedial or protective measure based on all available information.

The University will provide reasonable remedial and protective measures to Third Parties as appropriate and available, taking into account the role of the third party and the nature of any contractual relationship with the University.

IX. PROHIBITED CONDUCT UNDER THIS POLICY^[9]

Conduct under this Policy is prohibited regardless of the sex, sexual orientation and/or gender identity/expression of the Complainant or Respondent. Prohibited Conduct includes the following specifically defined forms of behavior: Discrimination, Discriminatory Harassment, Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Complicity, and Retaliation.

A. DISCRIMINATION

Discrimination is any unlawful distinction, preference, or detriment to an individual that is based upon an individual's actual or perceived race, color, ethnicity, religious creed, age, sex (including pregnancy or pregnancy-related conditions), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), veteran status, status as a victim of domestic violence, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or membership in other protected classes set forth in state or federal law and that: (1) excludes an individual from participation; (2) denies the individual the benefits of; (3) treats the individual adversely; or (4) otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a University program or activity.

Discrimination may include failing to make good faith efforts to provide reasonable accommodation, consistent with state and federal law and University policy, to persons with disabilities. The University of Connecticut is committed to achieving equal educational and employment opportunities and full participation for persons with disabilities.^[10]

Discrimination also may include failing to make good faith efforts to provide reasonable modifications to University policies, practices, or procedures, consistent with state and federal law and University policy, related to pregnancy, including childbirth, termination of pregnancy, recovery, related medical conditions, and lactation.^[11] The University of Connecticut is committed to achieving equal educational and employment opportunities and full participation for persons experiencing pregnancy and all related conditions.

Discrimination also may include failing to make good faith efforts to provide reasonable accommodations, consistent with state and federal law and University policy, for persons' sincerely held religious practices or beliefs. The University of Connecticut is committed to providing welcoming and inclusive learning environments and will make good faith efforts to provide reasonable religious accommodations to faculty, staff, and students.[12]

B. DISCRIMINATORY HARASSMENT AND SEXUAL HARASSMENT

Discriminatory Harassment consists of verbal, physical, electronic, or other conduct based upon an individual's actual or perceived race, color, ethnicity, religious creed, age, sex (including pregnancy and pregnancy-related conditions), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disability, past/present history of a mental disorder), veteran status, status as a victim of domestic violence, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or membership in other protected classes set forth in state or federal law that interferes with that individual's educational or employment opportunities, participation in a University program or activity, or receipt of legitimately-requested services or benefits. Such conduct is a violation of this Policy when the circumstances demonstrate the existence of either Hostile Environment Harassment, Quid Pro Quo Harassment, or Sexual Harassment as defined below.

Hostile Environment Harassment: **Discriminatory Harassment** that is so severe, persistent or pervasive that it unreasonably interferes with, limits, deprives, or alters the conditions of education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a University program or activity (e.g., campus housing, official University list-servs or other University-sponsored platforms), when viewed from both a subjective and objective perspective.

Quid Pro Quo Harassment: **Discriminatory Harassment** where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a University program or activity (e.g., campus housing).

Sexual Harassment: **Discriminatory Harassment** that consists of unwelcome conduct of a sexual nature. This may include, but is not limited to, unwanted sexual advances, requests for sexual favors, inappropriate touching, acts of sexual violence, or other unwanted conduct of a sexual nature,

whether verbal, non- verbal, graphic, physical, written or otherwise. Such conduct is a violation of this Policy when the conditions for Hostile Environment Harassment or Quid Pro Quo Harassment are present, as defined above.

C. SEXUAL ASSAULT

Sexual Assault consists of (1) Sexual Contact and/or (2) Sexual Intercourse that occurs without (3) Consent.^[13]

Sexual Contact (or attempts to commit) is the intentional touching of another person's intimate body parts, clothed or unclothed, if that intentional touching can reasonably be construed as having the intent or purpose of obtaining sexual arousal or gratification.

Sexual Intercourse (or attempts to commit) is any penetration, however slight, of a bodily orifice with any object(s) or body part. Sexual Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, or any contact between the mouth of one person and the genitalia of another person.

Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response is not consent. An individual who is incapacitated by alcohol and/or other drugs both voluntarily or involuntarily consumed may not give consent. Past consent of sexual activity does not imply ongoing future consent. **Consent** cannot be given if any of the following are present: A. Force, B. Coercion or C. Incapacitation.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and/or coercion that overcome resistance.

Coercion is unreasonable pressure for sexual activity. Coercion is more than an effort to persuade, entice, or attract another person to have sex. Conduct does not constitute coercion unless it wrongfully impairs an individual's freedom of will to choose whether to participate in the sexual activity.

Incapacitation is a state where an individual cannot make rational, reasonable decisions due to the debilitating use of alcohol and/or other drugs, sleep, unconsciousness, or because of a disability that prevents the individual from having the capacity to give consent. A person is not incapacitated merely because the person has been drinking or using drugs. Incapacitation due to alcohol and/or drug consumption results from ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication. The question of incapacitation will be

determined on a case-by-case basis. Being intoxicated or incapacitated by drugs, alcohol, or other medication will not be a defense to any violation of this Policy.

D. SEXUAL EXPLOITATION

Sexual Exploitation is taking advantage of a person due to their sex and/or gender identity for personal gain or gratification. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes. Examples include, but are not limited to:

- Recording, photographing, disseminating, and/or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
- Threatening to disseminate sensitive personal materials (e.g. photos, videos) by any means to any person or entity without consent;
- Allowing third parties to observe private sexual activity from a hidden location without consent (for example through a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
- Fetish behaviors including stealing articles of clothing for personal gain and/or satisfaction;
- Manipulation of contraception;
- Peeping or voyeurism;
- Prostituting another person;
- Intentionally or knowingly exposing another person to a sexually transmitted infection or virus without the other's knowledge; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

E. INTIMATE PARTNER VIOLENCE

Intimate Partner Violence includes any felony or misdemeanor crime, act of violence, or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship.^[14] Intimate Partner Violence may include any form of Prohibited Conduct under this Policy, including Sexual Assault, Stalking (as defined herein) and/or physical assault. Intimate Partner Violence may involve a pattern of behavior used to establish power and control over another person through fear and intimidation, or may involve one-time conduct. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional and/or physical.

F. STALKING

Stalking means engaging in a course of conduct directed at a specific individual that would cause a reasonable person to fear for their safety or the safety of others, or for the individual to suffer substantial emotional distress.

Stalking includes unwanted, repeated, or cumulative behaviors that serve no purpose other than to threaten, or cause fear for another individual.

Common stalking acts include, but are not limited to: harassing, threatening or obscene phone calls, excessive and/or threatening communication, following, vandalism of personal property, and/or leaving/giving unwanted gifts or objects. Stalking includes cyberstalking.

G. RETALIATION

Retaliation means any adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this Policy, including requesting supportive measures (remedial and/or protective), for the purpose of interfering with any right or privilege secured by this Policy. Retaliation includes threatening, intimidating, discriminating, harassing, coercing, interfering with potential witnesses or a potential proceeding under this Policy, or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy.

Retaliation may be present even where there is a finding of “no responsibility” on the allegations of Prohibited Conduct. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct. In determining whether an act constitutes retaliation, the full context of the conduct will be considered, including the individual right to freedom of speech.

Retaliation can include, but is not limited to, actions taken by the University, actions taken by one student against another student, actions taken by an employee against another employee or student, actions taken by a Registered Student Organization against a student, or actions taken by a third party against a student or employee. See the University’s Non-Retaliation Policy (<https://policy.uconn.edu/2011/05/24/non-retaliation-policy/>).

H. COMPLICITY

Complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of Prohibited Conduct by another person.

X. INAPPROPRIATE AMOROUS RELATIONSHIPS

For the purposes of this Policy, “amorous relationships” are defined as intimate, sexual, and/or any other type of amorous encounter or relationship, whether casual or serious, short-term or long-term.

A. INSTRUCTIONAL/STUDENT CONTEXT

All faculty and staff must be aware that amorous relationships with students are likely to lead to difficulties and have the potential to place faculty and staff at great personal and professional risk. The power difference inherent in the faculty-student or staff-student relationship means that any amorous relationship between a faculty or staff member and a student is potentially exploitative or could at any time be perceived as exploitative and should be avoided. Faculty and staff engaged in such relationships should be sensitive to the continuous possibility that they may unexpectedly be placed in a position of responsibility for the student’s instruction or evaluation. In the event of a charge of Sexual Harassment arising from such circumstances, the University will in general be unsympathetic to a defense based upon consent when the facts establish that a faculty- student or staff-student power differential existed within the relationship.

Undergraduate Students

Subject to the limited exceptions herein, all members of the faculty and staff are prohibited from pursuing or engaging in an amorous relationship with any undergraduate student.

Graduate Students

With respect to graduate students (including but not limited to Master’s, Law, Doctoral, Medical, Dental and any other post-baccalaureate students), all faculty and staff are prohibited from pursuing or engaging in an amorous relationship with a graduate student under that individual’s authority. Situations of authority include but are not limited to: teaching; formal mentoring or advising; supervision of research and employment of a student as a research, clinical, or teaching assistant; exercising substantial responsibility for grades, honors, or degrees; and involvement in disciplinary action related to the student.

Students and faculty/staff alike should be aware that pursuing or engaging in an amorous relationship with any graduate student will limit the faculty or staff member's ability to teach, mentor, advise, direct work, employ and promote the career of the student involved with them in an amorous relationship.

Graduate Students in Positions of Authority

Like faculty and staff members, graduate students may themselves be in a position of authority over other students, for example, when serving as a teaching assistant in a course or when serving as a research assistant and supervising other students in research. The power difference inherent in such relationships means that any amorous relationship between a graduate student and another student over whom they have authority (undergraduate or graduate) is potentially exploitative and should be avoided. All graduate students currently or previously engaged in an amorous relationship with another student are prohibited from serving in a position of authority over that student. Graduate students also should be sensitive to the continuous possibility that they may unexpectedly be placed in a position of responsibility for another student's instruction or evaluation.

Pre-existing Relationships with Any Student

The University recognizes that an amorous relationship may exist prior to the time a student enrolls at the University or, for amorous relationships with graduate students, prior to the time the faculty or staff member is placed in a position of authority over the graduate student. The current or prior existence of such an amorous relationship must be disclosed to the Office of Institutional Equity by the employee in a position of authority immediately if the student is an undergraduate, and prior to accepting a supervisory role of any type over any graduate student.

All faculty and staff currently or previously engaged in an amorous relationship with a student are prohibited from the following unless effective steps have been taken in conjunction with Labor Relations and the applicable dean or vice president to eliminate any potential conflict of interest in accordance with this Policy: teaching; formal mentoring or advising; supervising research; exercising responsibility for grades, honors, or degrees; considering disciplinary action involving the student; or employing the student in any capacity - including but not limited to student employment and internships, work study, or as a research or teaching assistant.

Similarly, all graduate students currently or previously engaged in an amorous relationship with another student are prohibited from serving in a position of authority over that student

If an Amorous Relationship Occurs with Any Student

If, despite these warnings, a faculty member, staff member, or graduate student becomes involved in an amorous relationship with a student in violation of this Policy, the faculty member, staff member, or graduate student must disclose the relationship immediately to the Office of Institutional Equity.

Absent an extraordinary circumstance, no relationships in violation of this Policy will be permitted while the student is enrolled or the faculty or staff member is employed by the University. In most cases, it will be unlikely that an acceptable resolution to the conflict of interest will be possible, and the faculty or staff member's employment standing or the graduate student's position of authority may need to be adjusted until they no longer have supervisory or other authority over the student.

In addition to the amorous relationship itself, a faculty, staff or graduate student's failure to report the existence of an inappropriate amorous relationship with a student is also a violation of this Policy. The University encourages immediate self-reporting, and will consider this factor in the context of any resolution that may be able to be reached.

B. EMPLOYMENT CONTEXT

Amorous relationships between supervisors and their subordinate employees often adversely affect decisions, distort judgment, and undermine workplace morale for all employees, including those not directly engaged in the relationship. Any University employee who participates in supervisory or administrative decisions concerning an employee with whom they have or has had an amorous relationship has a conflict of interest in those situations. These types of relationships, specifically those involving spouses and/or individuals who reside together, also may violate the State Code of Ethics for Public Officials as well as the University's Policy on Employment and Contracting for Service of Relatives.

Accordingly, the University prohibits all faculty and staff from pursuing or engaging in amorous relationships with employees whom they supervise. No supervisor shall initiate or participate in institutional decisions involving a direct benefit or penalty (employment, retention, promotion, tenure, salary, leave of absence, etc.) to a person with whom that individual has or has had an amorous relationship. The individual in a position of authority can be held accountable for creating a sexually hostile environment or failing to address a sexually hostile environment and thus should avoid creating or failing to address a situation that adversely impacts the working environment of others.

Pre-existing Amorous Relationships Between Supervisors and Subordinate Employees

The University recognizes that an amorous relationship may exist prior to the time an individual is assigned to a supervisor. Supervisory, decision-making, oversight, evaluative or advisory relationships for someone with whom there exists or previously has existed an amorous relationship is unacceptable unless effective steps have been taken to eliminate any potential conflict of interest in accordance with this Policy. The current or prior existence of such a relationship must be disclosed by the employee in a position of authority prior to accepting supervision of the subordinate Employee to

the Office of Institutional Equity. Labor Relations and the applicable dean or vice president will determine whether the conflict of interest can be eliminated through termination of the situation of authority. The final determination will be at the sole discretion of the relevant dean or vice president.

If an Amorous Relationship Occurs or has Occurred Between a Supervisor and Their Subordinate Employee

If, despite these warnings, a University Employee enters into an amorous relationship with someone over whom they have supervisory, decision-making, oversight, evaluative, or advisory responsibilities, that Employee must disclose the existence of the relationship immediately to the Office of Institutional Equity. Labor Relations and the applicable dean or vice president will determine whether the conflict of interest can be eliminated through termination of the situation of authority. The final determination will be at the sole discretion of the relevant dean or vice president. In most cases, it will be likely that an acceptable resolution to the conflict of interest will be possible. If the conflict of interest cannot be eliminated, the supervisor's employment standing may need to be adjusted. In addition to the amorous relationship itself, a supervisor's failure to report the existence of the relationship with a subordinate Employee is also a violation of this Policy. The University encourages immediate self-reporting, and will consider this factor in the context of any resolution that may be able to be reached.

XI. PREVENTION, AWARENESS AND TRAINING PROGRAMS

The University is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation, and returning students and current employees receive ongoing training and related education and awareness programs. The University provides training, education and awareness programs to students and employees to ensure broad understanding of this Policy and the topics and issues related to maintaining an education and employment environment free from harassment and discrimination. The University provides further training to employees annually, and when an employee's change of position alters their duties under Title IX, that explains how the University addresses and defines sex-based discrimination, and associated reporting responsibilities.

For a description of the University's Prohibited Conduct prevention and awareness programs, including programs on minimizing the risk of incidents of Prohibited Conduct and bystander intervention, see the University's annual Clery reports (found online at:

XII. OBLIGATION TO COOPERATE AND PROVIDE TRUTHFUL INFORMATION

All University employees are expected to cooperate and to provide all relevant information of which they are aware and/or in their possession as deemed necessary in connection with investigating allegations under this policy. Further, all University community members are expected to provide truthful information in any report, investigation, or proceeding under this Policy. Submitting or providing false or misleading information in bad faith or in an effort to achieve personal gain or cause intentional harm to another in connection with an incident of Prohibited Conduct, or employees failing to cooperate in the investigation process, is prohibited and subject to disciplinary sanctions under The Student Code (for students), The Code of Conduct (for employees), General Rules of Conduct (for employees), and any other applicable and appropriate University policy or policies. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

XIII. RELATED POLICIES

A. STUDENTS

- Responsibilities of Community Life: The Student Code: <https://community.uconn.edu/the-student-code-preamble/>

B. EMPLOYEES AND THIRD PARTIES

- Policy Statement: People With Disabilities: <http://policy.uconn.edu/?p=419>
- Protection of Minors and Reporting of Child Abuse and Neglect Policy: <http://policy.uconn.edu/?p=6754>
- Non-Retaliation Policy: <http://policy.uconn.edu/?p=415>
- Policy Statement: Affirmative Action and Equal Employment Opportunity: <http://policy.uconn.edu/?p=102>

- Age Act Policy: <http://policy.uconn.edu/?p=2007>
- Code of Conduct (employees): <http://policy.uconn.edu/?p=140>
- General Rules of Conduct (employees): <https://policy.uconn.edu/2011/05/24/general-rules-of-conduct/>
- Code of Conduct for University of Connecticut Vendors: <http://policy.uconn.edu/?p=2718>
- Policy on Employment and Contracting for Service of Relatives: <http://policy.uconn.edu/?p=357>

XIV. ENFORCEMENT

Violations of this policy may result in appropriate disciplinary measures in accordance with University By-Laws, Code of Conduct, General Rules of Conduct, applicable collective bargaining agreements, and the University of Connecticut Student Code.

XV. POLICY REVIEW

This Policy is maintained by the Office of Institutional Equity (OIE). The University will periodically review and update this Policy and will evaluate, among other things, any changes in legal requirements, existing University resources, and the resolution of cases from the preceding year (including, but not limited to, timeframes for completion and sanctions and remedies imposed).

Revised 06/27/2024 Approved by the Senior Policy Council and the President

Effective 08/01/2024

[1] Definitions for all forms of Prohibited Conduct can be found in Section IX of this Policy.

[2] UConn recognizes that an individual may choose to self-identify as a victim or a survivor. For consistency in this Policy, the University uses the term Complainant to maintain the neutrality of the Policy and procedures.

- [3] These supervisory employees are required to report **all** forms of Prohibited Conduct where the Complainant or Respondent is an employee.
- [5] See section Xa for sex-based discrimination definition.
- [6] See Connecticut General Statutes Sections 17a-101a to 17a-101d.
- [7] See Title 53a of the Connecticut General Statutes for the State of Connecticut's Penal Code (https://www.cga.ct.gov/current/pub/title_53a.htm).
- [8] This statement does not relieve Responsible Employees of their obligation to report Sexual Assault, Intimate Partner Violence and/or Stalking involving a student immediately to the Office of Institutional Equity.
- [9] These definitions may overlap with Connecticut criminal statutes in some cases, and provide greater protection in other instances. Connecticut's Penal Code may be found in Title 53a of the Connecticut General Statutes. (https://www.cga.ct.gov/current/pub/title_53a.htm)
- [10] See Policy Statement: People with Disabilities. (<http://policy.uconn.edu/2011/05/24/people-with-disabilities-policy-statement/>).
- [11] See Lactation Policy. (<https://policy.uconn.edu/2016/12/21/lactation-policy/>).
- [12] See Religious Accommodations Policy (<https://policy.uconn.edu/2018/08/01/religious-accommodation-policy/>).
- [13] Sexual assault includes any offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- [14] Intimate partner violence may also occur between individuals that cohabitate, or have cohabitated, as spouses or intimate partners, share a child in common, or when an individual commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the relevant jurisdiction.

This entry was posted in [Academic and Student Life](#), [Board of Trustees Approved](#), [Employment](#), [Facilities and Safety](#), [Faculty](#), [Office of Institutional Equity](#), [Others](#), [Staff](#), [Students](#).

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People with Disabilities, Policy Statement:

| | |
|--------------------------------------|---|
| Title: | People with Disabilities, Policy Statement: |
| Policy Owner: | Office of Institutional Equity |
| Applies to: | Faculty, Staff, Students, Others |
| Campus Applicability: | All Campuses and Programs, except UConn Health |
| Effective Date: | November 15, 2011 |
| For More Information, Contact | Office of Institutional Equity |
| Contact Information: | (860) 486-2943 |
| Official Website: | http://www.equity.uconn.edu/ |

The University of Connecticut is committed to achieving equal educational and employment opportunity and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from consideration for employment, participation in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity. This policy derives from the University's commitment to nondiscrimination for all persons in employment, academic programs, and access to facilities, programs, activities, and services.

A person with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others. Existing barriers, whether physical, programmatic, or attitudinal must be removed. Further, there must be ongoing vigilance to ensure that new barriers are not erected.

The University's efforts to accommodate people with disabilities must be measured against the goal of full participation and integration. Services and programs to promote these benefits for people with disabilities shall complement and support, but not duplicate, the University's regular services and programs.

Achieving full participation and integration of people with disabilities requires the cooperative efforts of all of the University's departments, offices, and personnel. To this end, the University will continue to strive to achieve excellence in its services and to assure that its services are delivered equitably and efficiently to all of its members.

Anyone with questions regarding this policy is encouraged to consult the Office of Institutional Equity (OIE). The office is located in Wood Hall, Unit 4175, 241 Glenbrook Road, Storrs, Connecticut 06269-4175, telephone, 860-486-2943.

This entry was posted in [Academic and Student Life](#), [Board of Trustees Approved](#), [Employment](#), [Faculty](#), [Office of Institutional Equity](#), [Others](#), [Staff](#), [Students](#) and tagged [Active](#).

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[By-Laws, Rules and Regulations of the University Senate](#)

[Policy Against Discrimination, Harassment and Related Interpersonal Violence](#)

THE UNIVERSITY OF CONNECTICUT & UCONN HEALTH

OFFICE OF INSTITUTIONAL EQUITY (OIE)

COMPLAINT PROCEDURES

These procedures, effective for all reports made to the Office of Institutional Equity (OIE)¹ on or after October 1, 2021, govern OIE's investigation process when a University of Connecticut or UConn Health employee or other individual affiliated with the University or UConn Health in one of the capacities set forth below is alleged to have violated any University or UConn Health policy within OIE's jurisdiction.²

Individuals wanting to report alleged violations of University Policies, as defined below, are encouraged to contact OIE as soon as possible following an incident to allow for internal resolution of their complaints, and to connect employees and students with appropriate resources.

These procedures govern OIE's investigations of alleged violations of University Policy. Suspected crimes or any behavior that poses an imminent risk to any person or the University community should be reported immediately to law enforcement.

OIE will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this complaint process. Such arrangements may include, but are not limited to, providing qualified interpreters or assuring a barrier-free location for the proceedings.

¹ OIE maintains office locations on both the Storrs campus and UConn Health.

² Hereinafter, all references to "University" include UConn Storrs campus, UConn regional campuses (including the School of Law and School of Social Work), and UConn Health (including the School of Medicine and School of Dental Medicine). University policies falling under OIE's jurisdiction, include but are not limited to the following policies: *Policy Against Discrimination, Harassment, and Related Interpersonal Violence*; *Policy Statement: People with Disabilities*; *Non-Retaliation Policy*; *Policy Statement: Affirmative Action and Equal Employment Opportunity*; *UConn Health Affirmative Action, Non-discrimination and Equal Opportunity (2002-44)*; *UConn Health Persons with Disabilities (2002-46)*; and *UConn Health Non-Retaliation (2003-40)* (individually, "University Policy"; collectively, "University Policies").

In addition to these procedures, individuals are strongly encouraged to read the relevant University Policies in their entirety. Capitalized terms used within these procedures are given the same meaning as defined in the *Policy Against Discrimination, Harassment, and Related Interpersonal Violence*.

These procedures do not govern reports in which a UConn **student** is alleged to have violated any University Policy (see www.community.uconn.edu).

I. UNIVERSITY POLICIES UNDER OIE’S JURISDICTION

- A. As set forth in the University Policies, the University prohibits unlawful discrimination in education, employment, and the provision of services on the basis of legally protected characteristics (race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, pregnancy, physical or mental disability [including learning disabilities, intellectual disabilities, and past or present history of mental illness], veteran’s status, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, and membership in any other protected classes as set forth in state and federal law). More specifically, the University prohibits discrimination, as well as discriminatory harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, sexual or gender-based harassment, complicity in the commission of any act prohibited by the *Policy Against Discrimination, Harassment, and Related Interpersonal Violence*, and retaliation against a person for the good faith reporting of any of these forms of misconduct or participation in any investigation or proceeding related to any of these forms of misconduct under University Policies (“Prohibited Conduct”).
- B. In accordance with University Policies, all parties who participate in the good-faith reporting, filing, investigation, and/or proceedings related to reports of Prohibited Conduct under these procedures shall be free from retaliation on the basis of their participation in this process.

II. GENERAL PROVISIONS

- A. Who May File a Complaint & Scope of Procedures
 - i. Reports of Prohibited Conduct may be filed by Students, Employees, Patients or Third Parties.
 - 1. “Complainant” means the individual who is the subject of any Prohibited Conduct under University Policies, regardless of whether that person makes a report or seeks action under University Policies.
 - 2. “Respondent” means the individual who has been accused of violating University Policy.
 - 3. These procedures apply to reports of Prohibited Conduct by University and UConn Health Employees, including graduate students when the action complained of was taken in the graduate student’s employment capacity (for example, as a Graduate Assistant, Teaching Assistant or Research Assistant, Resident and/or Fellow); or Third Parties³ when:

³ As set forth in section III.E. of the *Policy Against Discrimination, Harassment and Related Interpersonal Violence*, these procedures may be used in reports of Prohibited Conduct by students enrolled in MD or DMD/DDS degree programs at UConn Health. As set forth in Section III.D. of the *Policy Against Discrimination, Harassment and Related Interpersonal Violence*, the University’s ability to take appropriate corrective action against a Third Party

- a. the conduct occurred on campus or other property owned or controlled by the University;
 - b. the conduct occurred in the context of a University employment or education program or activity, including, but not limited to, University-sponsored study abroad, research, on-line, or internship programs; or
 - c. the conduct occurred outside the context of a University employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for Students, Employees or Third Parties while on campus or other property owned or controlled by the University or in any University employment or education program or activity.
- ii. Reports of Title IX Sexual Harassment (See Section IX.C. of the *Policy Against Discrimination*) are processed using the procedures provided in Appendix II. In matters containing allegations of both Title IX Sexual Harassment and allegations of other Prohibited Conduct, all allegations may be investigated simultaneously; the allegations of Prohibited Conduct not constituting Title IX Sexual Harassment will be addressed through these Complaint Procedures, and only the allegations of Title IX Sexual Harassment will be addressed through the procedures provided in Appendix II.

B. Support Persons

Complainants, Respondents, and witnesses shall have the right to have one (1) support person (which may be a union representative) accompany them to any meeting with OIE related to a report or investigation under these procedures. An individual who is reasonably likely to participate as a witness in the investigation may not serve as a support person during any substantive interview. The Complainant, Respondent or witness is responsible for arranging their support person's attendance at any OIE meeting. It is within OIE's discretion whether to reschedule a meeting or extend other timelines in the investigation process due to a support person's unavailability.

C. Right to File External Complaint

- i. Complainants shall be advised of their right to file an external complaint with the applicable local, state and/or federal agency that enforces laws concerning non-discrimination and anti-harassment in employment or education such as the Connecticut Commission on Human Rights and Opportunities (CHRO), the Equal Employment Opportunity Commission (EEOC), U.S. Department of Labor, Wage and Hour Division, and the Office for Civil Rights (OCR). *See* Appendix I for agency contact information.

will be determined by the nature of the relationship of the Third Party to the University. The University will determine the appropriate manner of resolution consistent with its commitment to a prompt and equitable process.

- ii. When an external complaint has been filed, OIE will review the complaint and determine on a case-by-case basis, in consultation with other University offices as appropriate, whether OIE will conduct its own, internal investigation or, if OIE has already commenced an investigation, whether such investigation will be discontinued in light of the external filing.

D. OIE Files

OIE will create and maintain a file related to each report of Prohibited Conduct as described herein. The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report. OIE will take reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate the discrimination, harassment or retaliation; prevent its recurrence; and remedy its effects. To that end, OIE may provide information regarding matters it handles to individuals with a need to know the information.

E. Informal Resolution

Nothing in these procedures precludes an individual from seeking to discuss or resolve concerns independently with the University's Ombudsperson or other appropriate resources at the University.⁴ A Complainant may withdraw a complaint and/or their participation at any point; however, it is within OIE's discretion to determine whether and in what manner a matter may proceed, as noted in Section V.A. below.

III. WHERE AND HOW TO REPORT PROHIBITED CONDUCT

- A. A report of Prohibited Conduct may be made in written or verbal form to OIE:

Storrs Campus, Wood Hall - Unit 4175, 241 Glenbrook Road, Storrs, CT 06269;
Phone: 860-486-2943; Email: equity@uconn.edu; Fax: 860-486-6771.

UConn Health, at 16 Munson Road, 4th Floor, Farmington, CT 06030; Phone:
860-679-3563; Email: equity@uconn.edu; Fax: 860-679-6512.

- B. The following information should be included in reports/complaints (to the extent known): the identities of the Complainant(s) and Respondent(s), the approximate date of the incident(s), a description of the concerning behavior, and, if applicable, the protected characteristic(s) alleged to be the basis of the discrimination or harassment.
- C. A Dean, Department Head, Director or Supervisor who knows or should have known about an incident of Prohibited Conduct must comply with that

⁴ <https://equity.uconn.edu/campus-resources/>

Employee's Reporting Responsibilities as set forth in Section VI ("Employee Reporting Responsibilities") of the *Policy Against Discrimination, Harassment, and Related Interpersonal Violence*.

IV. JURISDICTIONAL REVIEW & ASSESSMENT OF MERITS

- A. OIE will review any report made to its office to determine whether OIE has jurisdiction to investigate. If not, OIE will advise the reporting person and will not investigate the report further. However, OIE may, in its discretion, refer the report to other appropriate University offices for further review.
- B. When OIE receives a report of alleged Prohibited Conduct but a Complainant is not identified or is not engaging in OIE's procedures, it is in OIE's discretion to determine whether to move forward with additional steps, including but not limited to conducting an assessment of merits and/or investigation.
- C. When conducting an assessment of merits, OIE will determine whether the conduct at issue, if it occurred as alleged, would constitute a violation of University Policy. To make this determination, OIE's analysis is guided by state and federal law and regulations. In making this assessment, OIE will consider information provided by Complainant, and may also, in its discretion, review information from other sources as deemed relevant by OIE. If OIE determines that the conduct would not violate University Policy even if all the allegations are credited, OIE will advise the Complainant of its determination and will not undertake further investigation. OIE may notify other individuals (including the Respondent) or offices within the University of the reported allegations in order to mitigate the impacts of any potentially discriminatory conduct and/or to alert management of concerns potentially implicating other policies outside of OIE's jurisdiction.
- D. If, based on the allegations, OIE determines that the alleged conduct does not meet the parameters of the Title IX Sexual Harassment, but may violate other provisions of University Policy under OIE's jurisdiction, the investigation will proceed as described below. Allegations meeting the parameters of Title IX Sexual Harassment will be processed according to the procedures in Appendix II.

V. THE INVESTIGATION

- A. OIE will notify the Complainant (if participating) that their matter will proceed to a full investigation after OIE determines that it will initiate an investigation. OIE will determine the appropriate timing of such notification. OIE may determine an investigation must proceed even in the absence or withdrawal of Complainant participation.
- B. Respondents will be informed of the allegations against them and given an opportunity to respond. OIE will determine the appropriate timing of such

notification. Respondents also will be informed that they may enlist the assistance of their union representative, if applicable, for support throughout this process. As their support person (sec. II(b)), a Respondent's union representative may accompany the Respondent to any meetings with OIE.

- C. The standard of proof utilized in OIE's investigations is Preponderance of the Evidence ("more likely than not").
- D. It is within OIE's discretion to determine appropriate investigative steps, which may include but are not limited to, interviewing witnesses determined in OIE's discretion, to have relevant information, and obtaining and reviewing relevant documents or other evidence. These investigative steps may be taken prior to notification of the Respondent(s) under subsection B.
- E. During the course of the investigation, OIE will provide the Complainant (if participating) and Respondent with the opportunity to review their own respective interview summaries and to provide any additional information. The Complainant and Respondent will have three (3) business days to provide a response to their interview summaries.
- F. OIE strives to complete its investigation process within sixty (60) calendar days and to keep parties reasonably informed as to the status of the investigation, consistent with the need to protect the integrity of the investigative process and the privacy of the participants. Investigations may exceed sixty (60) calendar days for good cause, which includes but is not limited to: investigations where additional time is necessary to ensure the integrity and completeness of the investigation; to comply with a request by external law enforcement for temporary delay to gather evidence for a criminal investigation; to accommodate the availability of parties and/or witnesses; to account for University breaks or vacations; to account for complexities of a case, including the number of witnesses and volume of information provided by the parties; or for other legitimate reasons.
- G. OIE will notify the parties in writing at the conclusion of its investigation. OIE will also notify the Office of the President and/or the Executive Vice President of UConn Health, and any other individual or office that may need to know the information.

VI. WRITTEN RESPONSE TO OIE'S FINDINGS AND RECOMMENDATIONS REPORT

- A. Both the Complainant and Respondent may submit a written response to OIE's Findings and Recommendations report in lieu of a request for review (pursuant to Section VII below) no later than 5:00 PM (EST) on the fourteenth (14) calendar day from written receipt of OIE's findings. Written receipt is presumed to be five (5) calendar days after transmittal by U.S. mail and the same day if issued via

email before 5:00 PM (EST). A request for an extension of time beyond fourteen days may be granted at the discretion of OIE's Associate Vice President or designee.

B. All written responses will be added to and maintained with OIE's file.

VII. REVIEW OF OIE'S FINDINGS

A. Panel of Reviewers

- i. OIE will appoint a standing pool of trained faculty, staff, and members of the administration to serve two-year terms on a Panel of Reviewers.
- ii. OIE will select the Chair of the Panel of Reviewers.
- iii. The Panel of Reviewers shall be given an orientation and training by OIE regarding the nature of the review process, OIE's procedures, prohibited forms of discrimination, harassment and retaliation, and other issues related to their roles.

B. Request for Review

- i. Either party may request a review of OIE's findings by submitting a written request for review to the Chair of the Panel of Reviewers, in care of the OIE Associate Vice President, no later than 5:00 PM (EST) on the fourteenth (14) calendar day from written receipt of OIE's findings. Written receipt is presumed to be five (5) calendar days after transmittal by U.S. mail and the same day if issued via email before 5:00 PM (EST). A request for an extension of time beyond fourteen days may be granted at the discretion of OIE's Associate Vice President or designee.
- ii. The grounds for review are limited to: (1) violations of these complaint procedures, which would have had a material effect on the outcome; and/or (2) additional evidence that was not available during the investigation, which would have had a material effect on the outcome. A party's request for review must identify at least one of the two grounds for review and provide sufficient detail to understand the basis for the request. Mere disagreement with OIE's findings is not sufficient grounds for review.
- iii. If the request for review is submitted within the timeframe set forth in sec. VII(B)(i), OIE will forward the request to the Chair of the Panel of Reviewers within two (2) business days of receipt.

C. Review Committee

- i. The Chair of the Panel of Reviewers shall choose three members from the Panel of Reviewers to serve as a Review Committee. The Chair of the Panel of Reviewers may serve as one of the three members of the Review Committee. The Review Committee will first review the request to determine if at least one of the review grounds is identified. The Review Committee has the discretion to deny a request if it is clear that neither of the two permissible grounds for review are identified. The Review

Committee's decision to deny a request for failure to identify either of these two grounds is deemed final.

- ii. If either of the two permissible grounds for review is identified, the role of the Review Committee is to determine whether OIE violated its complaint procedures and/or whether there exists new information that was not available during the investigation, and that such error/new information could have had a material effect on the outcome.
- iii. The proceedings of Review Committees are informal. Review Committees should exercise their discretion not to consider cumulative, repetitious or irrelevant evidence. In discharging their duties, Review Committees may interview the parties and review relevant records. The Review Committees also may interview the OIE investigator(s) with regard to procedural questions. A Review Committee is not obligated to do any or all of those things if the Review Committee deems it unnecessary under the circumstances.
- iv. Once the Review Committee has concluded its evaluation of all relevant evidence, it will make a recommendation to the President and/or the Executive Vice President of UConn Health, which may include accepting or rejecting one or all of OIE's findings, or any other actions deemed necessary or appropriate in the discretion of the Review Committee.
- v. The Review Committee shall make its recommendation in writing and provide it to the President and/or the Executive Vice President of UConn Health within twenty (20) business days of the Committee's receipt of the request for review. Extensions of time may be granted by the President and/or the Executive Vice President of UConn Health or their respective designee on the basis of good cause.

D. Presidential Action

The President or designee and/or the Executive Vice President of UConn Health or designee will notify the parties in writing of their response to the Review Committee's recommendation within ten (10) business days of receipt.

Revised October 1, 2021

APPENDIX I

MOST COMMONLY USED CIVIL RIGHTS ENFORCEMENT AGENCIES

Connecticut Commission on Human Rights and Opportunities (CHRO)*

CAPITOL REGION OFFICE:

450 Columbus Boulevard
Hartford, CT 06103-1835
PHONE: (860) 566-7710
FAX: (860) 566-1997
TDD: (860) 566-7710
EMAIL: CHRO.Capitol@ct.gov

EASTERN REGION OFFICE

100 Broadway
Norwich, CT 06360
PHONE: (860) 886-5703
FAX: (860) 886-2550
TDD: (860) 886-5707
EMAIL: CHRO.Eastern@ct.gov

WEST CENTRAL REGION OFFICE

Rowland State Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
PHONE: (203) 805-6530
FAX: (203) 805-6559
TDD: (203) 805-6579
EMAIL: CHRO.WestCentral@ct.gov

SOUTHWEST REGION OFFICE

350 Fairfield Ave., Sixth Floor
Bridgeport, CT 06604
PHONE: (203) 579-6246
FAX: (203) 579-6950
TDD: (203) 579-6246
EMAIL: CHRO.Southwest@ct.gov

*For information on which CHRO field office to utilize, please visit
<https://portal.ct.gov/CHRO/Commission/Commission/Contact-Us> .

U.S. Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building

15 Sudbury Street, Room 475

Boston, MA 02203-0506

PHONE: (800) 669-4000

FAX: (617) 565-3196

TTY: (800) 669-6820

ASL Video Phone: (844) 234-5122

<https://www.eeoc.gov/field-office/boston/location>

U.S. Department of Education

Office for Civil Rights/Boston (OCR)

U.S. Department of Education

Eighth Floor

5 Post Office Square

Boston, MA 02109-3921

PHONE: (617) 289-0111

FAX: (617) 289-0150

TDD: (800) 877-8339

EMAIL: OCR.Boston@ed.gov

<http://www2.ed.gov/about/offices/list/ocr/index.html>

U.S. Department of Labor, Wage and Hour Division

HARTFORD DISTRICT OFFICE

135 High Street, Room 210

Hartford, CT 06103-1111

PHONE: (860) 240-4160; 1-866-4-USWAGE (1-866-487-9243)

TTY: 1-877-889-5627

EMAIL: <https://webapps.dol.gov/contactwhd/Default.aspx>

<https://www.dol.gov/agencies/whd/contact/complaints>

NEW HAVEN AREA OFFICE

150 Court Street, Room 208

New Haven, CT 06510

PHONE: (203) 773-2249; 1-866-4-USWAGE (1-866-487-9243)

<https://www.dol.gov/agencies/whd/contact/complaints>

U.S. Department of Health and Human Services

HHH Building, Room 509F

200 Independence Avenue SW

Washington, D.C. 20201

PHONE: 1-800-368-1019

TDD: 800-537-7697

<http://www.hhs.gov/ocr/office/file/index.html>

<https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>

APPENDIX II

EMPLOYEE-RESPONDENT TITLE IX SEXUAL HARASSMENT PROCEDURES

I. FILING A FORMAL COMPLAINT

The grievance procedures under this Appendix II may be initiated by the filing of a Formal Complaint as follows:

- a. The Complainant signing or acknowledging a written document or electronic submission that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint, identifying the Complainant and the Respondent(s), and requesting OIE to investigate their allegation(s) of sexual harassment; or
- b. The Title IX Coordinator or designee signing or acknowledging a written document or electronic submission requesting OIE to investigate allegation(s) of sexual harassment regarding the Respondent(s).

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

Upon receipt of a Formal Complaint, OIE will provide a Notice of Allegations to the parties as set forth in Section III below.

Supportive measures are available to Complainants and Respondents. See Section VIII of the *Policy Against Discrimination*.

II. REQUIRED ELEMENTS OF THE FORMAL COMPLAINT

A Formal Complaint must meet all of the following required elements in order to initiate the investigation procedures under this Appendix II. In determining whether a Formal Complaint meets all the required elements, OIE will apply the provisions of the Title IX regulations, guidance from the U.S. Department of Education, and applicable case law. If the Formal Complaint does not meet the following required elements, it will be dismissed, and OIE will provide written notice of the dismissal and reasons therefor to the parties. If a Formal Complaint is dismissed under this provision, the matter may still be addressed pursuant to other provisions of the *Policy Against Discrimination, Harassment and Related Interpersonal Violence*, and the preceding *OIE Complaint Procedures*. OIE's dismissal of a Formal Complaint under this Appendix II may be appealed through the process set forth in Section VI below.

a. Identity of the Complainant

- i. The Complainant is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- ii. The Complainant must be participating in or attempting to participate in a University education program or activity at the time the Complaint is filed. Education Program or Activity includes locations, events, or circumstances within the United States over which the University exercised substantial control over both the Respondent and the context in which the sexual harassment occurs, and also includes any building within the United States that is owned or controlled by a student organization officially recognized by the University.
- iii. A Complainant cannot file a Formal Complaint under this Appendix II anonymously.

b. Identity of the Respondent(s)

- i. The Respondent(s) is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- ii. The identity of the Respondent(s), if known, must be included in the Formal Complaint.

c. Allegations of Sexual Harassment

- i. The Formal Complaint must include allegations of Title IX Sexual Harassment, which is defined as conduct that occurs on the basis of sex in a University education program or activity in the United States that satisfies one or more of the following:
 - 1. An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);
 - 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity (i.e., hostile environment); or
 - 3. Sexual assault (as defined by Clery Act), or "dating violence," "domestic violence," and "stalking" (as defined by Violence Against Women Act).

d. A request that OIE investigate the allegation of sexual harassment.

III. NOTICE OF ALLEGATIONS

Upon receipt of a Formal Complaint pursuant to Sections I and II above, OIE will provide a written Notice of Allegations to the Complainant (if applicable) and the Respondent(s) regarding the allegations and containing information about the grievance process. If, during the course of the investigation, OIE receives information of additional allegations concerning the Respondent(s), OIE may supplement the Notice of Allegations, or may address the additional allegations through a separate process under the applicable procedures (including these Appendix II procedures or the preceding *OIE Complaint Procedures*). If a Formal Complaint is made but is dismissed pursuant to Section II above, OIE will provide the parties with both the Notice of Allegations, as well as the written notice of dismissal.

IV. INVESTIGATION⁵

- a. **Assignment of Advisors:** Within seven (7) calendar days of OIE's issuance of the Notice of Allegations, the parties may identify an advisor of their choice to accompany them to any meeting or proceeding under these Appendix II procedures. If a party indicates that they want OIE to assign an advisor to them, or if a party does not select an advisor by 5:00 PM (EST) on the seventh day following OIE's issuance of the Notice of Allegations, OIE will assign an advisor.
 - i. **Advisor** is defined as one individual (who may be a union representative or attorney) who is selected by a party, or, if none is selected, who is assigned by OIE to assist the party throughout the proceedings set forth in this Appendix II. The advisor may not participate in the proceedings in lieu of the party; the party must maintain meaningful participation in all proceedings. The advisor must maintain respectful and professional decorum in all proceedings; failure by the advisor to do so may result in OIE excluding the advisor from participation. OIE maintains discretion to determine whether exclusion of an advisor is warranted. If an advisor is excluded from participation in the hearing pursuant to Section V below, OIE will appoint an advisor for the party.
 - ii. **Support Person:** In addition to one advisor as set forth above, parties and witnesses are permitted to have one support person accompany them to any meeting with OIE or proceeding under these Appendix II procedures. An individual who is reasonably likely to participate as a witness in the investigation or hearing may not serve as a support person during any substantive interview or in the hearing pursuant to Section V below. A support person's role is to offer comfort and guidance to a party or witness; a support person may not actively participate in any proceeding under these Appendix II procedures. A support person's failure to maintain respectful and professional decorum and to limit their conduct at any meeting or proceeding to the scope of the role as described herein may result in OIE excluding the support person from any meeting or proceeding. OIE maintains discretion to determine whether exclusion of a support person is warranted. The party or witness is responsible for arranging their support person's attendance at any meeting or proceeding. It is within OIE's discretion whether to reschedule a meeting or proceeding or extend other timelines in the investigation process due to a support person's unavailability.
- b. **Identifying Witnesses and Evidence:** Within fourteen (14) calendar days of OIE's issuance of the Notice of Allegations, the parties may provide to OIE a list of witnesses and other evidence they believe may be relevant to OIE's investigation. It is within OIE's discretion to determine appropriate investigative

⁵All timeframes noted within this Appendix II refer to calendar days, unless otherwise noted. To be considered timely, OIE must receive notice of completion of the procedure on or before 5:00 PM EST on the final day of the designated timeframe. Any requests for extension of these timeframes must be made within the designated timeframe and may be granted for good cause at the discretion of the OIE Associate Vice President or designee.

steps, including identifying which witnesses to interview and which documents to gather during its investigation.

- c. **Parties' Inspection and Review of Evidence:** Upon completion of OIE's investigation, OIE will provide the parties and their respective advisors with an electronic copy of the evidence directly related to the allegations which OIE obtained during the investigation, including a summary of the substantive information provided to OIE during interviews with the parties and witnesses, and any documentation OIE obtained that is directly related to the allegations. Within fourteen (14) calendar days of OIE's provision of the evidence, the parties may provide to OIE a written response to the evidence. After receipt of these responses (if submitted within the applicable timeframe), OIE will consider whether additional investigative steps are warranted or whether OIE's investigation should be concluded.
- d. **Investigative Report:** Upon conclusion of OIE's investigation pursuant to Section IV.c., OIE will provide the parties and their respective advisors with an electronic copy of its Investigative Report, which will summarize the relevant evidence, and may make recommended factual findings, conclusions, and credibility analyses.
- e. **Written Response to Investigative Report:** Within fourteen (14) calendar days of OIE's issuance of the Investigative Report, the parties may submit to OIE a written response to the report.

V. HEARING

- a. Upon completion of the Investigative Report, OIE will appoint a Hearing Chair to conduct a hearing, and two Hearing Officers who will render a decision on the Formal Complaint. OIE will schedule a hearing as soon as practicable, but not earlier than fourteen (14) calendar days following the issuance of the Investigative Report.
- b. After expiration of the fourteen (14) calendar day timeframe in Section IV.e. above, OIE will provide the Investigative Report and the parties' responses to the report to the Hearing Chair and Hearing Officers. OIE will also provide each party's responses to the Investigative Report to the other party.
- c. The hearing will be conducted in person or using video conferencing that allows all individuals participating in the hearing to communicate live. The hearing will be audio recorded, and may be video recorded. OIE will have discretion to permit additional individuals (including, but not limited to representatives from Human Resources and Labor Relations) to observe the hearing.
- d. The Hearing Chair will oversee questioning parties and witnesses who appear for the hearing, and will make decisions regarding the relevancy of evidence offered and questions asked before a party or witness answers.
- e. For allegations of Title IX Sexual Harassment by a UConn Health employee or a student enrolled in an MD or DMD/DDS degree program at UConn Health, a live hearing pursuant to subsections c and d above will not occur; however, each party may submit to the Hearing Chair within fourteen (14) calendar days following issuance of the Investigative Report, written questions to be asked of any party or

witness. The Hearing Chair will then make any relevancy determinations regarding the submitted questions and will promptly provide relevant questions to the party or witness to whom they are directed. Responses from the party or witness must be provided to the Hearing Chair within five (5) calendar days of the party's or witness's receipt of the questions, and the Hearing Chair will promptly provide the responses to the questioning party. Within two (2) calendar days of the questioning party's receipt of the responses, the questioning party may submit to the Hearing Chair additional questions for the party or witness. The Hearing Chair will make any relevancy determinations regarding the additional questions and will promptly provide relevant questions to the party or witness to whom they are directed. The responding party's responses thereto shall be submitted to the Hearing Chair within five (5) calendar days of the party's or witness's receipt of the additional questions, and the Hearing Chair will promptly provide the responses to the questioning party.

- f. If deemed reliable and relevant by the Hearing Officers, and not otherwise subject to exclusion under controlling federal laws and regulations or these procedures, the Hearing Officers may consider the statements of persons who were not present at the hearing, or persons who were present at the hearing but who nevertheless were not subject to cross-examination. This includes, but is not limited to, opinions and statements in police reports or other official reports, medical records, court records and filings, the Investigative Report and the parties' responses to the report, OIE notes and summaries of interviews generated as part of its investigation, responses to written questions, emails, written statements, affidavits, text messages, social media postings, and the like.
- g. Following the hearing or the conclusion of the procedures in subsection e above, the Hearing Officers will issue a written decision regarding Respondent(s)'s responsibility and recommendation regarding sanctions (if applicable). The standard of evidence to be used in determining responsibility is a preponderance of evidence (a determination based on facts that are more likely true than not).
 - i. Possible disciplinary sanctions and remedies may range from counseling to separation from the University.

VI. RESPONSE TO DECISION AND APPEAL PROCESS

- a. **Response to Decision:** Within seven (7) days of the issuance of OIE's decision regarding the dismissal of a Formal Complaint pursuant to Section II above, or the Hearing Officers' decision following the hearing pursuant to Section V.e. above, either party may submit to OIE a written response regarding the decision. The written response should be addressed to the OIE Associate Vice President and sent by email to equity@uconn.edu. The written response will be maintained in OIE's file.
- b. **Appeal:** If a party wishes to appeal OIE's dismissal of a Formal Complaint pursuant to Section II above, or the Hearing Officers' finding as to Respondent's responsibility, their appeal must be made within the timeframe specified in Section VI.a. above and submitted to the OIE Associate Vice President by email to equity@uconn.edu. The party's written submission must specify that they

intend to appeal OIE's dismissal of a Formal Complaint, or the finding as to Respondent's responsibility and must identify at least one of the following grounds: (i) Procedural irregularity that affected the outcome of the matter; (ii) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or (iii) The Title IX Coordinator, investigator(s), Hearing Chair or Hearing Officer(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter. A written submission that does not identify at least one of these grounds for appeal will be considered a written response pursuant to Section VI.a. above and will not be processed through the appeal procedures set forth below.

- i. Within two (2) business days of OIE's receipt of an appeal, OIE will acknowledge receipt of the party's appeal and inform the other party that an appeal has been filed. Within seven (7) calendar days of OIE's acknowledgement or notice that an appeal has been filed, the parties may submit to OIE a statement regarding OIE's dismissal of a Formal Complaint or the outcome of the Hearing Officers' decision.
- ii. After expiration of the seven (7) calendar day timeframe set forth in Section VI.b.i., above, OIE will provide to the Chair of the Panel of Reviewers the following:
 1. For appeals of Hearing Officers' decision: the party's appeal; the Hearing Officers' decision and the parties' responses or statements (if any) regarding the Hearing Officers' decision; the Investigative Report and both parties' responses to the Investigative Report (if any).
 2. For appeals of OIE's dismissal of a Formal Complaint: the party's appeal; the parties' statements regarding OIE's decision (if any); and the written notice of dismissal from OIE.
- iii. The Chair of the Panel of Reviewers shall choose three (3) members from the Panel of Reviewers to serve as a Review Committee. The Chair of the Panel of Reviewers may serve as one of the three members of the Review Committee. The Review Committee will review the appeal to determine if at least one of the appeal grounds is identified. The Review Committee has discretion to deny an appeal if it is clear that none of the permissible grounds for appeal are identified. The Review Committee's decision to deny an appeal is deemed final.
- iv. If the Review Committee finds that an appeal should be granted, the Review Committee will make a recommendation to the President and/or the Executive Vice President of UConn Health, which may include remanding the matter for further investigative or hearing proceedings, accepting or rejecting one or all of the Hearing Officers' findings, or any other actions deemed necessary or appropriate in the discretion of the Review Committee.
- v. The Review Committee shall make its recommendation in writing and provide it to the President and/or the Executive Vice President of UConn

Health within twenty (20) business days of the Committee's receipt of the appeal. Extensions of time may be granted by the President and/or the Executive Vice President of UConn Health or their respective designee on the basis of good cause.

1. The President or designee and/or the Executive Vice President of UConn Health or designee will notify the parties in writing of their response to the Review Committee's recommendation within ten (10) business days of receipt.
- vi. Upon OIE's receipt of the Review Committee's decision, OIE will inform the parties of the decision.

VII. RECORDKEEPING

OIE will maintain records of all proceedings under this Appendix II. Such records will be shared pursuant to these procedures, and may be disclosed to others with a need to know the information or pursuant to state or federal law or regulations.

Revised October 1, 2021

Recruitment Sources - 2024 Affirmative Action Plan

| |
|---|
| Academic Keys |
| Academic Medical Centers |
| American Academy of Physician Assistants |
| American Association for Anatomy |
| American Association for Physician Leadership |
| American Association of Clinical Anatomists |
| American Association of Medical Colleges |
| American Association of Neurological Surgeons |
| American College for Healthcare Executives |
| American Dental Education Association |
| American Journal of Sports Medicine |
| American Public Health Association CareerMart |
| American Society for Biochemistry and Molecular Biology |
| American Society for Bone and Mineral Research |
| American Society for Microbiology Career Center |
| American Society for Virology |
| American Society of Nephrology |
| Association for Academic Medical Centers |
| Cardiothoracic Surgery Network |
| Chronicle of Higher Education |
| Connecticut Academy of Audiology |
| Connecticut Community College Networks |
| Diversified Search Group Website |
| Endocrine Society |
| Epidemiology Journal |
| Executive Leadership in Academic Medicine |
| Facebook Blue Collar Groups |
| Healthcareers Network |
| HigherEdJobs.org |
| Hispanic Dental Association News and Reports |
| Indeed.com |
| J. Robert Gladden Orthopedic Society |
| Journal of Blacks in Higher Education |
| Journal of Bone and Joint Surgery |
| Journal of Bone and Mineral Research |
| Journal of the American Medical Association |
| Journal of Vascular Surgery |
| Latino Surgical Society |
| LinkedIn Professional Groups |
| Massachusetts Coalition of Nurse Practitioners |

Recruitment Sources - 2024 Affirmative Action Plan

| |
|---|
| Monster.com |
| myHealthTalent.com |
| National Association of Health Services Executives |
| National Association of Latino Healthcare Executives |
| National Dental Association |
| National Healthcare Career Network |
| National Hispanic Medical Association |
| National Medical Association |
| NatureJobs |
| New England Journal of Medicine |
| North American Neuro-Ophthalmology Society |
| Orthopaedic Research Society |
| Recruit Military |
| Science Magazine |
| Society for Vascular Surgery |
| Society of Surgical Oncology |
| Teaching Hospitals |
| Top 100 Integrated Delivering Networks and Health Systems |



University Business Services

SMALL AND MINORITY BUSINESS UTILIZATION REPORTS

UConn Health Center

Purchasing and Construction Projects

FISCAL YEAR 2024

Submitted by Victoria H. Novak

UConn Supplier Diversity Program (USDP)

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter

6/30/2023

Fiscal Year Period

2023

ENTER THIS Qtr 4th

| | | | |
|--------------|----------------------------------|----------------|--------------------------|
| Agency Name: | UConn Health | Agency Number: | 7302 |
| Prepared by: | UConn Supplier Diversity Program | E-mail: | victoria.novak@uconn.edu |
| | | Address: | |

Tel. # - 860-486-2614

Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 250 Columbus Boulevard Suite 2 Hartford CT 06106

| | |
|--|--------------------|
| 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report | \$1,486,617,398.00 |
| 2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS | \$145,914,074.00 |
| 3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined) | \$36,478,518.00 |
| 4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only | \$9,119,630.00 |

| | QUARTER | | Number | YEAR TO DATE | | Number |
|---|-----------------|---------------|-----------|------------------|---------------|-----------|
| | TOTALS (\$) | No. Contracts | Contracts | TOTALS (\$) | No. Contracts | Contracts |
| 5) Total Agency FY Expenditures for Purchases and Contracts | \$25,294,477.08 | | 7,879 | \$134,777,370.58 | | 27,918 |

| | | | | | | |
|--|----------------|--|-----|--------|--|---|
| 6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES | \$1,583,661.36 | | 766 | \$0.00 | | 0 |
|--|----------------|--|-----|--------|--|---|

| | | | | | | |
|---|-------------|--------|----|--------------|--|-----|
| 7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE: | | | | | | |
| A) American Indian (N) | | | | | | |
| B) Asian (A) | | | | \$233,522.00 | | 13 |
| C) Black (B) | | | | \$140.00 | | 2 |
| D) Disabled Individual (D) | | | | \$20,355.00 | | 5 |
| E) Hispanic (H) | \$31,445.00 | | 8 | \$31,745.00 | | 9 |
| F) Iberian Peninsula (I) | | | | | | |
| G) Disabled American Indian (DN) | | | | | | |
| H) Disabled Asian American (DA) | | | | | | |
| I) Disabled Black American (DB) | | | | | | |
| J) Disabled Hispanic American (DH) | | | | | | |
| K) Disabled Iberian Peninsula American (DI) | | | | | | |
| L) Woman (W) | \$32,276.05 | | 41 | \$147,268.02 | | 133 |
| M) Woman American Indian (NW) | | | | | | |
| N) Woman Asian (AW) | | | | | | |
| O) Woman Black (BW) | | | | | | |
| P) Woman Disabled (DW) | | | | | | |
| Q) Woman Hispanic (HW) | | | | \$9,046.00 | | 6 |
| R) Woman Iberian Peninsula (IW) | | | | | | |
| S) Disabled American Indian Woman (DNW) | | | | | | |
| T) Disabled Asian American Woman (DAW) | | | | | | |
| U) Disabled Black American Woman (DBW) | | | | | | |
| V) Disabled Hispanic American Woman (DHW) | | | | | | |
| W) Disabled Iberian Peninsula American Woman (DIW) | | | | | | |
| DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W) | \$0.00 | \$ - | 0 | \$20,355.00 | | 5 |
| WBE TOTAL [Lines L - W] | \$32,276.05 | \$0.00 | 41 | \$156,314.02 | | 139 |
| MBE TOTAL {Lines A - W} | \$63,721.05 | \$ - | 49 | \$442,056.02 | | 173 |

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures

Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 450 Columbus Boulevard Suite 2, Hartford, CT. 06103

Fiscal Year Quarter

1st

Fiscal Year Period

9/30/2023

ENTER THIS QTR 1st

Agency
Name:

UConn Health

Agency
Number:

7302

Prepared by:

UConn Supplier Diversity Program

E-mail

Address:

victoria.novak@uconn.edu

Tel. # -

860-486-2614

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET

Page 1 (Summary Page) From The Annual Goals Calculations Report

\$3,764,698.90

| | TOTALS (\$) | Contracts | TOTALS (\$) | Contracts |
|---|----------------|-----------|----------------|-----------|
| 2) Total Agency FY Capital Improvements Expenditures for Purchases and from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES | \$1,201,244.11 | 79 | \$1,201,244.11 | 79 |
| 3) Total Agency FY Capital Improvements Expenditures for Purchases and from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE: | | | | |
| A) American Indian (N) | | | | |
| B) Asian (A) | | | | |
| C) Black (B) | \$39,906.28 | 2 | \$39,906.28 | 2 |
| D) Disabled Individual (D) | | | | |
| E) Hispanic (H) | | | | |
| F) Iberian Peninsula (I) | | | | |
| G) Disabled American Indian (DN) | | | | |
| H) Disabled Asian American (DA) | | | | |
| I) Disabled Black American (DB) | | | | |
| J) Disabled Hispanic American (DH) | | | | |
| K) Disabled Iberian Peninsula American (DI) | | | | |
| L) Woman (W) | | | | |
| M) Woman American Indian (NW) | | | | |
| N) Woman Asian (AW) | | | | |
| O) Woman Black (BW) | | | | |
| P) Woman Disabled (DW) | | | | |
| Q) Woman Hispanic (HW) | | | | |
| R) Woman Iberian Peninsula (IW) | | | | |
| S) Disabled American Indian Woman (DNW) | | | | |
| T) Disabled Asian American Woman (DAW) | | | | |
| U) Disabled Black American Woman (DBW) | | | | |
| V) Disabled Hispanic American Woman (DHW) | | | | |
| W) Disabled Iberian Peninsula American Woman (DIW) | | | | |
| BE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W) | | | | |
| WBE TOTAL [Lines L - W] | \$0.00 | 0 | \$0.00 | 0 |
| MBE TOTAL [Lines A - W] | \$39,906.28 | 2 | \$39,906.28 | 2 |

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quart **9/30/2023** Fiscal Year Period **2024**
 FY'24 1st Qtr

| | | | |
|--------------|----------------------------------|-----------------|--|
| Agency Name: | UConn Health | Agency Number: | 7302 |
| Prepared by: | UConn Supplier Diversity Program | E-mail Address: | victoria.novak@uconn.edu |
| Tel. # - | 860-486-2614 | | |

Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 250 Columbus Boulevard Suite 2 Hartford CT 06106

| | |
|--|------------------------|
| 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report | \$1,436,649,896.00 |
| 2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS | \$189,441,781.00 |
| 3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined) | <u>\$47,360,445.00</u> |
| 4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only | \$11,840,111.00 |

| | QUARTER | Number | YEAR TO DATE | Number |
|--|-----------------|-----------|-----------------|-----------|
| | TOTALS (\$) | Contracts | TOTALS (\$) | Contracts |
| 5) Total Agency FY Expenditures for Purchases and Contracts | \$35,209,893.05 | 7,879 | \$35,209,893.05 | 7,879 |
| 6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES | \$358,358.84 | 763 | \$358,358.84 | 763 |

| | | | | |
|---|-------------|----|-------------|----|
| 7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE: | | | | |
| A) American Indian (N) | | | | |
| B) Asian (A) | | | | |
| C) Black (B) | | | | |
| D) Disabled Individual (D) | | | | |
| E) Hispanic (H) | | | | |
| F) Iberian Peninsula (I) | | | | |
| G) Disabled American Indian (DN) | | | | |
| H) Disabled Asian American (DA) | | | | |
| I) Disabled Black American (DB) | | | | |
| J) Disabled Hispanic American (DH) | | | | |
| K) Disabled Iberian Peninsula American (DI) | | | | |
| L) Woman (W) | \$28,581.23 | 68 | \$28,581.23 | 68 |
| M) Woman American Indian (NW) | | | | |
| N) Woman Asian (AW) | | | | |
| O) Woman Black (BW) | | | | |
| P) Woman Disabled (DW) | | | | |
| Q) Woman Hispanic (HW) | | | | |
| R) Woman Iberian Peninsula (IW) | | | | |
| S) Disabled American Indian Woman (DNW) | | | | |
| T) Disabled Asian American Woman (DAW) | | | | |
| U) Disabled Black American Woman (DBW) | | | | |
| V) Disabled Hispanic American Woman (DHW) | | | | |
| W) Disabled Iberian Peninsula American Woman (DIW) | | | | |
| DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W) | \$0.00 | 0 | \$0.00 | 0 |
| WBE TOTAL (Lines L - W) | \$28,581.23 | 68 | \$28,581.23 | 68 |
| MBE TOTAL (Lines A - W) | \$28,581.23 | 68 | \$28,581.23 | 68 |

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures

Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 450 Columbus Boulevard Suite 2, Hartford, CT. 06103

Fiscal Year Quarter **2nd** Fiscal Year Period **12/31/2023**

ENTER THIS QTR 2nd

Agency Name: **University of Connecticut** Agency Number: **7301**
Prepared by: **UConn Supplier Diversity Program** E-mail Address: victoria.novak@uconn.edu

Tel. # - **860-486-2614**

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET
Page 1 (Summary Page) From The Annual Goals Calculations Report

| | TOTALS (\$) | Contracts | TOTALS (\$) | Contracts |
|---|----------------|-----------|-----------------|-----------|
| 2) Total Agency FY Capital Improvements Expenditures for Purchases and from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES | \$7,920,224.19 | 169 | \$16,738,032.17 | 331 |
| 3) Total Agency FY Capital Improvements Expenditures for Purchases and from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE: | | | | |
| A) American Indian (N) | | | \$11,529.58 | 1 |
| B) Asian (A) | \$284,998.06 | 17 | \$781,242.59 | 38 |
| C) Black (B) | \$80,415.04 | 12 | \$97,584.09 | 17 |
| D) Disabled Individual (D) | | | | |
| E) Hispanic (H) | \$59,282.79 | 1 | \$59,282.79 | 1 |
| F) Iberian Peninsula (I) | \$379,653.07 | 2 | \$598,320.36 | 3 |
| G) Disabled American Indian (DN) | | | | |
| H) Disabled Asian American (DA) | | | | |
| I) Disabled Black American (DB) | | | | |
| J) Disabled Hispanic American (DH) | | | | |
| K) Disabled Iberian Peninsula American (DI) | | | | |
| L) Woman (W) | \$2,607,576.26 | 45 | \$6,038,307.76 | 98 |
| M) Woman American Indian (NW) | \$67,437.52 | 2 | \$90,148.73 | 4 |
| N) Woman Asian (AW) | \$150,190.31 | 3 | \$347,764.22 | 5 |
| O) Woman Black (BW) | | | | |
| P) Woman Disabled (DW) | | | | |
| Q) Woman Hispanic (HW) | | | | |
| R) Woman Iberian Peninsula (IW) | | | | |
| S) Disabled American Indian Woman (DNW) | | | | |
| T) Disabled Asian American Woman (DAW) | | | | |
| U) Disabled Black American Woman (DBW) | | | | |
| V) Disabled Hispanic American Woman (DHW) | | | | |
| W) Disabled Iberian Peninsula American Woman (DIW) | | | | |
| BE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W) | | | | |
| WBE TOTAL [Lines L - W] | \$2,825,204.09 | 50 | \$6,476,220.71 | 107 |
| MBE TOTAL [Lines A - W] | \$3,629,553.05 | 82 | \$8,012,650.54 | 167 |

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 12/31/2023 Fiscal Year Period 2024

ENTER THIS QTR- 2nd

Agency Name: University of Connecticut Agency Number: 7301

Prepared by: UConn Supplier Diversity Program E-mail Address: victoria.novak@uconn.edu

Tel. # - 860-486-2614 Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 450 Columbus Boulevard Suite 2, Hartford CT 06103

| | |
|--|-----------------|
| 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report | \$1,586,816,614 |
| 2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS | \$161,253,506 |
| 3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined) | \$40,313,376 |
| 4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only | \$10,078,344 |

| | QUARTER | Number | YEAR TO DATE | Number |
|---|------------------|-----------|------------------|-----------|
| | TOTALS (\$) | Contracts | TOTALS (\$) | Contracts |
| 5) Total Agency FY Expenditures for Purchases and Contracts | \$121,724,891.22 | 12,364 | \$225,072,621.20 | 13,711 |

| | | | | |
|--|----------------|-------|----------------|-------|
| 6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES | \$3,537,312.49 | 2,244 | \$8,807,296.36 | 3,662 |
|--|----------------|-------|----------------|-------|

| | | | | |
|---|----------------|-------|----------------|-------|
| 7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE: | | | | |
| A) American Indian (N) | | | | |
| B) Asian (A) | | | \$56,256.25 | 9 |
| C) Black (B) | \$2,115.00 | 1 | \$55,385.00 | 8 |
| D) Disabled Individual (D) | | | \$116.35 | 1 |
| E) Hispanic (H) | \$769,154.80 | 54 | \$1,464,154.03 | 92 |
| F) Iberian Peninsula (I) | | | | |
| G) Disabled American Indian (DN) | | | | |
| H) Disabled Asian American (DA) | | | | |
| I) Disabled Black American (DB) | | | | |
| J) Disabled Hispanic American (DH) | | | | |
| K) Disabled Iberian Peninsula American (DI) | | | | |
| L) Woman (W) | \$491,658.18 | 94 | \$1,939,422.22 | 194 |
| M) Woman American Indian (NW) | | | | |
| N) Woman Asian (AW) | | | | |
| O) Woman Black (BW) | | | | |
| P) Woman Disabled (DW) | | | | |
| Q) Woman Hispanic (HW) | | | | |
| R) Woman Iberian Peninsula (IW) | \$484,065.20 | 990 | \$797,066.38 | 1,372 |
| S) Disabled American Indian Woman (DNW) | | | | |
| T) Disabled Asian American Woman (DAW) | | | | |
| U) Disabled Black American Woman (DBW) | | | | |
| V) Disabled Hispanic American Woman (DHW) | | | | |
| W) Disabled Iberian Peninsula American Woman (DIW) | | | | |
| DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W) | | | \$166.35 | 1 |
| WBE TOTAL [Lines L - W] | \$975,723.38 | 1,084 | \$2,736,508.60 | 1,566 |
| MBE TOTAL {Lines A - W} | \$1,746,993.18 | 1,139 | \$4,312,420.23 | 1,676 |

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures

Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 450 Columbus Boulevard Suite 2, Hartford, CT. 06103

Fiscal Year Quarter

3rd

Fiscal Year Period

3/31/2024

ENTER THIS QTR 3rd

Agency
Name:

University of Connecticut

Agency
Number:

7301

Prepared by:

UConn Supplier Diversity Program

E-mail

Address:

victoria.novak@uconn.edu

Tel. # -

860-486-2614

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET

Page 1 (Summary Page) From The Annual Goals Calculations Report

| | TOTALS (\$) | Contracts | TOTALS (\$) | Contracts |
|---|----------------|-----------|-----------------|-----------|
| 2) Total Agency FY Capital Improvements Expenditures for Purchases and from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES | \$5,914,821.07 | 119 | \$22,652,853.24 | 530 |
| 3) Total Agency FY Capital Improvements Expenditures for Purchases and from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE: | | | | |
| A) American Indian (N) | \$118,837.54 | 1 | \$130,367.12 | 2 |
| B) Asian (A) | \$234,730.54 | 13 | \$1,015,973.13 | 51 |
| C) Black (B) | \$62,225.77 | 5 | \$159,809.86 | 22 |
| D) Disabled Individual (D) | | | | |
| E) Hispanic (H) | \$16,955.25 | 1 | \$76,238.04 | 2 |
| F) Iberian Peninsula (I) | | | \$598,320.36 | 3 |
| G) Disabled American Indian (DN) | | | | |
| H) Disabled Asian American (DA) | | | | |
| I) Disabled Black American (DB) | | | | |
| J) Disabled Hispanic American (DH) | | | | |
| K) Disabled Iberian Peninsula American (DI) | | | | |
| L) Woman (W) | \$1,440,954.64 | 35 | \$7,479,262.40 | 133 |
| M) Woman American Indian (NW) | \$31,289.46 | 1 | \$121,438.19 | 5 |
| N) Woman Asian (AW) | \$10,951.23 | 4 | \$358,715.45 | 9 |
| O) Woman Black (BW) | | | | |
| P) Woman Disabled (DW) | | | | |
| Q) Woman Hispanic (HW) | | | | |
| R) Woman Iberian Peninsula (IW) | | | | |
| S) Disabled American Indian Woman (DNW) | | | | |
| T) Disabled Asian American Woman (DAW) | | | | |
| U) Disabled Black American Woman (DBW) | | | | |
| V) Disabled Hispanic American Woman (DHW) | | | | |
| W) Disabled Iberian Peninsula American Woman (DIW) | | | | |
| BE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W) | | | | |
| WBE TOTAL [Lines L - W] | \$1,483,195.33 | 40 | \$7,959,416.04 | 147 |
| MBE TOTAL [Lines A - W] | \$1,915,944.43 | 60 | \$9,928,594.97 | 227 |

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quart

3/31/2024

Fiscal Year Period

2024

FY'24 3rd Qtr

Agency
Name:

UConn Health

Agency
Number:

7302

Prepared by:

UConn Supplier Diversity Program

E-mail
Address:

victoria.novak@uconn.edu

860-486-2614

Tel. # -

Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 250 Columbus Boulevard Suite 2 Hartford CT 06106

| | |
|--|--------------------|
| 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report | \$1,436,649,896.00 |
| 2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS | \$189,441,781.00 |
| 3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined) | \$47,360,445.00 |
| 4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only | \$11,840,111.00 |

| | QUARTER | Number | YEAR TO DATE | Number |
|---|-----------------|-----------|-----------------|-----------|
| | TOTALS (\$) | Contracts | TOTALS (\$) | Contracts |
| 5) Total Agency FY Expenditures for Purchases and Contracts | \$27,278,000.27 | 7,879 | \$79,556,855.62 | 24 |

| | | | | |
|--|--------------|-----|----------------|-------|
| 6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES | \$720,732.00 | 587 | \$1,460,484.21 | 1,950 |
|--|--------------|-----|----------------|-------|

| | | | | |
|---|------------|---|-------------|----|
| 7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE: | | | | |
| A) American Indian (N) | | | | |
| B) Asian (A) | | | | |
| C) Black (B) | | | \$337.00 | 3 |
| D) Disabled Individual (D) | | | | |
| E) Hispanic (H) | | | | |
| F) Iberian Peninsula (I) | | | | |
| G) Disabled American Indian (DN) | | | | |
| H) Disabled Asian American (DA) | | | | |
| I) Disabled Black American (DB) | | | | |
| J) Disabled Hispanic American (DH) | | | | |
| K) Disabled Iberian Peninsula American (DI) | | | | |
| L) Woman (W) | \$5,676.67 | 8 | \$44,347.83 | 84 |
| M) Woman American Indian (NW) | | | | |
| N) Woman Asian (AW) | | | | |
| O) Woman Black (BW) | | | | |
| P) Woman Disabled (DW) | | | | |
| Q) Woman Hispanic (HW) | | | | |
| R) Woman Iberian Peninsula (IW) | | | | |
| S) Disabled American Indian Woman (DNW) | | | | |
| T) Disabled Asian American Woman (DAW) | | | | |
| U) Disabled Black American Woman (DBW) | | | | |
| V) Disabled Hispanic American Woman (DHW) | | | | |
| W) Disabled Iberian Peninsula American Woman (DIW) | | | | |
| DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W) | \$0.00 | 0 | \$0.00 | 0 |
| WBE TOTAL (Lines L - W) | \$5,676.67 | 8 | \$44,347.83 | 84 |
| MBE TOTAL (Lines A - W) | \$5,676.67 | 8 | \$44,684.83 | 87 |

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures

Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 450 Columbus Boulevard Suite 2, Hartford, CT. 06103

Fiscal Year Quarter

4th

Fiscal Year Period

6/30/2024

ENTER THIS QTR 4th

Agency
Name:

UConn Health

Agency
Number:

7302

Prepared by:

UConn Supplier Diversity Program

E-mail

Address:

victoria.novak@uconn.edu

Tel. # -

860-486-2614

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET

Page 1 (Summary Page) From The Annual Goals Calculations Report

\$31,191,931.45

| | TOTALS (\$) | Contracts | TOTALS (\$) | Contracts |
|---|-----------------|-----------|----------------|-----------|
| 2) Total Agency FY Capital Improvements Expenditures for Purchases and from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES | \$12,179,977.30 | 93 | \$6,147,050.17 | 299 |
| 3) Total Agency FY Capital Improvements Expenditures for Purchases and from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE: | | | | |
| A) American Indian (N) | | | | |
| B) Asian (A) | \$750.00 | 1 | \$4,103.50 | 4 |
| C) Black (B) | | | \$39,906.28 | 2 |
| D) Disabled Individual (D) | | | | |
| E) Hispanic (H) | | | | |
| F) Iberian Peninsula (I) | | | | |
| G) Disabled American Indian (DN) | | | | |
| H) Disabled Asian American (DA) | | | | |
| I) Disabled Black American (DB) | | | | |
| J) Disabled Hispanic American (DH) | | | | |
| K) Disabled Iberian Peninsula American (DI) | | | | |
| L) Woman (W) | \$12,434.00 | 2 | \$19,210.00 | 3 |
| M) Woman American Indian (NW) | | | | |
| N) Woman Asian (AW) | | | | |
| O) Woman Black (BW) | | | | |
| P) Woman Disabled (DW) | | | | |
| Q) Woman Hispanic (HW) | | | | |
| R) Woman Iberian Peninsula (IW) | | | | |
| S) Disabled American Indian Woman (DNW) | | | | |
| T) Disabled Asian American Woman (DAW) | | | | |
| U) Disabled Black American Woman (DBW) | | | | |
| V) Disabled Hispanic American Woman (DHW) | | | | |
| W) Disabled Iberian Peninsula American Woman (DIW) | | | | |
| BE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W) | | | | |
| WBE TOTAL [Lines L - W] | \$12,434.00 | 2 | \$19,210.00 | 3 |
| MBE TOTAL [Lines A - W] | \$13,184.00 | 3 | \$63,219.78 | 9 |

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter: 6/30/2024 Fiscal Year Period: 2024
FY'24 4th Qtr

Agency Name: UConn Health Agency Number: 7302
Prepared by: UConn Supplier Diversity Program Email Address: victoria.novak@uconn.edu
Tel. #: 860-486-2614

Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 250 Columbus Boulevard Suite 2 Hartford CT 06106

| | |
|--|--------------------|
| 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report | \$1,436,649,896.00 |
| 2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS | \$189,441,781.00 |
| 3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined) | \$47,360,445.00 |
| 4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only | \$11,840,111.00 |

| | QUARTER | Number | YEAR TO DATE | Number |
|--|-----------------|-----------|------------------|-----------|
| | TOTALS (\$) | Contracts | TOTALS (\$) | Contracts |
| 5) Total Agency FY Expenditures for Purchases and Contracts | \$97,683,971.61 | 7,819 | \$177,240,827.23 | 31,416 |
| 6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES | \$479,881.76 | 692 | \$5,940,365.97 | 2,642 |

| | | | | |
|---|-------------|----|-------------|-----|
| 7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE: | | | | |
| A) American Indian (N) | | | | |
| B) Asian (A) | | | | |
| C) Black (B) | \$600.00 | 1 | \$937.00 | 4 |
| D) Disabled Individual (D) | | | | |
| E) Hispanic (H) | \$200.00 | 1 | \$200.00 | 1 |
| F) Iberian Peninsula (I) | | | | |
| G) Disabled American Indian (DN) | | | | |
| H) Disabled Asian American (DA) | | | | |
| I) Disabled Black American (DB) | | | | |
| J) Disabled Hispanic American (DH) | | | | |
| K) Disabled Iberian Peninsula American (DI) | | | | |
| L) Woman (W) | \$28,862.68 | 15 | \$73,210.51 | 99 |
| M) Woman American Indian (NW) | | | | |
| N) Woman Asian (AW) | | | | |
| O) Woman Black (BW) | | | | |
| P) Woman Disabled (DW) | | | | |
| Q) Woman Hispanic (HW) | | | | |
| R) Woman Iberian Peninsula (IW) | | | | |
| S) Disabled American Indian Woman (DNW) | | | | |
| T) Disabled Asian American Woman (DAW) | | | | |
| U) Disabled Black American Woman (DBW) | | | | |
| V) Disabled Hispanic American Woman (DHW) | | | | |
| W) Disabled Iberian Peninsula American Woman (DIW) | | | | |
| DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W) | \$0.00 | 0 | \$0.00 | 0 |
| WBE TOTAL (Lines L - W) | \$28,862.68 | 15 | \$73,210.51 | 99 |
| MBE TOTAL (Lines A - W) | \$29,662.68 | 17 | \$74,347.51 | 104 |

ASSIGNMENT OF RESPONSIBILITY AND MONITORING
(Section 46a-68-81)
September 2024

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

In accordance with statutory requirements, the appointing authority is accountable for promoting and enforcing diversity and affirmative action policies and ensuring compliance throughout the agency. Dr. Bruce T. Liang, Interim Chief Executive Officer, and Executive Vice President for Health Affairs, retains ultimate responsibility for the development, implementation, and monitoring of UConn Health's Affirmative Action Plan (*Plan*). Dr. Andrew Agwunobi was hired into the position of Chief Executive Officer and Executive Vice President for Health Affairs on May 31, 2024.

Subsection (b)

Letissa Reid served as Associate Vice President of the Office of Institutional Equity (both Storrs and UConn Health offices) and ADA Coordinator designated as the Equal Employment Officer until May 16, 2024. Sarah Chipman is currently serving as Interim Associate Vice President as well as Interim ADA Coordinator and designated as Equal Employment Officer. Cameron Liston is the current Title IX Coordinator for UConn Health, Storrs, and the regional campuses. Stephanie Hackett is the Deputy ADA Coordinator for UConn Health, Storrs, and the regional campuses.

In her role, Associate Vice President Reid met regularly with Dr. Liang to discuss issues of human and inter-group relations, review operational and administrative activities affecting the *Plan*, identify obstacles in meeting goals of the *Plan*, nondiscriminatory employment practices, the legal authority for affirmative action, and their commitment to affirmative action. Dr. Liang reviews and is briefed on the *Plan* and continuing programming efforts.

Subsection (c)

Sarah Chipman, Interim Associate Vice President of OIE is designated as the Equal Employment Officer and reports directly to the appointing authority. As evidenced by the organizational chart, the Associate Vice President, and Equal Employment Opportunity Officer report directly to the Interim Chief Executive Officer and Executive Vice President for Health Affairs on all matters concerning the *Plan*. Please see **Exhibit #1** for the current organization chart.

The Interim Associate Vice President, Sarah Chipman, reports directly to Chief Executive Officer and Executive Vice President for Health Affairs on all matters concerning the *Plan*, affirmative action, discrimination, and equal employment opportunity. Interim Associate Vice President Chipman has access to all records and personnel necessary for the effective performance of duties. As the designated Interim Equal Employment Opportunity Officer, Sarah

Chipman is responsible for the development, maintenance, and monitoring of UConn Health's *Affirmative Action Plan*.

As part of the Office of Institutional Equity's ongoing efforts to ensure awareness of and progress toward affirmative action program goals, Sarah Chipman, regularly communicates with the UConn Health population and advised Dr. Liang and UConn Health leadership of developments in affirmative action law, civil rights, and social equity policy updates. Dr. Liang was notified of all complaints investigated and adjudicated by OIE's EEO Investigators.

In addition, OIE staff present orientation and training sessions on policy changes and current developments in affirmative action related laws to employees, advise senior administration on affirmative action policies and procedures, as well as diversity issues and concerns, and monitor progress toward the UConn Health's affirmative action goals. Additional responsibilities include:

1. Partnering with the Department of Human Resources on new employee orientation activities.
2. Developing and conducting mandated Diversity Awareness and Sexual Harassment Prevention Training for all UConn Health employees.
3. Developing online search committee training for faculty and staff searches, and the Management Development Training Program.
4. Developing and providing Respectful and Harassment-Free Workplace training for managerial employees.
5. Developing and conducting training on inter-group relations, cross-cultural conflict, and cultural competence in a medical setting.
6. Maintaining relationships with state and federal civil rights agencies.
7. Maintaining relationships with UConn Health internal communities; and
8. Preparing state and federal AA/EEO reports and statistical information.

Subsection (d)

University and UConn Health leaders considered the feasibility of an employee advisory committee. It was determined that the uniqueness of a medical school and research center, part of a Research 1 University called for a comprehensive internal body that could address the broad, University-wide matters related to issues of diversifying the faculty and staff workforce and improving the campus climate/work environment.

The newly formed Diversity Council is composed of faculty and staff across several academic and administrative units on campus. This Council is specifically charged with the development and implementation of a multi-dimensional strategic and inclusion plan. The Council also supports initiatives that would further UConn Health's goals of becoming a more inclusive community and a leader in diversity and inclusion in higher education. Additionally, the Council acts in an advisory capacity to UConn Health's leadership on issues including increased recruitment and retention of underrepresented groups amongst the students, faculty, and staff. The Diversity Council utilizes analysis and assessment to monitor progress on diversity initiatives and works to identify and disseminate best practices for the successful coordination and execution of diversity programs

across the entire University including the main campus in Storrs, the regional campuses, and UConn Health.

Subsection (e)

Members of the Diversity Council are identified by name and position. **Exhibit #2** The 29-person Council is led by Executive Vice President Dr. Bruce Liang, who serves as the Executive Sponsor. Dr. Jeffrey Hines and Caryl Ryan, Vice President, Quality and Patient Care Services Chief Nursing Officer and Chief Operating Officer serve as Sponsors. Genice Nelson, APRN, DNP and Daniel Warriner, Chaplain, serve as Co-Leaders. The Diversity Council is specifically charged with the development and implementation of a multi-dimensional strategic and inclusion plan. The Council also supports initiatives that would further UConn Health's goals of becoming a more inclusive community and a leader in diversity and inclusion in higher education.

Subsection (f)

UConn Health employees performing affirmative action and equal employment opportunity duties are evaluated and monitored in their performance of such duties. Assessment and resource allocation models include affirmative action and diversity objectives. They are also key components in evaluating achievement and performance.

Subsection (g)

No employee is treated punitively, coerced, intimidated, or retaliated against for discharging duties related to diversity and affirmative action. UConn Health Rules of Conduct expressly prohibit such retaliation. Employees who believe that they are being retaliated against for performing their stated affirmative action duties may file a complaint with the Commission on Human Rights and Opportunities (CHRO).

Subsection (h)

The following section discusses UConn Health offices and personnel with responsibilities related to developing or implementing the *Plan*.

Office of Institutional Equity

The Office of Institutional Equity (OIE) supports UConn Health's commitment to affirmative action, diversity, multiculturalism, and social equity through functions that play educational, support, and compliance roles at UConn Health. OIE's work is focused on administering the University's non-discrimination policies as well as ensuring compliance with state and federal laws and regulations related to equal employment and affirmative action. OIE advises senior administration on institutional civil rights and social equity policies and issues. The Associate Vice President reports on these issues to the Interim Chief Executive Officer and Executive Vice President for Health Affairs. OIE is charged with compliance function in the following major areas of focus:

1. monitoring employment systems (faculty and staff recruitment, hiring and retention).
2. pre-litigation discrimination case management.
3. Americans with Disabilities Act (ADA) compliance.
4. training and education relative to diversity and sexual harassment prevention.
5. reporting and publishing UConn Health's progress and compliance with affirmative action and equal employment opportunity regulations; and
6. Title IX compliance.

In addition, as a diversity resources unit, OIE provides subject matter expertise and training relative to ensuring non-discriminatory learning and working environments, recruitment, and retention of diverse faculty and staff.

Monitoring Employment Systems

The Employment Equity staff in OIE substantively reviews search files for faculty and staff (classified and unclassified) for compliance with AA/EEO regulations and ensures that disposition reasons for applicant ranking are qualification related, objective, and specific. OIE staff is available to provide training to search committees and administrators covering subjects such as search committee roles and responsibilities, best practices for Affirmative Action and Equal Employment Opportunity compliance, good faith efforts in recruitment, evaluation, and documentation of applicants and interviewing best practices. The staff also provides support and guidance to search committees, hiring departments, and search administrators and works collaboratively with Human Resources to ensure a fair and equitable search process.

Pre-litigation Discrimination Case Management

OIE is responsible for reviewing and objectively investigating complaints of discrimination and discriminatory harassment on the basis of legally protected characteristics. OIE's investigations determine whether employee conduct violates UConn Health's non-discrimination policies, which have been drafted to provide protections aligned with current law. OIE addresses inquiries and complaints made in-person, by telephone, e-mail, and regular mail ranging from employee requests for confidential consultations about options for action and relief to managers' calls for disparate treatment analyses of intra-office conflicts. OIE conducts neutral investigations, pursuant to its [complaint procedures](#), regarding allegations of discrimination and/or discriminatory harassment and ensures the equitable resolution of complaints. Where investigations reveal the presence of discriminatory or harassing behavior, OIE is responsible for making recommendations that are designed to mitigate the effects of discriminatory conduct.

American with Disabilities Act (ADA) Compliance

The Office of Institutional Equity (OIE) monitors UConn Health's compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. The Associate Vice President of OIE serves as UConn's ADA Coordinator and Section 504 Coordinator. These statutes prohibit discrimination on the basis of disability in any service, program, or activity. In particular, OIE is responsible for:

- resolving allegations of discrimination based on disability
- overseeing and ensuring University compliance with all relevant laws and regulations related to the ADA and Section 504
- providing consultation, information, and referral to appropriate resources for disability-related issues
- providing training regarding the ADA and Section 504

Training and education relative to diversity and sexual harassment prevention

Pursuant to General Statutes §46a-54, OIE provides ongoing Diversity Awareness and Sexual Harassment Prevention training to all permanent UConn Health employees. A report on training and attendance is provided in the *Internal Communication* section of this *Plan*. OIE provides customized training to individual departments or groups of employees or students seeking further guidance or training around discrimination and/or harassment issues. OIE also presents tailored training, speakers, or information sessions to a variety of groups upon request or where a specific need is evident based on complaint activity.

Reporting and publishing UConn Health's progress and compliance with affirmative action and equal employment opportunity regulations.

The Employment Equity staff, in compliance with §46a-68, prepares UConn Health's annual Affirmative Action Plan for Employment for submission to the Commission of Human Rights and Opportunities (CHRO). OIE ensures that the UConn Health community is aware that the *Plan* is also available for all UConn Health employees to review. Additionally, in an effort to apprise the UConn Health community of the progress of annual affirmative action programming and compliance activities, OIE publishes the Executive Summary on its website. The Executive Summary provides an overview of the purpose and goals of the Plan, an analysis of hiring and promotional goal achievement, and graphical analysis of the workforce, new hires, and applicants.

Additionally, as a federal contractor, UConn Health is required to have Affirmative Action Plans for Women and Minorities and Veterans and Individuals with Disabilities on file in compliance with Executive Order 11246, Section 503 of the Rehabilitation Act, the Vietnam Era Veterans Readjustment Act of 1974, and the Veterans Employment Opportunity Act of 1998. The Employment Equity staff prepare both Plans annually.

Title IX Compliance

Cameron Liston is designated as the University's Title IX Coordinator. The Office of Institutional Equity's Title IX staff monitor and track the University's compliance with Title IX, provide training and education relating to Title IX, and ensure that complaints of sex discrimination, sexual harassment, and sexual violence are investigated and addressed appropriately by UConn Health.

Department of Human Resources

The Department of Human Resources (DHR), in accordance with affirmative action requirements and state and federal anti-discrimination laws, administers the State Personnel Act, and the University's internal procedures and employment practices. DHR provides leadership in the development, implementation, and administration of sound human resources policies, procedures, and programs, which support UConn Health's education and research mission. DHR consists of the following operating units: Administration, Creative Child Center, International, Employee/Labor Relations, Organization and Staff Development, Talent Acquisition, Compensation and Classification, Benefits, Information Management, and Payroll.

Employee and Labor Relations

The Employee and Labor Relations Unit is responsible for negotiating and administering fair collective bargaining agreements with nine separate employee bargaining units, administering the progressive discipline and grievance/arbitration processes, investigating potential violations of collective bargaining agreements, agency policies or rules, holding Labor-Management meetings, providing interpretation and application of University policies and collective bargaining contracts, assisting in the development and monitoring of personnel policies, providing guidance to managers and supervisors with employee-related situations such as attendance, tardiness, poor performance, discipline, substance abuse, reorganization, or layoff and training managers and supervisors in their responsibilities under the collective bargaining agreements.

Organization and Staff Development

Organizational and Staff Development (OSD) is dedicated to building capacity in individuals and teams by delivering outstanding solutions that impact organizational effectiveness in support of our mission. OSD unit serves and supports UConn Health staff and managers by developing and conducting in-house professional development programs throughout the year. A range of classroom courses and workshops are offered, allowing employees to choose specific topics that meet their professional and personal development needs. OSD has been restructured with the addition of three Human Resources Consultants to expand the services of the department to handle large-scale organizational development needs including climate assessment, employee engagement and appreciation activities, succession planning, and strategic planning.

Talent Acquisition

Talent Management collaborates with hiring managers in the areas of recruitment, search, and hiring process. Talent Management reviews and provides guidance on job descriptions and advertising materials, implements recruitment strategies, evaluates applicant materials, and administers the search and hiring process.

Compensation and Classification

The Compensation and Classification Unit is responsible for the coordination of the classification program, the classification appeal process, employee-initiated and management-initiated classification review requests, and temporary or permanent reassignments. It provides new/replacement position classification; assists with departmental reorganizations and receives and processing requests for additional compensation.

Benefits

The Benefits Unit advises, administers, and provides services to employees in areas such as benefit enrollment, retirement and insurance plans, worker's compensation, and tax-deferred products. This unit also administers other benefits such as leaves and tuition reimbursements/waivers.

Office for Diversity and Inclusion

The Office for Diversity and Inclusion (ODI) provides leadership in the development and implementation of innovative programming and is responsible, in coordination with the ongoing compliance-related efforts of OIE, for the monitoring and evaluation of diversity efforts and their efficacy. ODI proactively and collaboratively develops and implements plans, programs, and activities that educate and motivate members of the UConn Health community to embrace diversity and inclusion as core values to be collectively practiced in UConn Health. ODI works strategically with appropriate UConn Health units, like OIE, responsible for promoting and implementing equity programs in support of diverse and inclusive working and learning environments that are free of discrimination, harassment, and retaliation and for conducting investigations related to discrimination, harassment, and retaliation, including the principles and compliance requirements of Title IX.

Individuals Assigned Affirmative Action Duties

The following summarizes the activities of those individuals for whom affirmative action functions comprised more than 50% of their job duties from June 1, 2023, to May 31, 2024.

Office of Institutional Equity

The Office of Institutional Equity (OIE) operates as one office and maintains separate office locations at UConn Health and Storrs. OIE staff have responsibilities across both locations.

Letissa Reid, Associate Vice President, Affirmative Action Officer & ADA Coordinator until May 2024.

The University's designated Equal Employment Opportunity Officer. Reports to the President on policy issues, discrimination complaints, and all matters related to administration of the Affirmative Action Program. Advises the President, Provost and senior executives on civil rights policies and laws, administers the University's Affirmative Action Program, including hiring

goals, search file reviews, discrimination complaints, and publication of the Plan. Serves as coordinator for ADA, Section 504, and Title IX programs. Oversees each of OIE's areas of focus, including discrimination case investigations, campus-wide trainings for diversity and sexual harassment, coordination of employee requests for accommodations under the Americans with Disabilities Act, search and hiring affirmative action and equal employment opportunity compliance, and various diversity and harassment prevention initiatives.

Percentage of time devoted to affirmative action duties: 100%

Sarah Chipman, Interim Associate Vice President, Affirmative Action Officer & ADA Coordinator as of May 2024 and Director of Investigations & Deputy Title IX

The University's designated Equal Employment Opportunity Officer. Reports to the President on policy issues, discrimination complaints, and all matters related to administration of the Affirmative Action Program. Advises the President, Provost and senior executives on civil rights policies and laws, administers the University's Affirmative Action Program, including hiring goals, search file reviews, discrimination complaints, and publication of the Plan. Serves as coordinator for ADA, Section 504, and Title IX programs. Oversees each of OIE's areas of focus, including discrimination case investigations, campus-wide trainings for diversity and sexual harassment, coordination of employee requests for accommodations under the Americans with Disabilities Act, search and hiring affirmative action and equal employment opportunity compliance, and various diversity and harassment prevention initiatives.

Oversees OIE's investigations of claims of discrimination, harassment, and retaliation, as well as campus-wide trainings for diversity awareness and sexual harassment prevention. Manages investigations of discrimination and harassment (including sexual violence, sexual harassment, intimate partner violence, and stalking) involving students at the University, as well as investigations involving employees. Assists the Title IX Coordinator with UConn Health's response to reports of sex discrimination, as well as education and outreach efforts on campus related to Title IX.

Percentage of time devoted to affirmative action duties: 100%

Cameron Liston, Title IX Coordinator

As Title IX Coordinator, coordinates the University's response to reports of sex-based discrimination, including sexual harassment and sexual violence. Works collaboratively with on and off-campus partners on sexual harassment and sexual violence prevention and education efforts to ensure UConn's commitment to creating and maintaining a campus environment free from all forms of sexual violence, harassment, exploitation, and intimidation.

Percentage of time devoted to affirmative action duties: 100%

Alyssa Martin, Title IX Compliance & Education Specialist

As Title IX Compliance and Education Specialist assists to create and maintain a campus environment free from all forms of discrimination and harassment, including all forms of sexual harassment and violence, coordinated response, prevention, and education initiatives pursuant to Title IX and related statutes and regulations.

Percentage of time devoted to affirmative action duties: 100%

Deborah Redshaw, Titles IX Project Support Specialist & Budget Specialist

As Title IX Project Support Specialist, assists the Title IX Coordinator by working collaboratively with on and off campus partners on sexual harassment and sexual violence prevention and education efforts to ensure Storrs' and UConn Health's commitment to creating and maintaining a campus environment free from all forms of sexual violence, harassment, exploitation, and intimidation. As the Budget Specialist, assists the Associate Vice President in developing and monitoring the OIE departmental budgets and is responsible for reviewing and processing OIE's financial transactions and maintaining all related records.

Percentage of time devoted to affirmative action duties: 100%

Jamila Goolgar, Senior EEO Investigator

Acts as an impartial, neutral investigator throughout all aspects of the investigation process at UConn Health and the Storrs campus and ensures that all investigation activities and OIE decisions are consistent with UConn Health policies and procedures. Assists in developing, implementing, and evaluating goals and objectives related to affirmative action and equal employment opportunity matters. Assists with diversity, sexual harassment prevention and related training in accordance with UConn Health training mandates and state and federal statutes.

Percentage of time devoted to affirmative action duties: 100%

Anthony Soto, EEO Investigator

Acts as an impartial, neutral investigator throughout all aspects of the investigation process at UConn Health and the Storrs campus and ensures that all investigation activities and OIE decisions are consistent with UConn Health policies and procedures. Assists in developing, implementing, and evaluating goals and objectives related to affirmative action and equal employment opportunity matters. Assists with diversity, sexual harassment prevention and related training in accordance with UConn Health training mandates and state and federal statutes.

Percentage of time devoted to affirmative action duties: 100%

Stephanie Hackett, Deputy ADA Coordinator

Provides direction and support to ensure compliance with the ADA, as well as Section 504 of the Rehabilitation Act for UConn and UConn Health, as well as assisting in the grievance process for the Center for Students with Disabilities in order to support equal access for people with disabilities.

Percentage of time devoted to affirmative action duties: 100%

Katherine Kenyon, Education & Training Specialist

Assists in the day-to-day implementation, management, and dissemination of OIE's training and education portfolio, working with OIE staff members, University partners and subject matter experts to establish, modify, update, expand, and deliver OIE's training and education portfolio. Facilitates Search Committee training and state mandated Diversity and Sexual Harassment Prevention training for Storrs and UConn Health.

Percentage of time devoted to affirmative action duties: 100%

Hanna Prytko, EEO & Search Compliance Manager

Manages the EEO & Search Compliance unit, which is responsible for the development and implementation of UConn Health policies and procedures related to ensuring compliance with state and federal guidelines, regulations and laws related to equal employment opportunity and affirmative action in the search and hiring process. Responsible for developing the state and federal affirmative action plans for UConn Health and Storrs, producing various reports for monitoring workforce diversity goals, and ensuring all state and federal reporting requirements are met. Provides guidance on hiring activities, search committee training, and AA/EEO related projects.

Percentage of time devoted to affirmative action duties: 100%

Theresa Segar, Affirmative Action Specialist

Develops, maintains, and monitors UConn Health's affirmative action plan and programs. Works with Human Resources and other departments to provide technical assistance on affirmative action requirements. Provides updates on developments in affirmative action and equal employment opportunity issues. Develops state and federal affirmative action plans.

Percentage of time devoted to affirmative action duties: 100%

Mishele Tarr, EEO & Search Compliance Specialist

Assists hiring managers and search committees in matters relating to the hiring activities and works collaboratively with departments and external auditors regarding compliance in hiring activity. Develops state and federal affirmative action plans and AA/EEO related projects.

Percentage of time devoted to affirmative action duties: 100%

Jody Renshaw, EEO & Search Compliance Specialist

Assists hiring managers and search committees in matters relating to the hiring activities and works collaboratively with departments and external auditors regarding compliance in hiring activity. Develops state and federal affirmative action plans and AA/EEO related projects.

Percentage of time devoted to affirmative action duties: 100%

Susan Hoge, Executive Assistant

Heads the OIE Operations Team and acts as Office Manager for OIE. Provides a broad range of executive support to the Associate Vice President and assists the AVP with supervising personnel and manages personnel records/procedures functions.

Percentage of time devoted to affirmative action duties: 100%

Erica Day, Reception and Office Services Coordinator

Serves as the Reception & Office Services Coordinator. She is the primary point of contact at OIE responsible for greeting and assisting guests, managing incoming inquiries, and supporting OIE's mission and work.

Department of Human Resources

Lakeesha Brown, Vice President of Human Resources

Supports the teaching, research, and healthcare mission of UConn Health by providing effective human resources programs and services. Provides oversight and direction in the areas of labor relations, recruitment (selection and retention) including affirmative action goal hiring process,

compensation and benefits, childcare services, organization and staff development, payroll and benefits, human resources records, and information systems.

Percentage of time devoted to affirmative action duties: 80%

Janice Coco, Human Resource Associate

Prepares, processes, or reviews a variety of personnel transactions, including but not limited to: vacant positions, applicant lists, processing employees through sign up, orientation and exit functions, status changes, transfers, reference checks; prepares and processes applicants; maintains applicant tracking system; contacts applicants to clarify information or arrange interviews; prepares and processes forms regarding establishment and allocations of positions; explains laws, rules, regulations, and processes pertaining to personnel transactions, contacts proper authority for interpretation of the laws, rules, regulations, and procedures. Coordinates the new employee onboarding and first day orientation process.

Percentage of time devoted to affirmative action duties: 60%

Nadine Davies Charlton, Human Resource Associate

Prepares, processes, or reviews a variety of personnel transactions, including but not limited to: vacant positions, applicant lists, processing employees through sign up, orientation and exit functions, status changes, transfers, reference checks; prepares and processes applicants; maintains applicant tracking system; contacts applicants to clarify information or arrange interviews; prepares and processes forms regarding establishment and allocations of positions; explains laws, rules, regulations and processes pertaining to personnel transactions; contacts proper authority for interpretation of the laws, rules, regulations and procedures. Coordinates the new employee onboarding and first day orientation process.

Percentage of time devoted to affirmative action duties: 60%

Lorin O'Donnell, Human Resource Associate

Prepares, processes, or reviews a variety of personnel transactions, including but not limited to: vacant positions, applicant lists, processing employees through sign up, orientation and exit functions, status changes, transfers, reference checks; prepares and processes applicants; maintains applicant tracking system; contacts applicants to clarify information or arrange interviews; prepares and processes forms regarding establishment and allocations of positions; explains laws, rules, regulations and processes pertaining to personnel transactions; contacts proper authority for interpretation of the laws, rules, regulations and procedures. Coordinates the new employee onboarding and first day orientation process.

Percentage of time devoted to affirmative action duties: 60%

Megan Charest, Human Resource Associate

Prepares, processes, or reviews a variety of personnel transactions, including but not limited to: vacant positions, applicant lists, processing employees through sign up, orientation and exit functions, status changes, transfers, reference checks; prepares and processes applicants; maintains applicant tracking system; contacts applicants to clarify information or arrange interviews; prepares and processes forms regarding establishment and allocations of positions; explains laws, rules, regulations and processes pertaining to personnel transactions; contacts

proper authority for interpretation of the laws, rules, regulations and procedures. Coordinates the new employee onboarding and first day orientation process.

Percentage of time devoted to affirmative action duties: 60%

Pamela Rucker, Talent Acquisition Specialist

Develops and executes fully integrated recruitment plans including aggressively recruiting for well-qualified candidates from a variety of sources, managing selection process to include interviewing, assessing candidates, screening, and recommending finalists, and filling the staffing needs within the defined service and performance criteria. Trains departmental hiring managers on recruitment processes and interviewing techniques. Participates in exit interviews and recall rights process. Works with employees to identify appropriate career paths.

Percentage of time devoted to affirmative action duties: 80%

Sarah Perry, Talent Acquisition Specialist

Develops and executes fully integrated recruitment plans including aggressively recruiting for well-qualified candidates from a variety of sources, managing selection process to include interviewing, assessing candidates, screening, and recommending finalists, and filling the staffing needs within the defined service and performance criteria. Trains departmental hiring managers on recruitment processes and interviewing techniques. Participates in exit interviews and recall rights process. Works with employees to identify appropriate career paths.

Percentage of time devoted to affirmative action duties: 80%

Donna Alexander, Talent Acquisition Specialist

Develops and executes fully integrated recruitment plans including aggressively recruiting for well-qualified candidates from a variety of sources, managing selection process to include interviewing, assessing candidates, screening, and recommending finalists, and filling the staffing needs within the defined service and performance criteria. Trains departmental hiring managers on recruitment processes and interviewing techniques. Participates in exit interviews and recall rights process. Works with employees to identify appropriate career paths.

Percentage of time devoted to affirmative action duties: 80%

Elizabeth McNamara, Talent Acquisition Specialist

Develops and executes fully integrated recruitment plans including aggressively recruiting for well-qualified candidates from a variety of sources, managing selection process to include interviewing, assessing candidates, screening, and recommending finalists, and filling the staffing needs within the defined service and performance criteria. Trains departmental hiring managers on recruitment processes and interviewing techniques. Participates in exit interviews and recall rights process. Works with employees to identify appropriate career paths.

Percentage of time devoted to affirmative action duties: 80%

Kia Manson, Talent Acquisition Specialist

Develops and executes fully integrated recruitment plans including aggressively recruiting for well-qualified candidates from a variety of sources, managing selection process to include interviewing, assessing candidates, screening, and recommending finalists, and filling the staffing needs within the defined service and performance criteria. Trains departmental hiring

managers on recruitment processes and interviewing techniques. Participates in exit interviews and recall rights process. Works with employees to identify appropriate career paths.

Percentage of time devoted to affirmative action duties: 80%

Erick Diaz, Labor & Employee Relations Associate (Attorney)

Provides general advice and guidance to deans, directors, department chairs, administrators, faculty and supervisors regarding the interpretation and application of the various collective bargaining agreements and University policies that govern University employment. Provides guidance on various collectively bargained personnel issues such as discipline and dismissal, promotion and reappointment, family leave, leave without pay, sabbatical leaves, and many others. Supports labor negotiations with various collective bargaining units. Coordinates and manages research efforts on labor relations issues in higher education. Identifies best practices and makes recommendations to bargaining teams. Conducts grievance conferences with departments and union officials; drafts written findings to resolve grievances and to preserve the integrity of labor agreements. Facilitates mediation processes as well as harmonious working relationships among parties in grievances and contract disputes. Advises supervisors on how to conduct employment related investigations; assists supervisors with employee performance issues and provides direct assistance with more complex, institutional impacting investigations. Assists in developing and delivering training programs to ensure effective implementation and administration of collective bargaining agreements.

Percentage of time devoted to affirmative action duties: 60%

Diane Ferguson, Labor Relations Specialist

Interprets and administers pertinent laws, regulations, policies, and procedures; administers and interprets collective bargaining contracts; conduct investigations into workplace issues; represent UConn Health at grievance meetings, labor-management meetings, contract negotiations, etc.; mediate and resolve disputes; provide consultation and training to managers in all areas of labor relations; perform related duties as required.

Percentage of time devoted to affirmative action duties: 60%

Sylvia Santos, Labor Relations Specialist

Interprets and administers pertinent laws, regulations, policies, and procedures; administers and interprets collective bargaining contracts; conduct investigations into workplace issues; represent UConn Health at grievance meetings, labor-management meetings, contract negotiations, etc.; mediate and resolve disputes; provide consultation and training to managers in all areas of labor relations; perform related duties as required.

Percentage of time devoted to affirmative action duties: 60%

Megan Krom, Labor Relations Coordinator

Interprets and administer pertinent laws, regulations, policies, and procedures; administers and interprets collective bargaining contracts; conducts investigations into workplace issues; represents UConn Health at grievance meetings, labor-management meetings, contract negotiations, etc.; mediates and resolves disputes; provides consultation and training to managers in all areas of labor relations.

Percentage of time devoted to affirmative action duties: 60%

Jessica Hajdasz, Human Resources Consultant

Interprets and administer pertinent laws, regulations, policies, and procedures; administers and interprets collective bargaining contracts; conducts investigations into workplace issues; represents UConn Health at grievance meetings, labor-management meetings, contract negotiations, etc.; mediates and resolves disputes; provides consultation and training to managers in all areas of labor relations.

Percentage of time devoted to affirmative action duties: 60%

Shaela Ryng, Human Resources Consultant

Interprets and administer pertinent laws, regulations, policies, and procedures; administers and interprets collective bargaining contracts; conducts investigations into workplace issues; represents UConn Health at grievance meetings, labor-management meetings, contract negotiations, etc.; mediates and resolves disputes; provides consultation and training to managers in all areas of labor relations.

Percentage of time devoted to affirmative action duties: 60%

Alexis Crean, Director Organization and Staff Development

Acts as a consultant and facilitator of agency specific organizational change efforts; facilitates and orchestrates agency efforts to improve organizational effectiveness; conducts specialized training sessions with agency officials and staff to enable staff to carry out specific organizational development activities; consults and evaluates organizational development interventions and training strategies in alignment with organizational mission and goals; provides consulting services to various work groups within the UConn Health in the area of performance improvement; coaches leadership staff in managing organizational change.

Percentage of time devoted to affirmative action duties: 60%

Marisol Cruz St. Juste, Education and Staff Development Specialist

Facilitates and evaluates overall organizational development through quality improvement, leadership education and involvement with research activities. Participates in the planning and delivery of mandatory educational programs including New Employee Orientation, Diversity Awareness, and Harassment Free Workplace; develops, coordinates, and implements employee recognition programs and employee work life balance initiatives; provides computer-based education support (SABA Learning Management System); teaches content appropriate to areas of expertise; conducts leadership and management education programs.

Percentage of time devoted to affirmative action duties: 60%

Joyce Smith, Director of Compensation and Classification and Talent Acquisition

Leads a full-cycle recruitment program, including the development and implementation of UConn Health Talent Acquisition Strategy designed to attract highly qualified and diverse talent throughout the enterprise. Builds and maintains recruiting policies, procedures, and training processes to enhance recruiting effectiveness. Leverages Equal Employment Opportunity and Affirmative Action Plan compliance strategies and goals to ensure diversity goal achievement. Provides consultation to supervisors and managers on compensation and classification issues and ensures the compliance of compensation programs. Develops job descriptions, classifies positions and determines salaries in accordance with appropriate collective bargaining unit guidelines and in compliance with established guidelines and sound classification practices.

Develops and delivers staff and management training programs regarding classification, compensation and performance management to management team and employee workforce.

Percentage of time devoted to affirmative action duties: 80%

Anita Therattil, Compensation Manager

Conducts salary and classification studies, researches, and prepares analysis for the development of compensation and classification programs. Provides consultative services to management on compensation, job reviews, writing and revision of job descriptions, job analysis, and classification.

Percentage of time devoted to affirmative action duties: 60%

Office for Diversity and Inclusion

Jeffrey Hines MD, Interim Vice President and Chief Diversity Officer, University of Connecticut and Chief Diversity Officer, UConn Health

Serves as the Chief Diversity Officer (UConn Health) and the Interim Vice President and Chief Diversity Officer for the University of Connecticut in the Office for Diversity and Inclusion (ODI). He provides strategic vision for guiding efforts to define, assess, and promote diversity, inclusion, and educational and employment opportunity. Works with units that are responsible for equity and diversity programs to support a campus environment that is free of discrimination, harassment, and retaliation. Develops programs and coordinates activities for all campuses to recruit and retain faculty, students, and staff from diverse backgrounds.

Percentage of time devoted to affirmative action duties: 50%

In addition to the individuals listed with specific affirmative action duties, responsibility for affirmative action and equal employment opportunity reflected Dr. Andrew Agwunobi, Chief Executive Officer, and Executive Vice President for Health Affairs, holds the ultimate responsibility to ensure that UConn Health's affirmative action and equal employment opportunity objectives are accomplished. Dr. Agwunobi and members of his senior executive team devote significant efforts to ensure affirmative action and equal employment opportunity are instilled in all aspects of the operation of UConn Health. Regarding the academic operations, Bruce Liang, Dean, School of Medicine and Dean Stephen Lepowsky, School of Dental Medicine, Barbara Kream PhD, Associate Dean of the Graduate School dedicate significant efforts to monitoring all academic functions related to employment, promotion, retention, and recruitment to make certain they are conducted in accordance affirmative action principles and policies.

Specifically, Deans and Department Heads are responsible for charging their respective Faculty search committees with their objective for the search. This charge includes a directive for aggressive recruiting of underrepresented candidates and ensuring applicants are evaluated objectively based on the qualifications. Search committee members and search administrators are responsible for conducting an aggressive recruitment effort to reach underrepresented candidates and evaluating candidates in an equitable manner free from discrimination.

It is ultimately the responsibility of the Chief Executive Officer and Executive Vice President for Health Affairs to ensure these objectives are accomplished. He has specifically designated the

Associate Vice President of the Office of Institutional Equity as the person responsible for working towards and achieving Affirmative Action and Equal Employment Opportunity at UConn Health.

Subsection (i)

UConn Health has established internal program evaluation mechanisms to continually audit, monitor, and evaluate programs in our affirmative action program. The Interim Chief Executive Officer and Executive Vice President for Health Affairs and the Associate Vice President of the Office of Institutional Equity (the institution's Equal Employment Opportunity Officer) have established and implemented a system that provides for goals, timetables for goals and initiatives, and for periodic evaluations.

As an integral part of the evaluation effort, UConn Health considered the following:

1. Conducting an ongoing review and evaluation of UConn Health's progress towards the goals of the affirmative action plan with the evaluation directed toward results accomplished, not only at efforts made.
2. Establishing a system for evaluating supervisor's performance on affirmative action consistent with chapters 67 and 68 of the Connecticut General Statutes, and
3. Reviewing the affirmative action plan at least annually with the Equal Employment Officer providing an annual report to the Interim Chief Executive Officer and Executive Vice President for Health Affairs and Senior Executive Team containing the overall status of the program, results achieved toward established objectives, identification of any particular problems encountered and recommendations for corrective actions as needed.

The following summarizes UConn Health's internal evaluation process and the results for this *Plan* period.

1. Conducting an ongoing review and evaluation of UConn Health's progress towards the goals of the affirmative action plan with the evaluation directed toward results accomplished, not only at efforts made.

Progress toward the hiring and programmatic goals of the 2024 *Plan* was an integral part of ongoing discussions throughout the *Plan* year. The Associate Vice President for the Office of Institutional Equity has continued to review *Plan* goal achievement on a regular basis and has presented verbal or written reports to the Interim Chief Executive Officer and Executive Vice President for Health Affairs, Senior Executive Team, Human Resources, and Board of Directors regarding administration of the affirmative action function, and progress and challenges in meeting affirmative action goals, initiatives, and discrimination complaint matters.

Employees separating from UConn Health are given the option to participate in exit interviews online with the option to be anonymous, and in person. Exit interviews were conducted to elicit additional information about employees' experiences working at UConn

Health. Feedback was given to the appropriate department for follow-up. OIE also reviewed the exit interviews to determine whether employees left because of discrimination or harassment issues that were not addressed by OIE.

As part of UConn Health's established internal review system, OIE monitored progress of UConn Health's Affirmative Action Plan throughout the year. Additionally, OIE reviewed program goals set in the *Plan* determined OIE's focus and prioritization of projects.

Throughout the year, Associate Vice President Letissa Reid met with or provided trainings to various departments, deans, chairs, and directors to ensure compliance with accessibility, non-discrimination and anti-harassment, affirmative action and equal employment opportunity, and related UConn policies/procedures and state and federal laws and regulations. Additionally, Associate Vice President Letissa Reid and Training and Search Compliance Specialist Katherine Kenyon:

1. Conducted educational opportunities regarding workplace issues for newly appointed managers, supervisors, and administrative staff who supervise employees and/or students.
2. Participated in ongoing discussions of Americans with Disabilities Act (ADA) compliance issues, strategies, and education initiatives with the Access and Accommodations Committee, a group committed to providing equal access and full participation for individuals with disabilities within all UConn Health programs and activities.
3. Met with Human Resources to discuss employee training initiatives and collaborations in diversity recruitment, the search process, and sexual harassment.
4. Met with School of Medicine associate deans and department heads on topics related to proactive and innovative recruitment strategies, objective applicant evaluation, and identifying and minimizing inherent bias in applicant evaluation.
5. Presented to the School of Dental associate deans and department heads on topics related to proactive and innovative recruitment strategies, objective applicant evaluation, and identifying and minimizing inherent bias in applicant evaluation.
6. Presented implicit bias and diversity and inclusion training to faculty and fellows from the Dental Admissions Committee.
7. Presented OIE reporting and resources to Public and Population Health Leadership, Clinical Chairs and Center Directors, and School of Medicine associate deans.

During this Plan year, UConn Health was successful in making several diverse hires in several challenging areas.

In the Executive/Administrative groups:

- One Black Male hired as Executive Vice President/CEO UConn Health

Assignment of Responsibility and Monitoring

- One Hispanic Male hired as Senior Associate Healthcare Counsel
- Four White Females hired as University Directors

In the Faculty job groups:

- One Black Female hired as Clinical Professor
- Two Black Females hired as Assistant Clinical Professors
- One Hispanic Male, Three Hispanic Females and One Two or More Races Female hired as Assistant Clinical Professor
- Two Hispanic Males and Two Hispanic Females hired as Clinical Instructors

In the Secretarial/Clerical job groups:

- One Hispanic Male hired as an Executive Assistant
- One Asian Male hired as an Office Assistant

In the Nursing job groups:

- Three White Males hired as Staff Nurse CN2
- One White Male hired as a Nurse Anesthetist

In the Clinical job groups:

- One Hispanic Male hired as a Physician Assistant
- One Hispanic Female hired as an Athletic Trainer

2. Establishing a system for evaluating supervisor's performance on affirmative action consistent with chapters 67 and 68 of the Connecticut General Statutes.

Managers are evaluated on an annual basis according to UConn Health Performance Evaluation Program. The performance evaluations include performance standards regarding knowledge of goals and designing, implementing, and monitoring an action plan for goal achievement building and using both external and internal sources of qualified goal candidates. This program ensures that employee performance on affirmative action is considered in promotion and merit increase decisions. **Please see Exhibit #3 for program documentation.**

3. Reviewing the affirmative action plan at least annually with the Equal Employment Officer providing an annual report to the Chief Executive Officer and Executive Vice President for Health Affairs, containing the overall status of the program, results achieved toward established objectives, identification of any particular problems encountered and recommendations for corrective actions as needed.

Through scheduled meetings with the Chief Executive Officer and Executive Vice President for Health Affairs and Chief Executive Officer throughout the *Plan* year, Interim Associate

Vice President Chipman apprised Dr. Liang of the progress toward goals and objectives established in the *Plan*. Furthermore, Interim Associate Vice President Chipman identified specific problems and provided recommendations for any necessary corrective action.

Dr. Liang also received briefings regarding all complaints investigated and/or adjudicated by the EEO Investigators of the Office Institutional Equity. He was notified of all decisions regarding complaints and received copies of all Findings and Recommendations. These meetings included discussions of trends with respect to both hiring and discrimination complaint activity.

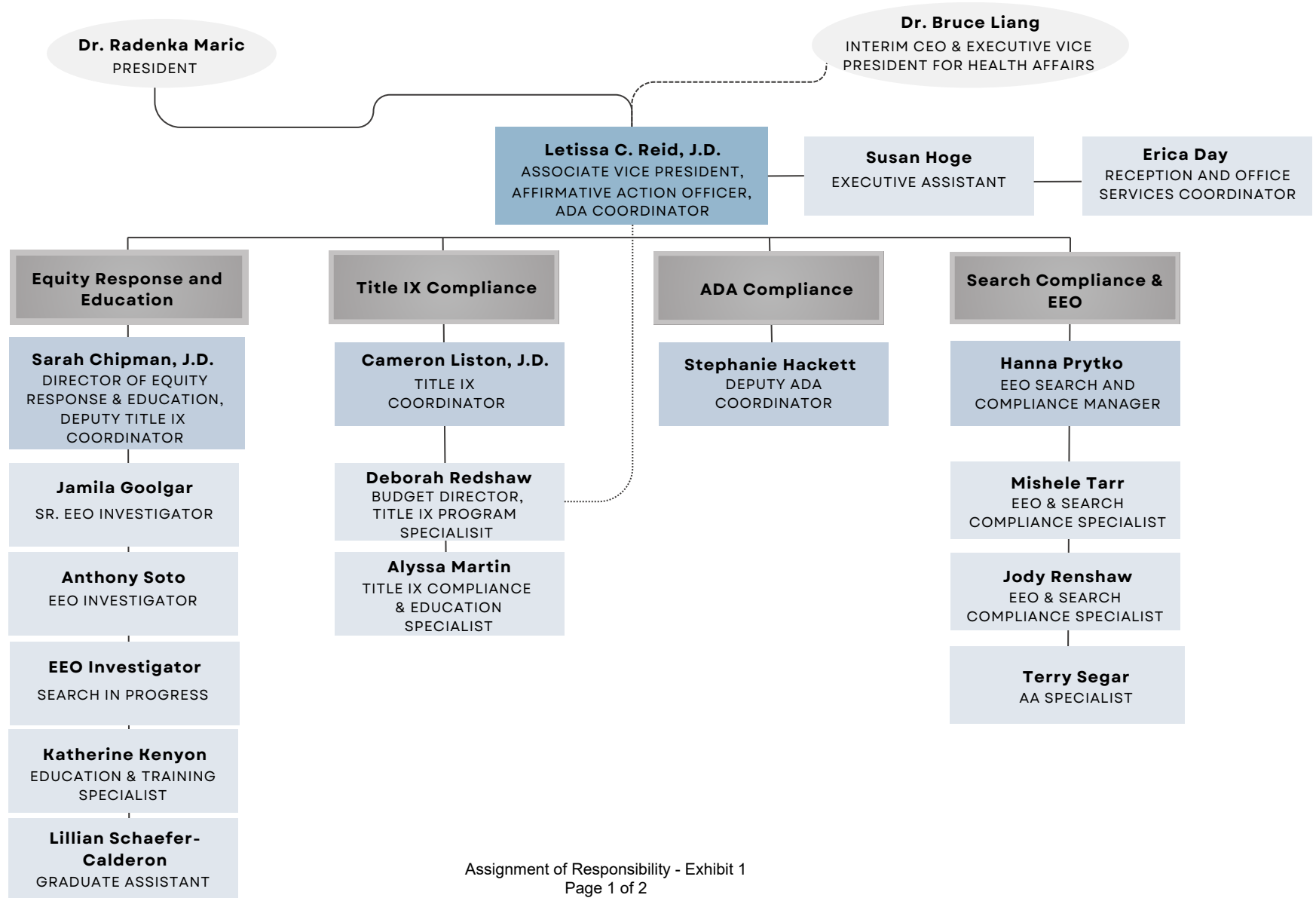
The Associate Vice President meets with Chief Executive Officer and Executive Vice President for Health Affairs to review and discuss the Affirmative Action Plan and the Executive Summary annually. During this Plan year, Sarah Chipman, Interim Associate Vice President met with Dr. Agwunobi to review and discuss the Affirmative Action Plan and Executive Summary prior to submitting the *Plan*. The *2024 Executive Summary* provides an analysis of hiring goal achievement, an evaluation of the program goals and an explanation of the new goals set for the new *Plan* year. Additionally, the *Executive Summary* includes graphical and statistical data of the workforce, new hires and applicants based on the *Plan* year. Further discussions concern grievance procedures and discrimination complaints, contract compliance, organizational structure and staffing needs, and various programs and projects relevant to the affirmative action program. **Please see Exhibit #4 for the Executive Summary.**

All employee groups are free to comment on any aspect of the *Plan* or program, according to their interests. OIE requests that comments and inquiries regarding the *Plan* be submitted no later than September 16 of each year so that these matters can be referenced in the respective year's *Plan*, as noted in the Policy Statement, Internal Communications, and External Communications sections of this *Plan*.

After completing the *Plan* according to CHRO standards, OIE conducts further analyses to identify broader observations and patterns. OIE regularly performs in-depth reviews of the search and hiring system and conducts other large-scale studies of systemic components of the program.

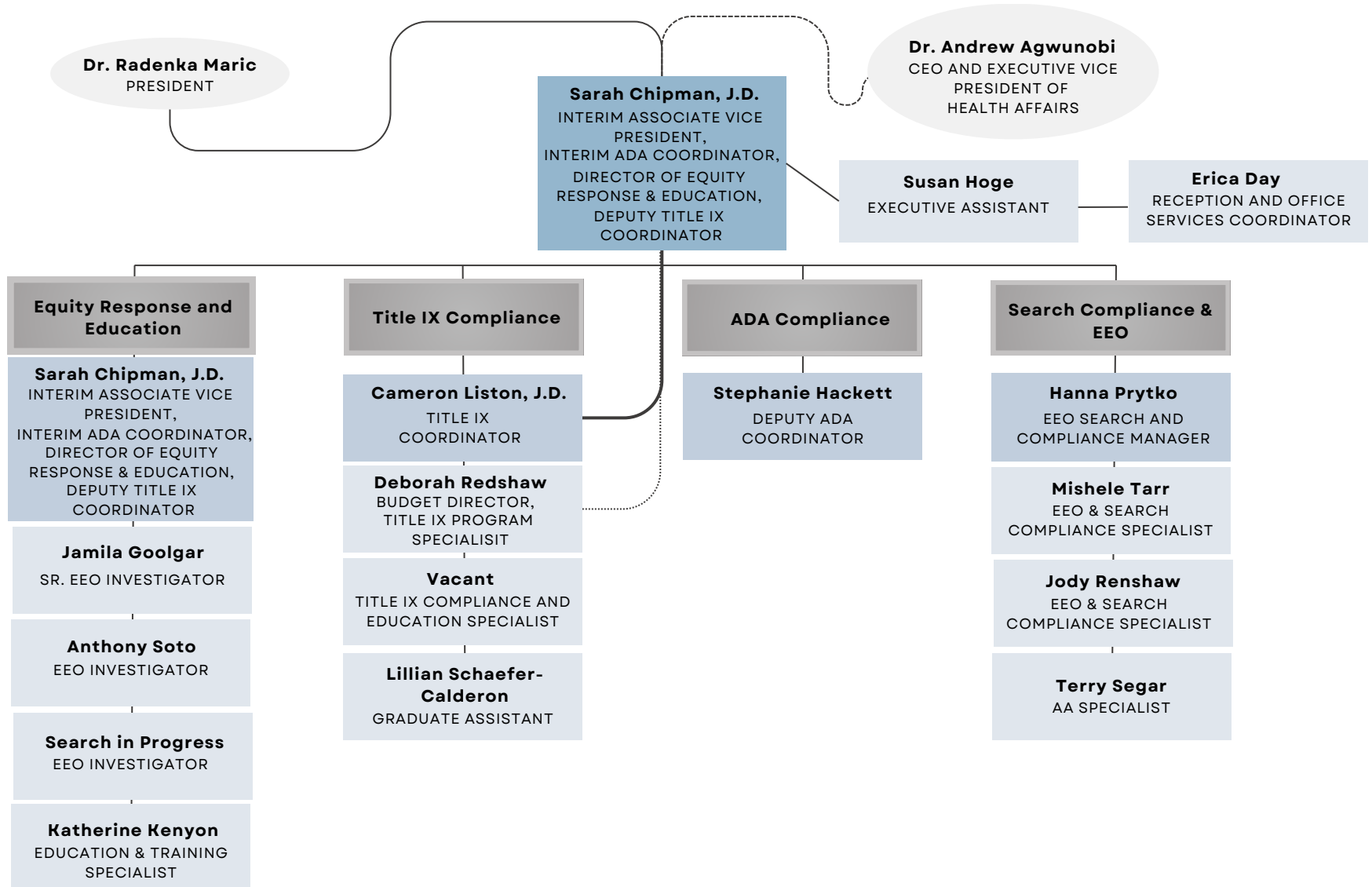
OFFICE OF INSTITUTIONAL EQUITY

MARCH 2024



OFFICE OF INSTITUTIONAL EQUITY

AUGUST 2024



| Name | Title | Department |
|-----------------------|--|------------------------------------|
| Priscilla Fretz | Assistant Privacy Office | Healthcare Compliance and Privacy |
| Cynthis A. LeGault | Talent Acquisition Specialist | Human Resource Administration |
| Khadija Poitras-Rhea | Associate VP Population Health | UMG-Population Health |
| Tamara Cardoso | Performance Improvement Spec | Office of Patient Experience |
| Cassandra Keola | Administrative Program Manager | Medicine - Administration |
| Semone Davis | Staff Nurse CN2 | Operating Room Unit |
| Elizabeth Haskell | Quality Assurance Specialist | Clinical Effectiveness Admin |
| James Odom, Jr. | Director of Operation | Grounds |
| Michelle Lucco | Medical Assistant | Radiology |
| Leslie Bell | Clinical Practice Manager 2 | Neag Cancer Center (JDH) |
| Kara Parker | Clinical Nurse Specialist | JHD-Pro Prac/Clinical Excellence |
| Maribeth Lineberry | Executive Assistant | Operating Room |
| Sarah Loschiavo | DNP, APRN-Nursing Director-Palliative Medicine | Nursing Administration |
| Jessica Underwood | Senior Director | Ancillary Services |
| Amanda Darcey | Clinical Nurse Specialist | JHD-Pro Prac/Clinical Excellence |
| Tiana Tran | Pharmacy Resident | Pharmacy |
| Catherine Trahiotis | Physical Therapist 2 -UHP | Rehab Services |
| LaVickie Soares | Medical Technologist 2 | Clinical Laboratory |
| Mahmoud Omar | Staff Nurse CN2 | Operating Room |
| Kimberly Hackett | Admin Program Coordinator | Neag Cancer Center (JHD) |
| Patrycja Luke | Admin Program Coordinator | Anesthesiology |
| Babitha Mathew | Lead Nurse Practitioner | Psychiatric Clinic |
| Kinsha Williams-Davis | Staff Nurse CN2 | Neag Cancer Center (JHD) |
| Linda Barry MD | Director – HDI, Interim | UConn Health Disparities Institute |
| | | |
| Co-Leaders: | | |
| Genice Nelson | Nursing Director | Nursing Administration |
| Daniel Warriner | Chaplain | Spiritual Services |
| | | |
| Sponsors: | | |

| | | |
|---------------------------|--------------------------------------|----------------|
| Caryl Ryan | COO/CNO John Dempsey Hospital | Hospital-Admin |
| Jeffrey Hines, MD | MD, AVP, Chief Diversity Officer | UConn Health |
| | | |
| Executive Sponsor: | | |
| Bruce Liang, MD | MD, Dean of UConn School of Medicine | UConn Health |

Managerial Employee Evaluation

Section II - Supervisor Evaluation

Name: _____

Title: _____

Supervisor: _____

Fiscal Time Period: _____

Directions: Rank employee's achievement based on definitions provided below
(A second page may be added if additional space is needed for comments)

Exceptional: Consistently exceeds standards – Shows initiative in setting priorities that strongly support organizational mission and goals. Competencies and abilities are clearly recognized by peers as well as managers. This year's contribution clearly moved the organization forward.

Highly Successful: Consistently met and often exceeds standards – Demonstrates in-depth knowledge of all criteria. This year's contribution is clearly identifiable.

Fully Successful: Consistently met standards in most or all performance areas – Demonstrates knowledge in most or all job criteria. No major errors of execution or strategy. Good solid performer.

Minimally Successful: Failed to meet standards in one or more performance areas – Overall performance fails to meet expectations. Demonstrates incompetence in some critical areas.

Unacceptable: Consistently deficient in meeting standards – Performance significantly below standards. Demonstrated incompetence in most critical areas.

1. Job Knowledge

Assess the depth and breadth of knowledge the incumbent has acquired and applied in the performance of his/her assignment. Consider how aggressively the incumbent seeks pertinent new information and shares his/her knowledge with others.

☐ Exceptional ☐ Highly Successful ☐ Fully Successful ☐ Minimally Successful ☐ Unacceptable

2. Customer Satisfaction

Assess the incumbent's knowledge of customers' needs. Does he/she take a proactive stance in meeting and exceeding customer needs? Is he/she aware of customer needs and requirements and manage toward those needs and requirements?

☐ Exceptional ☐ Highly Successful ☐ Fully Successful ☐ Minimally Successful ☐ Unacceptable

3. People Management and Relationships

Assess the incumbent's effectiveness in influencing, mentoring and coaching. Does he/she establish and communicate performance expectations and accountabilities and evaluate annually? Does the incumbent show respect for, listen to and involve others in making decisions? Does the incumbent resolve conflict constructively?

☐ Exceptional ☐ Highly Successful ☐ Fully Successful ☐ Minimally Successful ☐ Unacceptable

4. Leadership

Assess the incumbent's ability to provide effective leadership in his/her operation. Does the incumbent articulate a clear sense of purpose and direction? Does he/she pursue continuous improvement in everything he/she does? Does he/she inspire and motivate others? Are accomplishments recognized and celebrated? Is he/she able to make tough and timely decisions? Does the incumbent work collaboratively with others in the system?

☐ Exceptional ☐ Highly Successful ☐ Fully Successful ☐ Minimally Successful ☐ Unacceptable

5. Planning and Operations Management

Assess the incumbent's ability to manage the business and administrative aspects of your operation. Does he/she develop and implement goals, strategies and work plans to achieve objectives? Does the incumbent manage resources in an effective and timely manner, including fiscal, people, facilities, equipment and other resources?

☐ Exceptional ☐ Highly Successful ☐ Fully Successful ☐ Minimally Successful ☐ Unacceptable

6. Creativity, Continuous Improvement and Management of Change

Assess the incumbent's willingness to seek out, analyze, develop, apply and transfer new ideas and concepts. Does the incumbent understand the need for change and foster change and adjust activities accordingly? Does the incumbent encourage others to be open to the application of new processes and new technologies?

☐ Exceptional ☐ Highly Successful ☐ Fully Successful ☐ Minimally Successful ☐ Unacceptable

7. Affirmative Action

Assess the ability of the incumbent to demonstrate knowledge of the UCHC Affirmative Action Plan and affirmative action goals as they apply to manager's organization. Communicate and demonstrate commitment to affirmative action and equal employment opportunity to employees. Design, implement and monitor an action plan for goal achievement building using both external and internal sources of qualified goal candidates.

☐ Exceptional ☐ Highly Successful ☐ Fully Successful ☐ Minimally Successful ☐ Unacceptable

Overall comments regarding employee's performance:

How would you rate the overall performance?

☐ Exceptional ☐ Highly Successful ☐ Fully Successful ☐ Minimally Successful ☐ Unacceptable

Employee's Signature

Date

Supervisor's Signature

Date



2024

AFFIRMATIVE ACTION PLAN

EXECUTIVE SUMMARY

Office of Institutional Equity

UConn Health

2024

Affirmative Action Plan



INTRODUCTION

The Office of Institutional Equity (OIE) completes UConn Health's Affirmative Action Plan for Employment (Plan) as required by Connecticut General Statute (CGS) §46a-68 and sections 46a-68-75 to 46a-68-114, inclusive, for submission to the Commission on Human Rights and Opportunities (CHRO).

THE PLAN

- Establishes hiring, promotional, and program goals that promote affirmative action and equal opportunity.
- Illustrates UConn Health's good faith efforts to achieve a workforce that is balanced and fully representational of the relevant labor market areas.
- Quantitatively and qualitatively measures UConn Health's degree of success in accomplishing hiring, promotion, and program goals.
- Examines and eliminates policies and employment practices that adversely affect members of protected classes throughout all aspects of the employment process.

2024 Plan Important Dates

- The 2024 Plan year runs from June 1, 2023, to May 31, 2024.
- Workforce data includes UConn Health employees as of May 31, 2024.
- The plan is due to CHRO by September 30, 2024.
- On December 11, 2024, the Commission will vote an approval of the Plan, based on CHRO reviewer recommendations

REVIEW & APPROVAL

Within ninety days of submission, CHRO reviewers are mandated to review and evaluate the Plan to ensure that it contains all required elements and is in compliance. The Commission formally votes for approval or disapproval of the Plan based on the reviewer's recommendations.

UConn Health's history of approvals has been based on CHRO's acceptance that UConn Health has demonstrated every good faith effort to meet goals, rather than goal achievement.

Assignment of Responsibility - Exhibit 4

What is Good Faith Effort?

... that degree of care and diligence which a reasonable person would exercise in the performance of legal duties and obligations. At a minimum, it includes all those efforts reasonably necessary to achieve full compliance with the law.

Further, it includes additional or substituted efforts when initial endeavors will not meet statutory or regulatory requirements. Finally, it includes documentary evidence of all action undertaken to achieve compliance, especially where requirements have not or will not be achieved within the reporting period established pursuant to section 46a-68-92 of the Regulations of Connecticut State Agencies.

Connecticut General Statutes Section 46a-68-75 (v)

Hiring & Promotional Goals

Remedy: Underutilization

Condition where the percentage of the representation of a protected class in a job category is less than the percentage of individuals possessing the skills, abilities and qualifications necessary for the job in the relevant job market or recruitment area

Achieve: Parity

Condition where the percentage of the representation of a protected class in a job category equals the percentage of qualified individuals in the relevant job market or recruitment area

Hiring and promotional goals are set to remedy underutilization and achieve parity resulting in a balanced and representational workforce.

- Utilization Analysis compares UConn Health's workforce to the availability in the market.
- Labor market availability is determined by an analysis of data from the US Census and IPEDS which are weighted in accordance with their significance to the title in each job category.
- Hiring goals are set when underutilization has been identified for a race/gender group in a job category.
- Promotional goals are set in lieu of or in addition to hiring goals, based on historical patterns of filling specific positions.
- Due to the changing workforce and labor market data, analyses are conducted annually and goals are updated.

2024 Goal Achievement

- Combined goal achievement has seen a decline in the last three Plans (2022-2024).
- Starting with the 2022 Plan, the CHRO provided new census data (2014-2018) to assess underrepresentation and availability, replacing the outdated 2000 census data, affecting hiring and promotional goals.
- Additionally, the CHRO and UConn Health previously agreed to consider only 75.0% of the promotional pool in goal calculations for reasons that are now unclear. However, the 2024 Plan will utilize entire promotional pools. With a combined goal achievement of 19.0% in last year's Plan, OIE meticulously compared current titles to census codes and analyzed IPEDS data for job categories.
- OIE will continue monitoring goal achievement to ensure precise calculations and will explore other factors such as recruitment strategies, applicant evaluations, and training for search committees.

| Job Category | Hires | Goals Met | Percentage | Promotions | Goals Met | Percentage |
|------------------------|-------|-----------|------------|------------|-----------|------------|
| Executive Managerial | 14 | 3 | 21.4% | 33 | 8 | 24.2% |
| Faculty | 71 | 35 | 49.3% | 43 | 13 | 30.2% |
| Professional | 214 | 35 | 16.4% | 58 | 7 | 12.1% |
| Secretarial/Clerical | 118 | 5 | 4.2% | 37 | 10 | 27.0% |
| Tech/Paraprofessional | 127 | 29 | 22.8% | 22 | 2 | 9.1% |
| Qualified Craft Worker | 3 | 0 | 0.0% | 2 | 1 | 50.0% |
| Service/Maintenance | 16 | 6 | 37.5% | 1 | 0 | 0.0% |
| Total | 563 | 113 | 20.1% | 196 | 41 | 20.9% |

2024 WORKFORCE

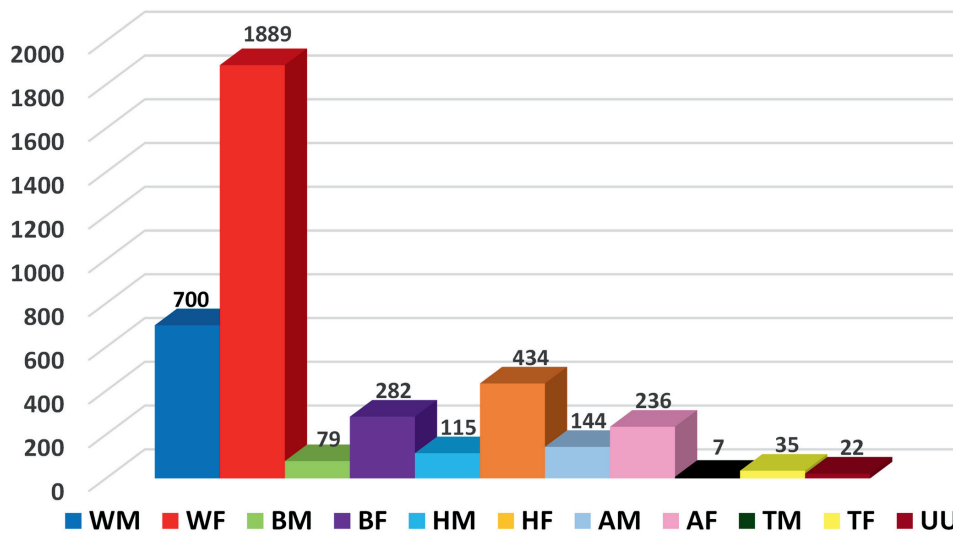
The Workforce Analysis section of the AA Plan examines the full-time workforce at UConn Health by job category and labor market.

| EEO Category | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Total |
|------------------------------|-----|------|----|-----|-----|-----|-----|-----|----|----|----|-------|
| 1-Executive/Managerial | 58 | 149 | 5 | 12 | 2 | 8 | 1 | 5 | 0 | 2 | 1 | 243 |
| 2-Faculty | 203 | 158 | 9 | 14 | 23 | 23 | 95 | 89 | 1 | 3 | 2 | 620 |
| 3-Professional Non-Faculty | 252 | 841 | 27 | 81 | 25 | 94 | 34 | 95 | 4 | 12 | 3 | 1468 |
| 4-Secretarial/Clerical | 16 | 349 | 5 | 100 | 10 | 151 | 6 | 17 | 1 | 9 | 3 | 667 |
| 5-Technical/Paraprofessional | 87 | 351 | 18 | 71 | 24 | 139 | 6 | 27 | 1 | 8 | 12 | 744 |
| 6-Qualified Craft | 28 | 1 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 35 |
| 7-Service Maintenance | 56 | 40 | 13 | 4 | 27 | 19 | 2 | 3 | 0 | 1 | 1 | 166 |
| Total Workforce | 700 | 1889 | 79 | 282 | 115 | 434 | 144 | 236 | 7 | 35 | 22 | 3943 |

The analyses concentrate on full-time, permanent employees

Additional analyses include part-time and duration status, age, and disability.

Demographic information regarding race and gender is gathered through voluntary self-identification.



RACE/ETHNICITY DEFINITIONS

WM, WF - White (Not of Hispanic Origin): All people having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BM, BF - Black (Not of Hispanic Origin): All people having origins in any of the Black racial groups of Africa.

HM, HF - Hispanic or Latino: All people having Puerto Rican or Mexican origins, or all people of Cuban, Central, or South American, or other Spanish culture or origin, regardless of race.

AM-AF (AAIANHNPI) Combines the Asian and Native American categories (per CHRO)

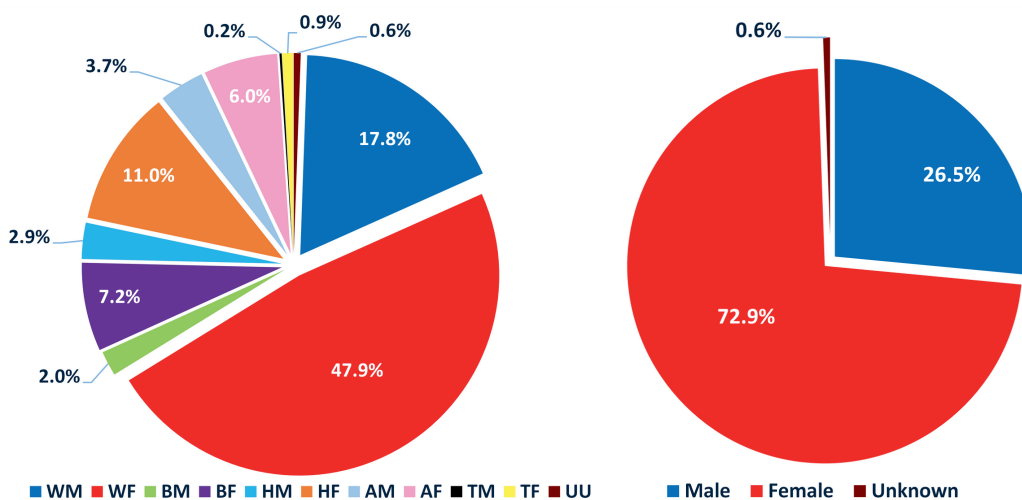
Asian: All people in the groups of Asian/Pacific Islander; Asian (all people having origins in any of the original peoples of China, Japan, Korea, Eastern Asia, Southeast Asia, the Indian subcontinent (including Pakistan) or the Pacific Islands including the Philippines and Samoa.)

Native American: Native American Indian or Alaskan Native (all people having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community attachment.)

TM, TF - Two or More Races: All persons identifying with 2 or more of the following races: White, Black, Asian, Native American.

UU - Unknown: Persons who have chosen not to provide their demographic profile.

Source: Equal Employment Opportunity Commission (EEOC)



The 2024 Plan reports a workforce of **3943** employees, a **5.6%** increase from **3727** in 2023. As the workforce has increased annually, the demographic composition has not significantly changed from previous Plan years. Any changes in race/gender groups have been **0.5%** or less. The workforce is **65.7% White** and **72.9% female**. **White females** are the largest group at **47.9%**, with **Black males** the smallest at **2.0%**. Employees choosing not to self-identify their demographic information, categorized as **Unknown**, has increased to **0.6%**.

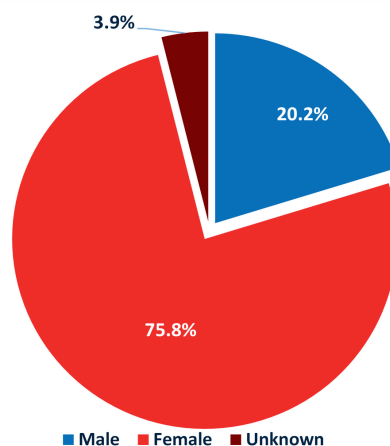
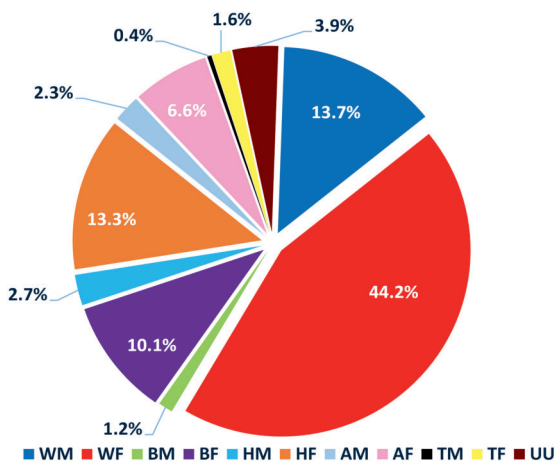
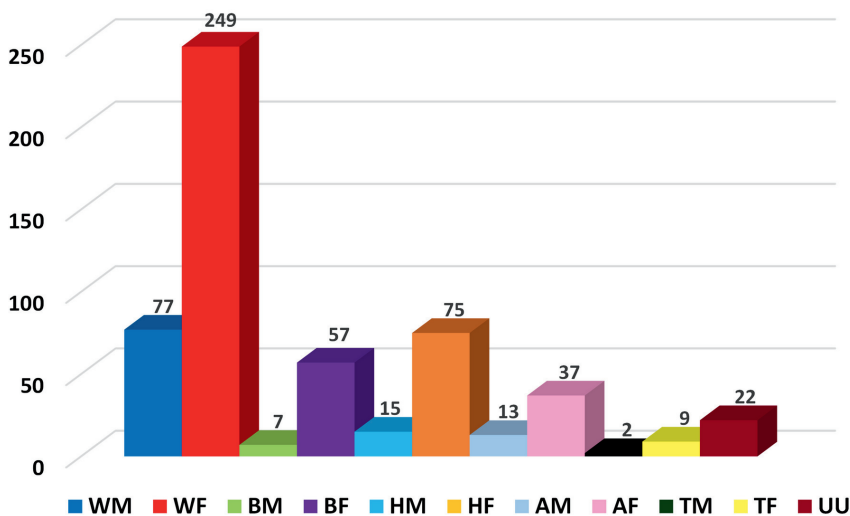
2024 NEW HIRES

The Hiring Goals Analysis section includes a detailed narrative for each new hire, outlining the qualifications posted, the recruitment strategies employed, and an overview of the applicant pool, along with justifications for how each applicant was evaluated.

| EEO Category | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Total |
|------------------------------|----|-----|----|----|----|----|----|----|----|----|----|-------|
| 1-Executive/Managerial | 4 | 6 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 14 |
| 2-Faculty | 18 | 18 | 1 | 4 | 4 | 5 | 7 | 11 | 0 | 1 | 2 | 71 |
| 3-Professional Non-Faculty | 30 | 110 | 2 | 20 | 5 | 16 | 5 | 18 | 1 | 4 | 3 | 214 |
| 4-Secretarial/Clerical | 4 | 54 | 0 | 20 | 3 | 26 | 1 | 4 | 1 | 2 | 3 | 118 |
| 5-Technical/Paraprofessional | 12 | 57 | 3 | 12 | 1 | 25 | 0 | 4 | 0 | 1 | 12 | 127 |
| 6-Qualified Craft | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 7-Service Maintenance | 6 | 4 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 1 | 1 | 16 |
| Total New Hires | 77 | 249 | 7 | 57 | 15 | 75 | 13 | 37 | 2 | 9 | 22 | 563 |

Narratives show both Unqualified and Qualified applicants, providing the rationale behind their evaluations.

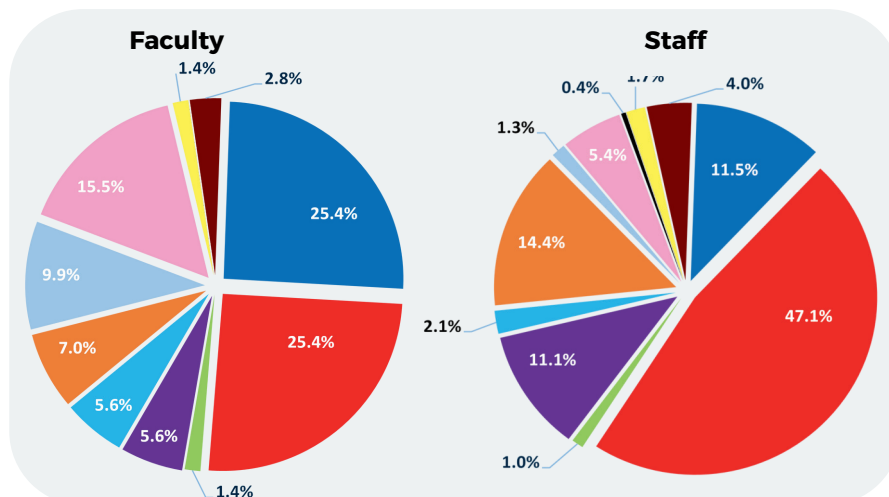
The narratives detail the outcomes for the interviewed applicants, outlining who was hired and who was not, along with the reasons behind these decisions.



The 2024 Plan reports a **563** new hires, a **4.5%** decrease from **589** in 2023. As in previous Plans, the new hires are predominately **White**, **57.9%** and **female**, **75.8%**. Similar to the workforce, **Black males** are the smallest group at **1.2%**. Applicants choosing not to self-identify their demographic information, categorized as **Unknown**, has increased significantly from **0.5%** in 2023 to **3.9%**. New hire demographics do not vary significantly from Plan to Plan or from the composition of the workforce.

The recent **faculty** hires include **1 Black male** and **4 Black females**, accounting for **1.4%** and **5.6%** of the total, respectively. In contrast, **White males** and **females** represent **50.8%** of the new hires, an increase from **36.7%**. Meanwhile, the percentage of **AAIANHPI males (AM)** has decreased from **25%**.

The demographic composition of **staff** mirrors that of the overall workforce across most race/genders. Notably, the representation of **Black** and **Hispanic males** has declined, dropping from **2.2%** and **4.1%**, respectively.



2024 Applicants

The Applicant Flow Analysis section examines the pools of applicants for each job category, as they progress through the search process, covering stages from application to evaluation, interview, selection, rejection, offer, and hire.

A total of **591** candidates applied for **faculty** positions, leading to **71** successful hires. The demographics of the applicant pool mirror those seen in previous reports. However, as candidates progress through the search process, the representation of various race and gender groups within the pool shows inconsistencies.

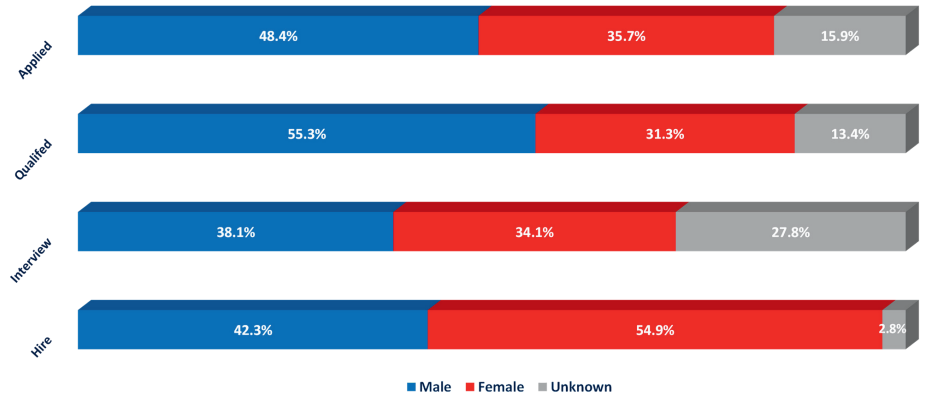
- **White females** from Interview to Hire
- **Black males** Qualified to Interview and Hire
- **Hispanic males** from Interview to Hire
- **Hispanic females** and **AAIANHPI males** from Application to Hire
- **AAIANHPI females** from Interview to Hire

Additionally, the number of applicants opting not to self-identify has been consistently rising each year.

The gender composition of applicants for faculty positions is also not consistent as candidates progress through the search process.

- **Males** from Application to Hire, most significantly from Qualified to Interview.
- **Females** from Interview to Hire

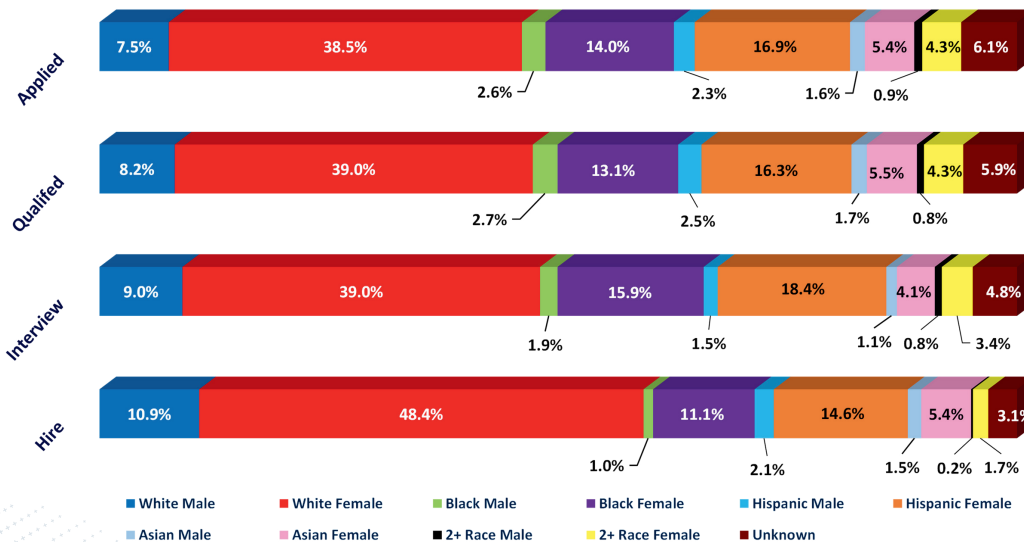
The effect of **Unknown** applicants cannot be assessed solely based on the data provided.



■ Male ■ Female ■ Unknown

A total of **11,126** candidates applied for staff positions, resulting in **478** successful hires. The demographics of the applicant pool align with those observed in earlier reports. Nonetheless, as candidates move through the selection process, there are noticeable inconsistencies in the representation of different race/gender groups.

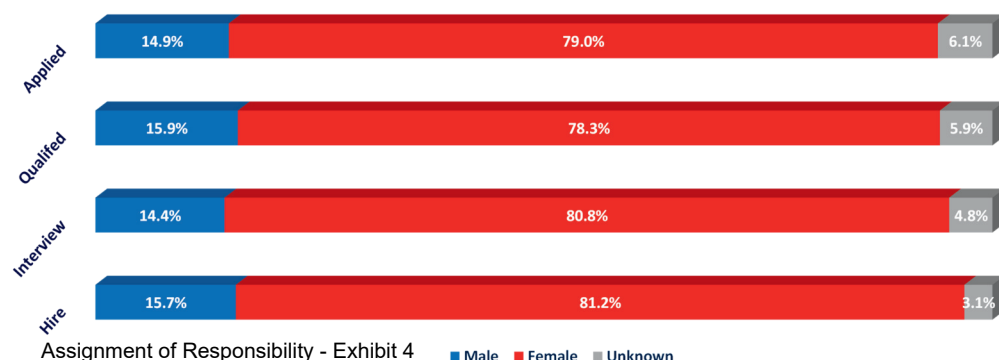
- **White males** from Application to Hire
- **White females** from Interview to Hire
- **Black males** Qualified to Interview and Hire
- **Black females** from Interview to Hire
- **Hispanic females** from Interview to Hire



■ White Male ■ White Female ■ Black Male ■ Black Female ■ Hispanic Male ■ Hispanic Female ■ Asian Male ■ Asian Female ■ 2+ Race Male ■ 2+ Race Female ■ Unknown

The gender composition of applicants for faculty positions remains more consistent as candidates progress through the search process.

The effect of **Unknown** applicants cannot be assessed solely based on the data provided.



■ Male ■ Female ■ Unknown

ORGANIZATIONAL ANALYSIS

(Section 46a -68-82)

September 2024

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

1. Job Title Study

Each office, position, and position classification authorized by the Department of Administrative Services or established by statute is shown arranged into lines of progression, depicting the order of jobs through which an employee may advance. The titles are organized from the highest position to the lowest position. Titles without promotional opportunity are listed separately at the beginning of the Study under Not in Line of Progression. Classified and unclassified titles are identified.

2. Occupational Category Study

For this *Plan*, each position classification that was utilized during the *Plan* year has been placed in an occupational category with other position classifications with similar job content and opportunity. The position classifications in each occupational category are listed from highest to lowest level with the salary range for each classification.

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|---|--------------------------------|--------------------|-----------|-------------------|-----|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| 1 - EXECUTIVE, ADMINISTRATIVE & MANAGERIAL | | | | | | | |
| 1A | | | | | | | |
| | Executive VP/CEO UConn Health | \$800,000 | \$800,000 | | | MGR | |
| | Dean | \$311,754 | \$522,147 | | | FAC | |
| | Chief Financial Officer | \$504,300 | \$504,300 | | | MGR | |
| | VP, Quality & Patient Services | \$357,213 | \$357,213 | | | MGR | |
| | Chief Information Officer | \$351,959 | \$351,959 | | | MGR | |
| | VP, Ambulatory Care Admin | \$286,438 | \$286,438 | | | MGR | |
| | Associate Vice President | \$213,745 | \$273,163 | | | MGR | |
| | Vice President | \$261,244 | \$269,618 | | | MGR | |
| | Controller | \$256,250 | \$256,250 | | | MGR | |
| | Chief Admin Officer | \$252,409 | \$252,409 | | | MGR | |
| | Chief of Staff | \$252,390 | \$252,390 | | | MGR | |
| | Asst Vice President | \$167,142 | \$245,136 | | | MGR | |
| | VP, Patient Experience | \$207,549 | \$207,549 | | | MGR | |
| 1B | | | | | | | |
| | Chief Counsel | \$271,625 | \$271,625 | | | MGR | |
| | Deputy Chief Counsel | \$268,515 | \$268,515 | | | MGR | |
| | Univ Director | \$117,824 | \$244,890 | | | MGR | |
| | Sr. Director, Nursing | \$220,303 | \$221,636 | | | MGR | |
| | Nursing Director | \$153,750 | \$215,098 | | | MGR | |
| | Senior Director - Budget | \$199,080 | \$199,080 | | | MGR | |
| | Sr Director, Finance/Adm,SOM | \$197,291 | \$197,291 | | | MGR | |
| | Sr Assoc Healthcare Counsel | \$179,375 | \$187,447 | | | CFD | |
| | Associate Healthcare Counsel | \$143,500 | \$143,500 | | | CFD | |
| | Director, Info Technology | \$146,744 | \$181,154 | | | MGR | |
| | Associate Director | \$110,700 | \$177,952 | | | MGR | |
| | Director, Radiation Safety/EOC | \$173,371 | \$173,371 | | | MGR | |
| | Director, Strategic Projects | \$159,744 | \$159,744 | | | MGR | |
| | Administrative Director | \$105,575 | \$152,061 | | | MGR | |
| | Director, Emergency Preparedne | \$149,672 | \$149,672 | | | MGR | |
| | Director, Ambulatory Access In | \$135,979 | \$135,979 | | | MGR | |
| | Director, Procurement | \$135,098 | \$135,098 | | | MGR | |
| 1C | | | | | | | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|--------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Medical Physicist | \$267,180 | \$272,896 | | | MGR | |
| | Program Director | \$185,764 | \$192,477 | | | MGR | |
| | Chief Clinical Engineer | \$155,527 | \$155,527 | | | MGR | |
| | Pharmacy Manager | \$153,750 | \$153,750 | | | MGR | |
| | Nurse Manager | \$140,364 | \$169,490 | | | MGR | |
| | UHPC-4/Dept Manager | \$138,233 | \$138,233 | | | MGR | |
| | Director, Logistics Management | \$137,234 | \$137,234 | | | MGR | |
| | Manager, Respiratory Svcs | \$133,891 | \$133,891 | | | MGR | |
| | Manager, Diagnostic Imaging | \$132,609 | \$132,609 | | | MGR | |
| | Mgr, Patient Financial Svcs | \$114,800 | \$115,682 | | | MGR | |
| | Academic Admin Manager | \$112,468 | \$119,035 | | | MGR | |
| | Univ Asst Director | \$111,397 | \$111,397 | | | MGR | |
| | Manager, Patient Access | \$107,113 | \$107,113 | | | MGR | |
| | Administrative Manager | \$98,255 | \$143,531 | | | MGR | |
| | Program Manager-Risk Mngmnt | \$107,242 | \$107,242 | | | CFD | |
| | Business Services Manager | \$107,113 | \$107,113 | | | CFD | |
| | Academic Program Coord | \$102,500 | \$102,500 | | | CFD | |
| | UHP President | \$148,283 | \$148,283 | \$112,154 | \$148,283 | UH 16 | |
| | Asst Director, Design Svcs | \$142,293 | \$142,293 | \$108,098 | \$142,293 | UH 15 | |
| | Information Tech Manager (RC) | \$134,722 | \$142,293 | \$108,098 | \$142,293 | UH 15 | |
| | Asst Director, Fac Bus Svcs | \$136,344 | \$136,344 | \$104,166 | \$136,344 | UH 14 | |
| | Finance Manager | \$111,301 | \$136,344 | \$104,166 | \$136,344 | UH 14 | |
| | Asst Dir, Procurement Systems | \$132,787 | \$132,787 | \$104,166 | \$136,344 | UH 14 | |
| | Rehab Svcs Operations Mngr | \$125,611 | \$132,787 | \$104,166 | \$136,344 | UH 14 | |
| | Asst Director/Supply Chain Ops | \$122,054 | \$122,054 | \$104,166 | \$136,344 | UH 14 | |
| | Asst Director, Lab Animal Care | \$130,374 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Asst Director, Multimedia Svcs | \$116,938 | \$116,938 | \$100,048 | \$130,374 | UH 13 | |
| | UHP Vice President | \$113,526 | \$113,526 | \$100,048 | \$130,374 | UH 13 | |
| | Operations Mngr-Facilities Svc | \$111,717 | \$124,384 | \$95,888 | \$124,384 | UH 12 | |
| | Clinical Practice Manager 2 | \$91,624 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Clinical Practice Manager 1 | \$87,214 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Business Services Manager | \$87,214 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Academic Computing Spec III | \$90,459 | \$90,459 | \$77,875 | \$100,485 | UH 08 | |
| 2 - FACULTY | | | | | | | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| 2A | | | | | | | |
| | Head of Dept/Clinical | \$291,867 | \$943,122 | | | FAC | |
| | Head of Dept/Basic Sci | \$230,625 | \$355,177 | | | FAC | |
| 2B | | | | | | | |
| | Professor/Clinical | \$158,195 | \$983,901 | | | FAC | |
| | University Professor | \$768,533 | \$768,533 | | | FAC | |
| | Professor/Visiting | \$375,000 | \$520,000 | | | FAC | |
| | Professor/Basic Sci | \$162,805 | \$365,000 | | | FAC | |
| 2C | | | | | | | |
| | Assoc Prof/Clinical | \$117,000 | \$682,952 | | | FAC | |
| | Assoc Prof/Visiting | \$235,000 | \$650,000 | | | FAC | |
| | Assoc Prof/Basic Sci | \$119,693 | \$367,374 | | | FAC | |
| 2D | | | | | | | |
| | Asst Prof/Clinical | \$92,466 | \$574,817 | | | FAC | |
| | Asst Prof/Basic Sci | \$75,128 | \$180,000 | | | FAC | |
| 2E | | | | | | | |
| | Instructor/Clinical | \$85,820 | \$160,889 | | | FAC | |
| | Instructor/Basic Sci | \$60,000 | \$105,000 | | | FAC | |
| | | | | | | | |
| 3 - PROFESSIONAL NON-FACULTY | | | | | | | |
| 3A | Staff Nurse CN4 | \$118,456 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Clin Sys/Informatics Analyst | \$106,475 | \$106,475 | \$91,624 | \$118,456 | UH 11 | |
| | Staff Nurse CN3 | \$95,597 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Staff Nurse CN3 - Outpatient | \$112,466 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Staff Nurse CN2 | \$82,576 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Staff Nurse CN2 - Outpatient | \$82,576 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Staff Nurse CN1 | \$77,875 | \$77,875 | \$77,875 | \$100,485 | UH 08 | |
| | Research Nurse | \$75,483 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| 3B | | | | | | | |
| | Administrative Supv, Nursing | \$125,611 | \$136,344 | \$104,166 | \$136,344 | UH 14 | |
| | Asst Nursing Manager | \$117,832 | \$126,776 | \$99,944 | \$126,776 | UA 11 | |
| | Asst Nursing Manager | \$103,917 | \$120,786 | \$95,534 | \$120,786 | UA 10 | |
| | Asst Nursing Manager | \$96,262 | \$114,754 | \$90,896 | \$126,776 | UA 09 | |
| | | | | | | | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|--------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| 3C | | | | | | | |
| | Nurse Anesthetist | \$201,968 | \$208,499 | \$149,219 | \$208,499 | UH 22 | |
| | Clinical Nurse Specialist | \$100,048 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Infection Control Specialist 2 | \$130,374 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Supvr, Clinical Case Manager | \$120,307 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Clinical Program Coordinator | \$95,888 | \$118,019 | \$95,888 | \$124,384 | UH 12 | |
| | Clinical Case Manager | \$94,578 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Lactation Nurse | \$101,171 | \$106,870 | \$87,214 | \$112,466 | UH 10 | |
| | Wound & Ostomy Nurse | \$92,768 | \$101,171 | \$87,214 | \$112,466 | UH 10 | |
| | Clinical Patient Navigator | \$87,942 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Clinical Nurse Consultant | \$114,950 | \$114,950 | | | CFD | |
| | | | | | | | |
| 3D | | | | | | | |
| | Clinical Radiologic Supvr | \$102,211 | \$124,384 | \$95,888 | \$124,384 | UH 12 | |
| | Mobile Intensive Care Coord Su | \$118,456 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Rehabilitation Services Supvr | \$112,466 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Social Work Supervisor | \$115,440 | \$115,440 | \$91,624 | \$118,456 | UH 11 | |
| | Cytology General Supervisor | \$115,440 | \$115,440 | \$91,624 | \$118,456 | UH 11 | |
| | Clinical Lab Supervisor | \$95,867 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Histology Supervisor | \$106,434 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Oral and Max Radiologic Supvr | \$92,934 | \$92,934 | \$77,875 | \$100,485 | UH 08 | |
| | | | | | | | |
| 3E | | | | | | | |
| | Clinical Perfusionist Coord | \$208,499 | \$208,499 | \$149,219 | \$208,499 | UH 22 | |
| | Clinical Perfusionist | \$208,499 | \$208,499 | \$149,219 | \$208,499 | UH 22 | |
| | Lead Physician Assistant | \$155,917 | \$174,138 | \$133,078 | \$174,138 | UL 18 | |
| | Pharmacy Clinical Coord | \$140,962 | \$163,738 | \$122,678 | \$163,738 | UH 18 | |
| | Physician Assistant | \$122,678 | \$163,738 | \$122,678 | \$163,738 | UH 18 | |
| | Procurement & Inv Pharmacist | \$159,182 | \$159,182 | \$122,678 | \$163,738 | UH 18 | |
| | Informatics Pharmacist | \$151,050 | \$155,293 | \$117,187 | \$155,293 | UH 17 | |
| | Pharmacist-UHP | \$116,168 | \$148,283 | \$112,154 | \$148,283 | UH 16 | |
| | Medical Dosimetrist | \$124,176 | \$148,283 | \$112,154 | \$148,283 | UH 16 | |
| | Lead Pathologists' Assistant | \$136,344 | \$136,344 | \$104,166 | \$136,344 | UH 14 | |
| | Diabetes Education Program Co | \$130,374 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Ergonomist | \$126,984 | \$126,984 | \$100,048 | \$130,374 | UH 13 | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|-------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Pathologists' Assistant | \$113,526 | \$113,526 | \$100,048 | \$130,374 | UH 13 | |
| | Speech Pathologist | \$95,597 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Quality Assurance Specialist | \$92,768 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Research Facilitator | \$92,768 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Diabetes Educator | \$112,466 | \$112,466 | \$91,624 | \$118,456 | UH 11 | |
| | Chemical Safety Officer | \$109,512 | \$109,512 | \$91,624 | \$118,456 | UH 11 | |
| | Mental Health Clinician | \$87,942 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Occupational Therapist 2-UHP | \$85,446 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Physical Therapist 2 - UHP | \$77,875 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Poison Information Spec | \$82,930 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Clinical Documentation Spec | \$100,485 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Neonatal Spec Resp Care | \$92,934 | \$92,934 | \$77,875 | \$100,485 | UH 08 | |
| | Therapeutic Recreation Spec | \$90,459 | \$90,459 | \$77,875 | \$100,485 | UH 08 | |
| | Patient Instructor Trainer | \$82,597 | \$82,597 | \$73,050 | \$94,536 | UH 07 | |
| | Athletic Trainer | \$63,294 | \$69,722 | \$63,294 | \$82,576 | UH 05 | |
| 3F | | | | | | | |
| | Clinical Research Assoc 2 | \$100,048 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Research Associate 2 | \$100,048 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Clinical Research Assoc 1 | \$87,214 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| 3F | Research Associate 1 | \$87,214 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Clinical Research Asst 3 | \$82,930 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Research Assistant 3 | \$77,875 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Research Analyst | \$74,963 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Clinical Research Asst 2 | \$68,162 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Research Assistant 2 | \$68,162 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Research Assistant 1 | \$58,552 | \$76,586 | \$58,552 | \$76,586 | UH 04 | |
| | Clinical Research Asst 1 | \$58,552 | \$68,578 | \$58,552 | \$76,586 | UH 04 | |
| 3G | | | | | | | |
| | Cytotechnologist | \$106,434 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Lead Diag Med Sonography Tech | \$101,150 | \$101,150 | \$82,576 | \$106,434 | UH 09 | |
| | Medical Technologist 2 | \$80,413 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Histotechnologist | \$80,413 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Medical Technologist 1 | \$68,162 | \$72,779 | \$68,162 | \$88,546 | UH 06 | |
| 3H | | | | | | | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|--------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Supervising Accountant - UHP | \$99,050 | \$124,384 | \$95,888 | \$124,384 | UH 12 | |
| | Reimbursement Analyst 2 | \$94,578 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Staff Accountant 3 | \$87,942 | \$95,867 | \$82,576 | \$106,434 | UH 09 | |
| | Supv Patient Svcs Accts | \$77,875 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Supervisor, Patient Access | \$80,413 | \$95,451 | \$77,875 | \$100,485 | UH 08 | |
| | Reimbursement Analyst 1 | \$75,483 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| | Fiscal Coordinator | \$73,050 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| | Staff Accountant 2 | \$73,050 | \$92,165 | \$73,050 | \$94,536 | UH 07 | |
| | Financial Aid Officer | \$77,813 | \$77,813 | \$73,050 | \$94,536 | UH 07 | |
| | Staff Accountant 1 | \$70,450 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Patient Svcs Accounts Coord | \$63,294 | \$76,170 | \$63,294 | \$82,576 | UH 05 | |
| | Internal Auditor - Medical | \$101,757 | \$101,757 | \$74,683 | \$112,025 | CF06 | |
| | Administrative Financial Coord | \$80,334 | \$80,334 | \$66,193 | \$99,289 | CF 04 | |
| | Assoc Accountant | \$115,710 | \$115,710 | \$89,981 | \$115,710 | | AR 26 |
| | Grants & Contracts Specialist | \$115,710 | \$115,710 | \$89,981 | \$115,710 | | AR 26 |
| | Fiscal Admin Off | \$100,838 | \$100,838 | \$78,000 | \$100,838 | | AR 23 |
| | Accountant | \$78,000 | \$92,206 | \$78,000 | \$100,838 | | AR 23 |
| 31 | | | | | | | |
| | Librarian 4 | \$106,829 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Coding & Documnt Integrity Mgr | \$130,374 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Sponsored Program Specialist | \$102,211 | \$124,384 | \$95,888 | \$124,384 | UH 12 | |
| | Procurement Contract Spec | \$105,394 | \$121,243 | \$95,888 | \$124,384 | UH 12 | |
| | Community Health Prog Supvr | \$100,506 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Research Compliance Monitor 2 | \$118,456 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Clin Simulation CTR Coordinato | \$112,466 | \$112,466 | \$91,624 | \$118,456 | UH 11 | |
| | Interpreter Services Coord | \$112,466 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | UCH Communications Specialist | \$112,466 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Student Affairs Officer | \$101,171 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Academic Curric Coordinator | \$92,768 | \$106,870 | \$87,214 | \$112,466 | UH 10 | |
| | Librarian 3 | \$95,597 | \$98,405 | \$87,214 | \$112,466 | UH 10 | |
| | Educ & Development Spec. | \$101,150 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Research Compliance Monitor 1 | \$93,205 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Program Manager | \$101,150 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Healthcare Data Analyst | \$85,238 | \$98,530 | \$82,576 | \$106,434 | UH 09 | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|---------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Lead Coding Trainer | \$98,530 | \$98,530 | \$82,576 | \$106,434 | UH 09 | |
| | Pharmacy Quality Specialist | \$90,584 | \$90,584 | \$82,576 | \$106,434 | UH 09 | |
| | Administrative Officer | \$77,875 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Employee Assistance Counselor | \$100,485 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Coding Trainer | \$77,875 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Procurement Financial Officer | \$98,010 | \$98,010 | \$77,875 | \$100,485 | UH 08 | |
| | Spvr, Medical Coding & Training | \$90,459 | \$90,459 | \$77,875 | \$100,485 | UH 08 | |
| | Chaplain | \$85,446 | \$85,446 | \$77,875 | \$100,485 | UH 08 | |
| | Comm Based Educ Spec | \$80,246 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| | Practice Relations Liaison | \$77,813 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| | Med Materials Mngmnt Supvr | \$88,546 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Medical Records Supervisor | \$88,546 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Childcare Head Teacher | \$82,576 | \$82,576 | \$63,294 | \$82,576 | UH 05 | |
| | Sr Labor Relations Specialist | \$155,708 | \$155,708 | | | CFD | |
| | Assoc Compliance Officer | \$112,468 | \$145,277 | | | CFD | |
| | HR Consultant | \$101,757 | \$124,687 | | | CFD | |
| | Human Resources Specialist 3 | \$96,742 | \$114,508 | | | CFD | |
| | Strategic Planner | \$119,700 | \$119,700 | | | CFD | |
| | EEO Investigator | \$113,849 | \$113,849 | | | CFD | |
| 3I | Talent Acquisition Specialist | \$88,542 | \$105,933 | | | CFD | |
| | Executive Staff Asst | \$86,756 | \$86,756 | | | CFD | |
| | Administrative Officer | \$97,110 | \$101,757 | | | CFD | |
| | Executive Assist to Dean-SOM | \$100,740 | \$100,740 | | | CFD | |
| | Human Resources Specialist 2 | \$79,529 | \$88,542 | | | CFD | |
| | Human Resources Specialist 2 | \$76,550 | \$90,815 | \$61,911 | \$92,867 | CF 3 | |
| | PI Project Leader | \$146,880 | \$146,880 | \$87,043 | \$130,565 | CF 09 | |
| | Executive Staff Asst | \$83,548 | \$103,951 | \$82,978 | \$124,466 | CF 08 | |
| | Labor Relations Specialist | \$131,200 | \$131,200 | \$82,978 | \$124,466 | CF 08 | |
| | Human Resources Specialist 3 | \$102,500 | \$118,218 | \$78,858 | \$118,288 | CF 07 | |
| | Labor Relations Specialist | \$131,200 | \$131,200 | \$74,683 | \$112,025 | CF 06 | |
| | Human Resources Specialist 3 | \$113,799 | \$113,799 | \$74,683 | \$112,025 | CF 06 | |
| | Assistant Privacy Officer | \$103,525 | \$108,897 | \$74,683 | \$112,025 | CF 06 | |
| | Human Resources Specialist 2 | \$88,542 | \$88,542 | \$74,683 | \$112,025 | CF 06 | |
| | Labor Relations Coordinator | \$73,544 | \$73,544 | \$74,683 | \$112,025 | CF 06 | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|--------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Compliance Specialist | \$91,786 | \$102,500 | \$74,683 | \$112,025 | CF 06 | |
| 3J | | | | | | | |
| | Asst Radiation Safety Officer | \$106,434 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Admin and Clin Research Coord | \$98,010 | \$98,010 | \$77,875 | \$100,485 | UH 08 | |
| | Librarian 2 | \$80,413 | \$82,930 | \$77,875 | \$100,485 | UH 08 | |
| | Adm Program Coordinator | \$73,050 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| | Web and Marketing Assoc | \$73,050 | \$80,246 | \$73,050 | \$94,536 | UH 07 | |
| | Engineer 1 | \$75,483 | \$80,246 | \$73,050 | \$94,536 | UH 07 | |
| | Childcare Teacher | \$49,525 | \$64,688 | \$49,525 | \$64,688 | UH 02 | |
| | Adm Program Coordinator | \$102,530 | \$102,530 | | | CFD | |
| | Human Resources Specialist 1 | \$70,039 | \$80,334 | | | CFD | |
| | Adm Program Coordinator | \$85,690 | \$85,690 | \$82,978 | \$124,466 | CF 08 | |
| | Adm Program Coordinator | \$79,741 | \$79,741 | \$78,858 | \$118,288 | CF 07 | |
| 3K | | | | | | | |
| | Behavioral Health Program Mgr | \$110,136 | \$110,136 | \$100,048 | \$130,374 | UH 13 | |
| | Social Worker 2 | \$85,238 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| 3L | | | | | | | |
| | IT Project Manager | \$132,226 | \$148,283 | \$112,154 | \$148,283 | UH 16 | |
| | Project Manager 2, Campus Plan | \$123,323 | \$142,293 | \$108,098 | \$142,293 | UH 15 | |
| | Application Analyst 3 | \$122,054 | \$136,344 | \$104,166 | \$136,344 | UH 14 | |
| | Infrastructure Architect | \$107,723 | \$136,344 | \$104,166 | \$136,344 | UH 14 | |
| | Application Architect | \$122,054 | \$136,344 | \$104,166 | \$136,344 | UH 14 | |
| 3L | Biomedical Cybersecurity Engin | \$114,878 | \$114,878 | \$104,166 | \$136,344 | UH 14 | |
| | Application Analyst 2 | \$106,829 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Application Developer 3 | \$116,938 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Systems Manager | \$103,438 | \$130,374 | \$100,048 | \$130,374 | UH 13 | |
| | Electrical Engineer | \$124,384 | \$124,384 | \$95,888 | \$124,384 | UH 12 | |
| | Instructional Design Spec | \$111,716 | \$124,384 | \$95,888 | \$124,384 | UH 12 | |
| | Epic Training Coordinator | \$105,394 | \$121,243 | \$95,888 | \$124,384 | UH 12 | |
| | Facilities Engineer | \$102,211 | \$102,211 | \$95,888 | \$124,384 | UH 12 | |
| | Training Specialist | \$106,475 | \$106,475 | \$91,624 | \$118,456 | UH 11 | |
| | Application Analyst 1 | \$91,624 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Principal Trainer | \$91,624 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Business System Analyst | \$91,624 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|-------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Legal Contract Specialist 2 | \$115,440 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Technical Analyst 3 | \$100,506 | \$109,512 | \$91,624 | \$118,456 | UH 11 | |
| | Technical Analyst 2 | \$92,768 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Application Developer 2 | \$87,214 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Web Communication Officer 2 | \$112,466 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Digital Marketing Specialist | \$92,768 | \$92,768 | \$87,214 | \$112,466 | UH 10 | |
| | Project Planning Coordinator | \$85,238 | \$85,238 | \$82,576 | \$106,434 | UH 09 | |
| | Technical Analyst 1 | \$77,875 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Admin & Clin Sys Coord | \$82,930 | \$95,451 | \$77,875 | \$100,485 | UH 08 | |
| | Web Communication Officer 1 | \$92,165 | \$92,165 | \$73,050 | \$94,536 | UH 07 | |
| | Social Media Specialist | \$80,246 | \$80,246 | \$73,050 | \$94,536 | UH 07 | |
| | Application Developer 1 | \$73,050 | \$73,050 | \$73,050 | \$94,536 | UH 07 | |
| | HRIS Administrator | \$107,322 | \$119,533 | | | CFD | |
| | HRIS Specialist 2 | \$90,360 | \$90,360 | | | CFD | |
| | Performance Improvement Spec | \$127,116 | \$127,116 | \$82,978 | \$124,466 | CF 08 | |
| | Instructional Design Spec | \$109,894 | \$109,894 | \$74,683 | \$112,025 | CF 06 | |
| | | | | | | | |
| 3M | | | | | | | |
| | Lead Nurse Anesthetist | \$218,899 | \$218,899 | \$159,619 | \$218,899 | UL 22 | |
| | Lead Nurse Practitioner | \$151,362 | \$174,138 | \$133,078 | \$174,138 | UL 18 | |
| | Nurse Practitioner | \$122,678 | \$163,738 | \$122,678 | \$163,738 | UH 18 | |
| 4 - CLERICAL & SECRETARIAL | | | | | | | |
| 4A | | | | | | | |
| | Office Assistant | \$48,194 | \$63,232 | \$48,194 | \$63,232 | | CL 13 |
| 4B | | | | | | | |
| | | | | | | | |
| 4B | Patient Svcs Representative | \$53,914 | \$70,616 | \$53,914 | \$70,616 | UH 03 | |
| | Patient Access Representative | \$55,786 | \$70,616 | \$53,914 | \$70,616 | UH 03 | |
| | | | | | | | |
| 4C | | | | | | | |
| | Unit Supervisor | \$62,629 | \$62,629 | \$60,611 | \$78,645 | | CL 18 |
| | Head Clerk | \$54,392 | \$54,392 | \$52,541 | \$68,910 | | CL 15 |
| | Clerk Typist | \$43,202 | \$54,621 | \$43,202 | \$54,621 | | CL 10 |
| | Clerk | \$40,976 | \$49,962 | \$40,976 | \$51,293 | | CL 08 |
| 4D | | | | | | | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|--------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Executive Assistant | \$68,162 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Adm Fiscal Assistant | \$63,294 | \$82,576 | \$63,294 | \$82,576 | UH 05 | |
| | Supply Coordinator | \$60,549 | \$74,630 | \$58,552 | \$76,586 | UH 04 | |
| | Lead ED Admissions Specialist | \$70,574 | \$70,574 | \$58,552 | \$76,586 | UH 04 | |
| | Accounts Receivable Collector | \$53,914 | \$70,616 | \$53,914 | \$70,616 | UH 03 | |
| | E.D. Admissions Specialist | \$53,914 | \$70,616 | \$53,914 | \$70,616 | UH 03 | |
| | Human Resources Assistant | \$49,525 | \$64,688 | \$49,525 | \$64,688 | UH 02 | |
| | Fiscal Assistant | \$51,230 | \$56,243 | \$49,525 | \$64,688 | UH 02 | |
| | Executive Assistant | \$66,498 | \$98,719 | | | CFD | |
| | UCH Ld Communications Operator | \$64,155 | \$64,155 | \$60,278 | \$78,042 | | TC 17 |
| | UCH Communications Operator | \$49,199 | \$61,818 | \$52,478 | \$68,536 | | TC 14 |
| | Mail Handler | \$48,399 | \$54,971 | \$46,301 | \$58,635 | | TC 11 |
| | Secretary 2 | \$58,906 | \$71,989 | \$55,037 | \$71,989 | | CL 16 |
| | Spec Secretary (Medical) | \$67,122 | \$68,910 | \$52,541 | \$68,910 | | CL 15 |
| | Medical Records Clerk | \$49,837 | \$63,232 | \$48,194 | \$63,232 | | CL 13 |
| | Cash Accounting Clerk | \$45,802 | \$45,802 | \$45,802 | \$58,323 | | CL 12 |
| | Telecom Operator | \$44,470 | \$56,410 | \$44,470 | \$56,410 | | CL 11 |
| | Data Entry Oper 1 | \$49,525 | \$49,525 | \$44,470 | \$56,410 | | CL 11 |
| | Univ Helper | \$36,483 | \$43,971 | \$36,483 | \$43,971 | | CL 04 |
| | Fiscal Admin Asst | \$83,637 | \$83,637 | \$65,728 | \$83,637 | | AR 19 |
| 4E | | | | | | | |
| | Adm Program Assistant 1 | \$49,525 | \$64,688 | \$49,525 | \$64,688 | UH 02 | |
| 4F | | | | | | | |
| | Adm Program Assistant 2 | \$58,552 | \$76,586 | \$58,552 | \$76,586 | UH 04 | |
| | Adm Program Assistant 2 | \$68,544 | \$69,088 | | | CFD | |
| 4G | | | | | | | |
| | Clinic Office Assistant | \$49,525 | \$64,688 | \$49,525 | \$64,688 | UH 02 | |
| | | | | | | | |
| | | | | | | | |
| 5 - TECHNICAL & PARAPROFESSIONAL | | | | | | | |
| 5A | Pulmonary Coordinator | \$100,485 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Clinical Coordinator 2 | \$80,413 | \$98,010 | \$77,875 | \$100,485 | UH 08 | |
| | Community Health Specialist | \$82,597 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|--------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Credentialed Trainer | \$70,450 | \$86,320 | \$68,162 | \$88,546 | UH 06 | |
| | Pulmonary Function Spec | \$80,475 | \$82,576 | \$63,294 | \$82,576 | UH 05 | |
| | Community Health Worker | \$63,294 | \$80,475 | \$63,294 | \$82,576 | UH 05 | |
| | Respiratory Therapist Supv | \$116,584 | \$116,584 | \$86,362 | \$116,584 | | FK 25 |
| | Lead Respiratory Therapist | \$95,680 | \$103,646 | \$78,582 | \$106,413 | | FK 23 |
| | Respiratory Therapist | \$69,659 | \$92,435 | \$69,659 | \$92,435 | | FK 20 |
| 5B | | | | | | | |
| | Radiation Therapy Supervisor | \$124,384 | \$124,384 | \$95,888 | \$124,384 | UH 12 | |
| | Lead Cardiac/Vascular Sngraphr | \$118,456 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Telecommunication Analyst/Coor | \$118,456 | \$118,456 | \$91,624 | \$118,456 | UH 11 | |
| | Cardiac/Vascular Sonographer | \$87,214 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Lead Nuclear Med Tech | \$112,466 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Radiation Therapy Technologist | \$87,214 | \$112,466 | \$87,214 | \$112,466 | UH 10 | |
| | Lead Radiologic Technologist | \$85,238 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Lead Diagnostic Medical Sonogr | \$106,434 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Biomedical Tech Specialist | \$95,867 | \$103,792 | \$82,576 | \$106,434 | UH 09 | |
| | Safety & QA Officer | \$87,942 | \$103,792 | \$82,576 | \$106,434 | UH 09 | |
| | Nuclear Medicine Technologist | \$82,576 | \$101,150 | \$82,576 | \$106,434 | UH 09 | |
| | Lead Computed Tomography Tech | \$101,150 | \$101,150 | \$82,576 | \$106,434 | UH 09 | |
| | Ld Mag Resonance Imagng Tech 2 | \$98,530 | \$98,530 | \$82,576 | \$106,434 | UH 09 | |
| | Bone Densitometry Technologist | \$100,485 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Mammography Technologist 2 | \$80,413 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | DM Sonography Technlgst 2 | \$80,413 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| 5B | Intrventnl/Spec Procedure Tech | \$100,485 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Mag Resonance Imaging Tech 2 | \$77,875 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | Embalmer/Coordinator | \$98,010 | \$98,010 | \$77,875 | \$100,485 | UH 08 | |
| | Computed Tomography (CT) Tech2 | \$85,446 | \$98,010 | \$77,875 | \$100,485 | UH 08 | |
| | Mag Resonance Imagng Tech 1 | \$75,483 | \$75,483 | \$73,050 | \$94,536 | UH 07 | |
| | Biomedical Technician 2 | \$75,483 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| | Cardiovascular Technologist 2 | \$94,536 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| | DM Sonography Technlgst 1 | \$89,794 | \$89,794 | \$73,050 | \$94,536 | UH 07 | |
| | Computed Tomography Tech 1 | \$75,483 | \$75,483 | \$73,050 | \$94,536 | UH 07 | |
| | Diagnostic Rad Tech | \$68,162 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Spec Dental Lab Tech | \$70,450 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|-------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Cardiovascular Technologist 1 | \$88,546 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Autopsy/Pathology Technician | \$76,170 | \$76,170 | \$63,294 | \$82,576 | UH 05 | |
| | Veterinary Technologist | \$71,926 | \$71,926 | \$63,294 | \$82,576 | UH 05 | |
| | Phlebotomy/Central Proc Coord | \$65,478 | \$74,027 | \$63,294 | \$82,576 | UH 05 | |
| | Cast Technician | \$66,581 | \$76,586 | \$58,552 | \$76,586 | UH 04 | |
| | Medical Laboratory Technician | \$76,586 | \$76,586 | \$58,552 | \$76,586 | UH 04 | |
| | Neurodiagnostic Tech | \$68,578 | \$76,586 | \$58,552 | \$76,586 | UH 04 | |
| | Lead Ophthalmology Technician | \$74,630 | \$76,586 | \$58,552 | \$76,586 | UH 04 | |
| | BioMedical Technician I | \$58,552 | \$58,552 | \$58,552 | \$76,586 | UH 04 | |
| | Cardiac Testing Tech | \$57,616 | \$70,616 | \$53,914 | \$70,616 | UH 03 | |
| | Ophthalmology Technician | \$63,190 | \$70,616 | \$53,914 | \$70,616 | UH 03 | |
| | Clinical Research Technician | \$53,914 | \$53,914 | \$53,914 | \$70,616 | UH 03 | |
| | Research Technician | \$45,531 | \$54,330 | \$45,531 | \$58,698 | UH 01 | |
| | Electronic Integrated Control | \$72,599 | \$78,956 | \$72,925 | \$93,080 | | TC 21 |
| | Dental Lab Tech 2 | \$88,338 | \$88,338 | \$66,290 | \$88,338 | | FK 19 |
| | Surgical Technologist 2 | \$63,211 | \$82,285 | \$63,211 | \$84,490 | | FK 18 |
| | MH Asst 1 | \$65,848 | \$65,848 | \$57,366 | \$77,272 | | FK 16 |
| | OR/Anesthesia Tech | \$56,056 | \$70,803 | \$52,229 | \$70,803 | | FK 14 |
| | Cntrl Sterile Proc Instr Spec | \$49,920 | \$67,808 | \$49,920 | \$67,808 | | FK 13 |
| 5C | | | | | | | |
| | EHS Specialist 2 | \$92,934 | \$100,485 | \$77,875 | \$100,485 | UH 08 | |
| | EHS Specialist 1 | \$87,381 | \$87,381 | \$73,050 | \$94,536 | UH 07 | |
| | Dental Simulation Lab Coord | \$87,381 | \$87,381 | \$73,050 | \$94,536 | UH 07 | |
| | Purchasing and Inventory Spec | \$77,813 | \$80,246 | \$73,050 | \$94,536 | UH 07 | |
| | Interpreter Deaf/Hard of Hear | \$88,546 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Dental Auxiliary Instructor | \$63,294 | \$82,576 | \$63,294 | \$82,576 | UH 05 | |
| | Preclinical Educ Specialist | \$69,722 | \$69,722 | \$63,294 | \$82,576 | UH 05 | |
| | Information Specialist | \$60,549 | \$60,549 | \$58,552 | \$76,586 | UH 04 | |
| | Coding Reimbursement Spec | \$53,914 | \$70,616 | \$53,914 | \$70,616 | UH 03 | |
| | Laboratory Assistant 3 | \$77,272 | \$77,272 | \$57,366 | \$77,272 | | FK 16 |
| | Pharmacy Technician Coord | \$54,725 | \$68,307 | \$54,725 | \$73,944 | | FK 15 |
| | Laboratory Assistant 2 | \$49,920 | \$67,808 | \$49,920 | \$67,808 | | FK 13 |
| | Pharmacy Technician | \$49,920 | \$64,314 | \$49,920 | \$67,808 | | FK 13 |
| | Laboratory Assistant | \$45,802 | \$45,802 | \$45,802 | \$60,382 | | FK 11 |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|-------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Phlebotomist - 1199 | \$45,802 | \$52,832 | \$45,802 | \$60,382 | | FK 11 |
| | Diagnostic Imaging Assistant | \$38,896 | \$42,869 | \$38,896 | \$49,878 | | FK 07 |
| | Med Rec Spec 2 | \$64,646 | \$64,646 | \$60,611 | \$78,645 | | CL 18 |
| | Med Rec Spec 1 | \$50,294 | \$62,546 | \$50,294 | \$65,978 | | CL 14 |
| 5D | | | | | | | |
| | Medical Assistant | \$53,914 | \$70,616 | \$53,914 | \$70,616 | UH 03 | |
| | | | | | | | |
| 5E | Audio Visual (AV) Specialist | \$100,506 | \$100,506 | \$91,624 | \$118,456 | UH 11 | |
| | Research Database Manager | \$82,930 | \$82,930 | \$77,875 | \$100,485 | UH 08 | |
| | Multimedia Specialist 2 | \$77,813 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| | Desktop Technician II | \$73,050 | \$94,536 | \$73,050 | \$94,536 | UH 07 | |
| | Art Designer | \$87,381 | \$87,381 | \$73,050 | \$94,536 | UH 07 | |
| | Library Technician 2 | \$72,779 | \$88,546 | \$68,162 | \$88,546 | UH 06 | |
| | Lead Med Records Coding Tech | \$72,779 | \$84,032 | \$68,162 | \$88,546 | UH 06 | |
| | Associate Editor | \$70,450 | \$70,450 | \$68,162 | \$88,546 | UH 06 | |
| | Systems Coordinator | \$65,478 | \$82,576 | \$63,294 | \$82,576 | UH 05 | |
| | Medical Records Coding Tech 2 | \$67,621 | \$80,475 | \$63,294 | \$82,576 | UH 05 | |
| | Clinical Coordinator | \$63,294 | \$76,170 | \$63,294 | \$82,576 | UH 05 | |
| | Payroll Coordinator | \$71,926 | \$71,926 | \$63,294 | \$82,576 | UH 05 | |
| | Desktop Technician I | \$58,552 | \$72,550 | \$58,552 | \$76,586 | UH 04 | |
| | Human Resources Associate | \$58,552 | \$68,578 | \$58,552 | \$76,586 | UH 04 | |
| | Multimedia Specialist 1 | \$68,578 | \$68,578 | \$58,552 | \$76,586 | UH 04 | |
| 5E | Library Technician 1 | \$58,552 | \$60,549 | \$58,552 | \$76,586 | UH 04 | |
| | Visual Media Designer | \$60,549 | \$60,549 | \$58,552 | \$76,586 | UH 04 | |
| | Medical Records Coding Tech 1 | \$59,488 | \$70,616 | \$53,914 | \$70,616 | UH 03 | |
| | UCH Paralegal Specialist | \$108,179 | \$108,179 | | | CFD | |
| | HR Coordinator | \$83,556 | \$83,556 | | | CFD | |
| | Human Resources Associate | \$67,240 | \$70,039 | | | CFD | |
| 5F | | | | | | | |
| | Dental Hygienist | \$65,478 | \$76,170 | \$63,294 | \$82,576 | UH 05 | |
| | Lead Dental Asst | \$63,419 | \$75,254 | \$57,366 | \$77,272 | | FK 16 |
| | Dental Asst | \$52,229 | \$70,803 | \$52,229 | \$70,803 | | FK 14 |
| 6 - SKILL CRAFTS | | | | | | | |
| 6A | Qual Crft Wrkr-Lock | \$72,209 | \$79,872 | \$66,269 | \$85,197 | | TC 19 |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|-------------------------------|--------------------|-----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | Qual Crft Wrkr-Elect | \$62,127 | \$79,872 | \$66,269 | \$85,197 | | TC 19 |
| | Qual Crft Wrkr-HVACR | \$64,155 | \$79,872 | \$66,269 | \$85,197 | | TC 19 |
| | Qual Crft Wrkr-Plumber | \$62,127 | \$72,209 | \$66,269 | \$85,197 | | TC 19 |
| | Qual Crft Wrkr-A&E Mech | \$64,155 | \$64,155 | \$66,269 | \$85,197 | | TC 19 |
| | Qual Crft Wrkr-Painter | \$63,200 | \$76,440 | \$63,253 | \$81,536 | | TC 18 |
| | Qual Crft Wrkr-Carpenter | \$63,200 | \$67,119 | \$63,253 | \$81,536 | | TC 18 |
| | Skilled Maintainer | \$52,689 | \$64,253 | \$52,478 | \$68,536 | | TC 14 |
| | | | | | | | |
| 7 - SERVICE | | | | | | | |
| 7A | | | | | | | |
| | Bldg & Grnds Patrol Off | \$57,970 | \$57,970 | \$50,918 | \$64,251 | | PS 05 |
| 7B | | | | | | | |
| | Supervising Custodian | \$56,199 | \$64,253 | \$52,478 | \$68,536 | | TC 14 |
| | Lead Custodian | \$44,597 | \$49,745 | \$46,301 | \$58,635 | | TC 11 |
| | Custodian | \$41,067 | \$51,305 | \$43,805 | \$54,725 | | TC 09 |
| | | | | | | | |
| 7C | | | | | | | |
| | Material Mngmnt Supervisor | \$85,238 | \$106,434 | \$82,576 | \$106,434 | UH 09 | |
| | Spvr, Sterile Proc & Distr | \$85,446 | \$85,446 | \$77,875 | \$100,485 | UH 08 | |
| | Maintenance Supv 2 (Grounds) | \$91,806 | \$91,806 | \$74,880 | \$97,926 | | TC 22 |
| | Animal Care Supervisor | \$83,519 | \$83,519 | \$69,576 | \$89,086 | | TC 20 |
| | Lead Stationary Engineer | \$69,362 | \$69,362 | \$69,576 | \$89,086 | | TC 20 |
| | Mat Stor Supv 2 | \$67,119 | \$74,627 | \$63,253 | \$81,536 | | TC 18 |
| | Stationary Engineer | \$58,442 | \$58,442 | \$60,278 | \$78,042 | | TC 17 |
| | General Trades Worker | \$67,061 | \$67,061 | \$54,912 | \$71,531 | | TC 15 |
| 7C | Landscape Technician | \$49,199 | \$64,253 | \$52,478 | \$68,536 | | TC 14 |
| | Animal Care Tech | \$47,054 | \$61,581 | \$50,190 | \$65,686 | | TC 13 |
| | Storekeeper | \$45,962 | \$56,843 | \$47,653 | \$60,632 | | TC 12 |
| | Maintainer | \$42,081 | \$51,305 | \$43,805 | \$54,725 | | TC 09 |
| | Cent Sterile Proc & Dist Aide | \$46,508 | \$51,305 | \$43,805 | \$54,725 | | TC 09 |
| | Storekeeper Assistant | \$41,067 | \$51,305 | \$43,805 | \$54,725 | | TC 09 |
| | | | | | | | |
| | MTCE Spv 2 HVAC | \$102,024 | \$107,120 | \$82,035 | \$107,120 | | FM 24 |
| | MTCE Spv 2 Elect | \$96,616 | \$96,616 | \$82,035 | \$107,120 | | FM 24 |

| ORGANIZATIONAL ANALYSIS 2024 | | | | | | | |
|--|-------------------------------|--------------------|----------|-------------------|-----------|-----------------------|------------|
| POSITION TITLES WITHIN OCCUPATIONAL CATEGORY | | | | | | | |
| RANKED BY COMPENSATION HIGHEST TO LOWEST | | | | | | | |
| | | ANNUAL SALARY 2024 | | 2024 SALARY RANGE | | COMPENSATION SCHEDULE | |
| | TITLE | MIN | MAX | MIN | MAX | UNCLASSIFIED | CLASSIFIED |
| | MTCE Spv 2 Plum | \$87,880 | \$87,880 | \$82,035 | \$107,120 | | FM 24 |
| | MTCE Spv 1 HVA | \$86,736 | \$86,736 | \$78,354 | \$102,378 | | FM 23 |
| | MTCE Spv 1 HVA | \$80,246 | \$97,926 | \$74,880 | \$97,926 | | FM 22 |
| | MTCE Spv 2 Car | \$77,563 | \$77,563 | \$74,880 | \$97,926 | | FM 22 |
| | Asst Supervisor of CSSS | \$70,678 | \$70,678 | \$66,290 | \$88,338 | | FK 19 |
| | LD Ctl St Sup Ad | \$74,672 | \$74,672 | \$57,512 | \$74,672 | | FM 16 |
| | Environmntl Contrl Maintainer | \$54,912 | \$71,531 | \$54,912 | \$71,531 | | FM 15 |
| | Lead Transport Aide (RC) | \$73,944 | \$73,944 | \$54,725 | \$73,944 | | FK 15 |
| | Nurse Aide | \$52,229 | \$70,803 | \$52,229 | \$70,803 | | FK 14 |
| | Lead Transport Aide | \$51,750 | \$67,808 | \$49,920 | \$67,808 | | FK 13 |
| | Animal Care Washroom Tech | \$46,259 | \$56,722 | \$45,053 | \$56,722 | | FM 10 |
| | Lab Aide | \$44,408 | \$55,370 | \$44,408 | \$58,365 | | FK 10 |
| | Transport Aide | \$43,035 | \$53,456 | \$43,035 | \$56,347 | | FK 09 |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|------------------------------|--------------------------------|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| NOT IN LINE OF PROGRESSION | | | |
| | Chief Counsel | x | |
| | Chief Financial Officer | x | |
| | Chief Information Officer | x | |
| | Chief Admin Officer | x | |
| | Chief of Staff | x | |
| | Vice President | x | |
| | VP, Ambulatory Care Admin | x | |
| | VP, Patient Experience | x | |
| | VP, Quality & Patient Services | x | |
| | Dean | x | |
| | University Professor | x | |
| | Associate Vice President | x | |
| | Asst Vice President | x | |
| | Sr Director, Finance/Adm,SOM | x | |
| | Deputy Chief Counsel | x | |
| | Univ Director | x | |
| | Director, Ambulatory Access In | x | |
| | Director, Emergency Preparedne | x | |
| | Director, Logistics Management | x | |
| | Administrative Director | x | |
| | Univ Asst Director | x | |
| | Associate Director | x | |
| | Academic Admin Manager | x | |
| | Administrative Manager | x | |
| | Manager, Patient Access | x | |
| | Medical Physicist | x | |
| | Mgr, Patient Financial Svcs | x | |
| | UHPC-4/Dept Manager | x | |
| | Sr Assoc Healthcare Counsel | x | |

ORGANIZATIONAL ANALYSIS 2024
LINE OF PROGRESSION

| | TITLE | UNCLASSIFIED | CLASSIFIED |
|-----------------------------------|--------------------------------|--------------|------------|
| NOT IN LINE OF PROGRESSION | Associate Healthcare Counsel | x | |
| | Strategic Planner | x | |
| | Performance Improvement Spec | x | |
| | PI Project Leader | x | |
| | Medical Assistant | x | |
| | Information Specialist | x | |
| | Preclinical Educ Specialist | x | |
| | Dental Simulation Lab Coord | x | |
| | Patient Instructor Trainer | x | |
| | Chaplain | x | |
| | Embalmer/Coordinator | x | |
| | Poison Information Spec | x | |
| | Academic Computing Spec III | x | |
| | Healthcare Data Analyst | x | |
| | Business Services Manager | x | |
| | Speech Pathologist | x | |
| | Academic Program Coord | x | |
| | Clin Simulation CTR Coordinato | x | |
| | Telecommunication Analyst/Coor | x | |
| | Ergonomist | x | |
| | UHP Vice President | x | |
| | Medical Dosimetrist | x | |
| | UHP President | x | |
| | Procurement & Inv Pharmacist | x | |
| | Nurse Aide | | x |
| | OR/Anesthesia Tech | | x |
| | Univ Helper | | x |
| | Mail Handler | | x |
| | Electronic Integrated Control | | x |
| | Bldg & Grnds Patrol Off | | x |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|--------------------------------------|--|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| PROGRESSIONS | | | |
| ACADEMIC SUPPORT | | | |
| | Program Manager | x | |
| | Financial Aid Officer | x | |
| | EDUCATION TECHNOLOGY | | |
| | Instructional Design Spec | | |
| ADMINISTRATIVE/OFFICE SUPPORT | | | |
| | Executive Staff Asst | x | |
| | Administrative Officer | x | |
| | Adm Program Coordinator | x | |
| | Executive Assistant | x | |
| | Spec Secretary (Medical) | | x |
| | Office Assistant | | x |
| | Clerk Typist | | x |
| | Data Entry Oper 1 | | x |
| | Clerk | | x |
| | PATIENT CARE ADMINISTRATIVE SUPPORT | | |
| | Practice Relations Liaison | x | |
| | Pharmacy Quality Specialist | x | |
| | Clinical Practice Manager 2 | x | |
| | Clinical Practice Manager 1 | x | |
| | Clinical Coordinator 2 | x | |
| | Clinical Coordinator | x | |
| | Lead ED Admissions Specialist | x | |
| | E.D. Admissions Specialist | x | |
| | Clinic Office Assistant | x | |
| | TELECOMMUNICATIONS | | |
| | Telecom Operator | | x |
| | | | |
| ANIMAL CARE | | | |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|------------------------------|--------------------------------|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| | Asst Director, Lab Animal Care | x | |
| | Animal Care Supervisor | | x |
| | Veterinary Technologist | x | |
| ANIMAL CARE | Animal Care Tech | | x |
| | Animal Care Washroom Tech | | x |
| BEHAVIORAL SCIENCES | | | |
| | BEHAVIOR HEALTH | | |
| | Social Work Supervisor | x | |
| | Behavioral Health Program Mgr | x | |
| | MH Asst 1 | | x |
| | EMPLOYEE ASSISTANCE | | |
| | Employee Assistance Counselor | x | |
| CARDIOLOGY TECHNICAL SUPPORT | | | |
| | Lead Cardiac/Vascular Sngraphr | x | |
| | Cardiac/Vascular Sonographer | x | |
| | Cardiovascular Technologist 2 | x | |
| | Cardiovascular Technologist 1 | x | |
| | Cardiac Testing Tech | x | |
| CHILD CARE | | | |
| | Childcare Head Teacher | x | |
| | Childcare Teacher | x | |
| CLINICAL ENGINEERING | | | |
| | Biomedical Tech Specialist | x | |
| | Biomedical Technician 2 | x | |
| CLINICAL LABORATORY | | | |
| | Clinical Lab Supervisor | x | |
| | Medical Technologist 2 | x | |
| | Medical Technologist 1 | x | |
| | Laboratory Assistant 3 | | x |
| CLINICAL LABORATORY | Laboratory Assistant 2 | | x |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|--|--------------------------------|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| | Laboratory Assistant | | X |
| | Phlebotomist - 1199 | | X |
| | Phlebotomy/Central Proc Coord | X | |
| | Lab Aide | | X |
| | PATHOLOGY | | |
| | Cytology General Supervisor | X | |
| | Histology Supervisor | X | |
| | Cytotechnologist | | |
| | Histotechnologist | X | |
| COMMUNICATION & COMMUNICATION TECHNICAL SUPPORT | | | |
| | Asst Director, Multimedia Svcs | X | |
| | Audio Visual (AV) Specialist | X | |
| | UCH Communications Specialist | X | |
| | Web Communication Officer 2 | X | |
| | Art Designer | X | |
| | Web and Marketing Assoc | X | |
| | Multimedia Specialist 2 | X | |
| | Web Communication Officer 1 | X | |
| | Associate Editor | X | |
| | Multimedia Specialist 1 | | |
| | INTERPRETER SERVICES | | |
| | Interpreter Services Coord | X | |
| | Interpreter Deaf/Hard of Hear | X | |
| COMMUNITY HEALTH | | | |
| | Community Health Prog Supvr | X | |
| | Comm Based Educ Spec | X | |
| | Community Health Specialist | X | |
| | Community Health Worker | X | |
| COMPLIANCE | | | |
| | Assoc Compliance Officer | X | |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|------------------------------|--------------------------------|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| | Compliance Specialist | x | |
| | Research Compliance Monitor 1 | x | |
| | Research Compliance Monitor 2 | x | |
| DENTAL | | | |
| | DENTAL SUPPORT | | |
| | Dental Hygienist | x | |
| | Dental Auxiliary Instructor | x | |
| DENTAL | Lead Dental Asst | | x |
| | Dental Asst | | x |
| | DENTAL LABORATORY | | |
| DIAGNOSTIC & THERAPEUTICS | | | |
| | Radiation Therapy Supervisor | x | |
| | Clinical Radiologic Supvr | x | |
| | Radiation Therapy Technologist | x | |
| | Lead Nuclear Med Tech | x | |
| | Lead Computed Tomography Tech | x | |
| | Lead Diag Med Sonography Tech | x | |
| | Ld Mag Resonance Imagng Tech 2 | x | |
| | Lead Diagnostic Medical Sonogr | x | |
| | Lead Radiologic Technologist | x | |
| | Nuclear Medicine Technologist | x | |
| | Pulmonary Coordinator | x | |
| | Oral and Max Radiologic Supvr | x | |
| | Computed Tomography (CT) Tech2 | x | |
| | Mag Resonance Imaging Tech 2 | x | |
| | DM Sonography Technlgst 2 | x | |
| | Bone Densitometry Technologist | x | |
| | Intrventnl/Spec Procedure Tech | x | |
| DIAGNOSTIC & THERAPEUTICS | Computed Tomography Tech 1 | x | |
| | Mag Resonance Imagng Tech 1 | x | |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|------------------------------|------------------------------------|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| | DM Sonography Technlgst 1 | x | |
| | Diagnostic Imaging Assistant | | x |
| | Diagnostic Rad Tech | x | |
| | Pulmonary Function Spec | x | |
| | Neurodiagnostic Tech | x | |
| | Manager, Diagnostic Imaging | x | |
| FACILITIES MANAGEMENT | | | |
| | Asst Director, Design Svcs | x | |
| | Project Manager 2, Campus Plan | x | |
| | Asst Director, Fac Bus Svcs | x | |
| | Biomedical Cybersecurity Engin | x | |
| | Electrical Engineer | x | |
| | Facilities Engineer | x | |
| FACILITIES MANAGEMENT | Digital Marketing Specialist | x | |
| | EHS Specialist 2 | x | |
| | EHS Specialist 1 | x | |
| | Chief Clinical Engineer | x | |
| FINANCE | | | |
| | Controller | x | |
| | Finance Manager | x | |
| | Supervising Accountant - UHP | x | |
| | Fiscal Coordinator | x | |
| | Accounts Receivable Collector | x | |
| | Fiscal Assistant | x | |
| | Fiscal Admin Off | | x |
| | Cash Accounting Clerk | | x |
| | GRANT MANAGEMENT | | |
| | Sponsored Program Specialist | x | |
| FINANCE | Grants & Contracts Specialist | | x |
| | HEALTH CARE FINANCE SUPPORT | | |

| ORGANIZATIONAL ANALYSIS 2024 LINE OF PROGRESSION | | | |
|---|---------------------------------|--------------|------------|
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| | Training Specialist | x | |
| | Reimbursement Analyst 2 | x | |
| | Supv Patient Svcs Accts | x | |
| | Reimbursement Analyst 1 | x | |
| | Patient Svcs Accounts Coord | x | |
| HEALTH INFORMATION MANAGEMENT | | | |
| | Coding & Documnt Integrity Mgr | x | |
| | Lead Coding Trainer | x | |
| | Clinical Documentation Spec | x | |
| | Spvr, Medical Coding & Training | x | |
| | Coding Trainer | x | |
| | Medical Records Supervisor | x | |
| | Lead Med Records Coding Tech | x | |
| | Med Rec Spec 1 | | x |
| | Medical Records Clerk | | x |
| HUMAN RESOURCES | | | |
| | Educ & Development Spec. | x | |
| | Labor Relations Specialist | x | |
| | Labor Relations Coordinator | x | |
| | Human Resources Specialist 3 | x | |
| | Payroll Coordinator | x | |
| | Human Resources Assistant | x | |
| | HR Consultant | x | |
| | Sr Labor Relations Specialist | x | |
| | Human Resources Specialist 2 | x | |
| | Human Resources Specialist 1 | x | |
| | EEO Investigator | x | |
| | HR Coordinator | x | |
| HUMAN RESOURCES | Human Resources Associate | x | |
| | HR INFORMATION TECHNOLOGY | | |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|------------------------------|---|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| | HRIS Administrator | x | |
| | HRIS Specialist 2 | x | |
| INFORMATION TECHNOLOGY | | | |
| | Director, Info Technology | x | |
| | IT Project Manager | x | |
| | Information Tech Manager (RC) | x | |
| | APPLICATION DEVELOPMENT | | |
| | Application Architect | x | |
| | Application Developer 3 | x | |
| | Legal Contract Specialist 2 | x | |
| | Application Developer 2 | x | |
| | Project Planning Coordinator | x | |
| | Application Developer 1 | x | |
| | Social Media Specialist | x | |
| | TECHNICAL | | |
| | Infrastructure Architect | x | |
| | Technical Analyst 3 | x | |
| | Technical Analyst 2 | x | |
| | Technical Analyst 1 | x | |
| | Desktop Technician II | x | |
| | Desktop Technician I | x | |
| | INFORMATION TECHNOLOGY - BUSINESS ANALYST | | |
| | Application Analyst 3 | x | |
| | Systems Manager | x | |
| | Application Analyst 2 | x | |
| | Principal Trainer | x | |
| | Admin & Clin Sys Coord | x | |
| INFORMATION TECHNOLOGY | Credentialed Trainer | x | |
| | Systems Coordinator | x | |
| LEGAL/RISK MANAGEMENT | | | |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|------------------------------|--------------------------------|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| | UCH Paralegal Specialist | x | |
| | Program Manager-Risk Mngmnt | x | |
| | Clinical Nurse Consultant | x | |
| | | | |
| LIBRARY | | | |
| | Librarian 4 | x | |
| | Librarian 3 | x | |
| | Librarian 2 | x | |
| | Library Technician 2 | x | |
| LIBRARY | Library Technician 1 | x | |
| MAINTENANCE | | | |
| | Operations Mngr-Facilities Svc | x | |
| | Maintenance Supv 2 (Grounds) | | x |
| | Lead Stationary Engineer | | x |
| | Stationary Engineer | | x |
| | General Trades Worker | | x |
| | Environmntl Contrl Maintainer | | x |
| | Skilled Maintainer | | x |
| | Landscape Technician | | x |
| | Maintainer | | x |
| | CUSTODIAN | | |
| | Supervising Custodian | | x |
| | Lead Custodian | | x |
| | Custodian | | x |
| MATERIALS MANAGEMENT | | | |
| | Asst Director/Supply Chain Ops | x | |
| | Material Mngmnt Supervisor | x | |
| MATERIALS MANAGEMENT | Mat Stor Supv 2 | | x |
| | Material Storage Specialist | | x |
| | Storekeeper | | x |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|---|--------------------------------|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| | Storekeeper Assistant | | x |
| MEDICAL PATIENT CARE | | | |
| | Lead Physician Assistant | x | |
| | Physician Assistant | x | |
| MEDICAL TRANSPORT | | | |
| | Lead Transport Aide | | x |
| | Transport Aide | | x |
| NURSING | | | |
| | Sr. Director, Nursing | x | |
| | Nurse Manager | x | |
| | Lead Nurse Anesthetist | x | |
| | Nurse Anesthetist | x | |
| NURSING | Lead Nurse Practitioner | x | |
| | Clinical Nurse Specialist | x | |
| | Mobile Intensive Care Coord Su | x | |
| | Diabetes Educator | x | |
| | Staff Nurse CN4 | x | |
| | Wound & Ostomy Nurse | x | |
| | Lactation Nurse | x | |
| | Staff Nurse CN3 | x | |
| | Asst Nursing Manager | x | |
| | Staff Nurse CN2 | x | |
| | Staff Nurse CN1 | x | |
| | Research Nurse | x | |
| OPERATING ROOM TECHNICAL SUPPORT | | | |
| | Spvr, Sterile Proc & Distr | x | |
| | Asst Supervisor of CSSS | | x |
| | Surgical Technologist 2 | | x |
| | Cntrl Sterile Proc Instr Spec | | x |
| | Cent Sterile Proc & Dist Aide | | x |

| ORGANIZATIONAL ANALYSIS 2024 LINE OF PROGRESSION | | | |
|---|--------------------------------|--------------|------------|
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| PATIENT CARE TECHNICAL SUPPORT | | | |
| | Lead Ophthalmology Technician | x | |
| | Cast Technician | x | |
| | Ophthalmology Technician | x | |
| | Medical Assistant | | |
| PHARMACY | | | |
| | Pharmacy Manager | x | |
| | Pharmacy Clinical Coord | x | |
| | Informatics Pharmacist | x | |
| | Inv Drug Pharm/Med Safty Pharm | x | |
| | Pharmacist-UHP | x | |
| | Pharmacy quality Specialist | x | |
| | Pharmacy Technician Coord | | x |
| | Pharmacy Technician | | x |
| | | | |
| PROCUREMENT | | | |
| | Director, Procurement | x | |
| | Asst Dir, Procurement Systems | x | |
| | Procurement Contract Spec | x | |
| | Procurement Financial Officer | x | |
| | Purchasing and Inventory Spec | x | |
| | Med Materials Mngmnt Supvr | x | |
| | Supply Coordinator | x | |
| | | | |
| REHABILITATION | | | |
| | Rehab Svcs Operations Mngr | x | |
| | Rehabilitation Services Supvr | x | |
| | Therapeutic Recreation Spec | x | |
| | Athletic Trainer | x | |
| RESEARCH | | | |

| ORGANIZATIONAL ANALYSIS 2024 | | | |
|---------------------------------------|-------------------------------|--------------|------------|
| LINE OF PROGRESSION | | | |
| | TITLE | UNCLASSIFIED | CLASSIFIED |
| | Research Database Manager | x | |
| | Admin and Clin Research Coord | x | |
| | Research Facilitator | x | |
| | Research Technician | x | |
| | | | |
| RESEARCH /ENVIRONMENTAL SAFETY | | | |
| | Chemical Safety Officer | x | |
| | Asst Radiation Safety Officer | x | |
| RESPIRATORY CARE | | | |
| | PERFUSION SERVICES | | |
| | Clinical Perfusionist | x | |
| | Clinical Perfusionist Coord | x | |
| | RESPIRATORY SERVICES | | |
| | Neonatal Spec Resp Care | x | |
| | Lead Respiratory Therapist | | x |
| | Respiratory Therapist | | x |

WORKFORCE ANALYSIS

(Sec. 46a-68-83)

September 2024

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

The analyses included in this section display the racial and sexual composition of the total full-time workforce for each office, position and position classification identified in the job title study. Analyses were performed for part-time and durational titles. The analyses include a detailed breakdown of the individual titles and separate demographic profiles. The workforce analysis inventories the:

- Total agency workforce by occupational category with percentages of race and sex groups calculated for each occupational category
- Total agency workforce by office, position, and position classification within each occupational category
- Agency workforce in each relevant labor market area by occupational category
- Agency workforce in each relevant labor market area by office, position, and position classification within each occupational category

In this year's analysis, job category 5G Licensed Practical Nurse was deleted and will no longer be a category for future analysis. This category included one title of Licensed Practical Nurse. The title and category had been utilized solely for employees when UConn Health's workforce included Correction Managed Healthcare. Once this workforce was transferred to the Department of Corrections, one employee remained in the Licensed Practical Nurse title until their retirement, which was reported in the 2023 Affirmative Action Plan in the Employment Process Analysis.

Subsection (b)

The analysis in this section reports the age groups of the full-time work force by occupational category in five (5) year increments.

Subsection (c)

The analysis in this section reports the number of employees in the full-time workforce who have identified as physically disabled.

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB CATEGORY | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| EXECUTIVE/ ADMINISTRATIVE | 243 | 66 | 176 | 58 | 149 | 5 | 12 | 2 | 8 | 1 | 5 | 0 | 2 | 1 |
| % | | 27.2% | 72.4% | 23.9% | 61.3% | 2.1% | 4.9% | 0.8% | 3.3% | 0.4% | 2.1% | 0.0% | 0.8% | 0.4% |
| FACULTY | 620 | 331 | 287 | 203 | 158 | 9 | 14 | 23 | 23 | 95 | 89 | 1 | 3 | 2 |
| % | | 53.4% | 46.3% | 32.7% | 25.5% | 1.5% | 2.3% | 3.7% | 3.7% | 15.3% | 14.4% | 0.2% | 0.5% | 0.3% |
| PROFESSIONAL/ NON-FACULTY | 1468 | 342 | 1123 | 252 | 841 | 27 | 81 | 25 | 94 | 34 | 95 | 4 | 12 | 3 |
| % | | 23.3% | 76.5% | 17.2% | 57.3% | 1.8% | 5.5% | 1.7% | 6.4% | 2.3% | 6.5% | 0.3% | 0.8% | 0.2% |
| SECRETARIAL/ CLERICAL | 667 | 38 | 626 | 16 | 349 | 5 | 100 | 10 | 151 | 6 | 17 | 1 | 9 | 3 |
| % | | 5.7% | 93.9% | 2.4% | 52.3% | 0.7% | 15.0% | 1.5% | 22.6% | 0.9% | 2.5% | 0.1% | 1.3% | 0.4% |
| TECHNICAL/ PARAPROFESSIONAL | 744 | 136 | 596 | 87 | 351 | 18 | 71 | 24 | 139 | 6 | 27 | 1 | 8 | 12 |
| % | | 18.3% | 80.1% | 11.7% | 47.2% | 2.4% | 9.5% | 3.2% | 18.7% | 0.8% | 3.6% | 0.1% | 1.1% | 1.6% |
| SKILLED CRAFT | 35 | 34 | 1 | 28 | 1 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| % | | 97.1% | 2.9% | 80.0% | 2.9% | 5.7% | 0.0% | 11.4% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| PROTECTIVE SERVICES | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| % | | 100.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 100.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| SERVICE/ MAINTENANCE | 165 | 97 | 67 | 56 | 40 | 13 | 4 | 26 | 19 | 2 | 3 | 0 | 1 | 1 |
| % | | 58.8% | 40.6% | 33.9% | 24.2% | 7.9% | 2.4% | 15.8% | 11.5% | 1.2% | 1.8% | 0.0% | 0.6% | 0.6% |
| TOTAL | 3943 | 1045 | 2876 | 700 | 1889 | 79 | 282 | 115 | 434 | 144 | 236 | 7 | 35 | 22 |
| % | | 26.5% | 72.9% | 17.8% | 47.9% | 2.0% | 7.2% | 2.9% | 11.0% | 3.7% | 6.0% | 0.2% | 0.9% | 0.6% |

UConn HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Associate Vice President | 7 | 3 | 4 | 3 | 3 | | 1 | | | | | | | |
| Asst Vice President | 14 | 5 | 9 | 5 | 9 | | | | | | | | | |
| Chief Admin Officer | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Chief Financial Officer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Chief Information Officer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Chief of Staff | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Controller | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Dean | 2 | 2 | 0 | 1 | | | | | | 1 | | | | |
| Executive VP/CEO UConn Health | 1 | 1 | 0 | | | 1 | | | | | | | | |
| Vice President | 3 | 2 | 1 | 2 | | | 1 | | | | | | | |
| VP, Ambulatory Care Admin | 1 | 0 | 1 | | 1 | | | | | | | | | |
| VP, Patient Experience | 1 | 0 | 1 | | 1 | | | | | | | | | |
| VP, Quality & Patient Services | 1 | 0 | 1 | | 1 | | | | | | | | | |
| TOTAL | 35 | 16 | 19 | 14 | 16 | 1 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |

**UCONN HEALTH
WORKFORCE ANALYSIS**

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|-------------------|--------------------|----------|
| Administrative Director | 13 | 2 | 11 | 2 | 7 | | 2 | | 1 | | | | 1 | |
| Associate Director | 10 | 2 | 8 | 1 | 7 | | 1 | 1 | | | | | | |
| Associate Director, Pharmacy | 0 | 0 | 0 | | | | | | | | | | | |
| Chief Counsel | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Director, Ambulatory Access In | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Director, Emergency Preparedne | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Director, Epidemiology | 0 | 0 | 0 | | | | | | | | | | | |
| Director, Info Technology | 11 | 4 | 7 | 4 | 6 | | | | | | 1 | | | |
| Director, Logistics Management | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Director, Pharmacy | 0 | 0 | 0 | | | | | | | | | | | |
| Director, Procurement | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Director, Radiation Safety/EOC | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Director, Strategic Projects | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Nursing Director | 6 | 0 | 6 | | 5 | | 1 | | | | | | | |
| Senior Director - Budget | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Sr Assoc Healthcare Counsel | 3 | 2 | 1 | | 1 | 1 | | 1 | | | | | | |
| Sr Dir, Accreditation/Reg Aff | 0 | 0 | 0 | | | | | | | | | | | |
| Sr Director, Finance/Adm,SOM | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Sr. Director, Nursing | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Univ Director | 52 | 18 | 34 | 16 | 30 | 2 | 1 | | 2 | | 1 | | | |
| TOTAL | 106 | 33 | 73 | 28 | 62 | 3 | 5 | 2 | 3 | 0 | 2 | 0 | 1 | 0 |

**UConn Health
Workforce Analysis**

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Academic Admin Manager | 6 | 3 | 3 | 3 | 3 | | | | | | | | | |
| Academic Program Coord | 1 | 0 | 0 | | | | | | | | | | | 1 |
| Administrative Manager | 7 | 0 | 7 | | 5 | | 1 | | 1 | | | | | |
| Associate Healthcare Counsel | 1 | 0 | 1 | | | | | | | | | | 1 | |
| Asst Dir, Procurement Systems | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Asst Director, Design Svcs | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Asst Director, Fac Bus Svcs | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Asst Director, Fac Maint & Ops | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Asst Director, Lab Animal Care | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Asst Director, Multimedia Svcs | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Asst Director/Supply Chain Ops | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Business Services Manager | 22 | 2 | 20 | 2 | 18 | | | | 1 | | 1 | | | |
| Chief Clinical Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Clinical Practice Manager 1 | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Clinical Practice Manager 2 | 11 | 0 | 11 | | 8 | | 1 | | 2 | | | | | |
| Finance Manager | 4 | 0 | 4 | | 2 | | | | 1 | | 1 | | | |
| Information Tech Manager (RC) | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Manager, Diagnostic Imaging | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| Manager, Health Info Managemnt | 2 | 1 | 1 | | 1 | 1 | | | | | | | | |
| Manager, Patient Access | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Manager, Respiratory Svcs | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Medical Physicist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Mgr, Patient Financial Svcs | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Nurse Manager | 18 | 0 | 18 | | 17 | | 1 | | | | | | | |
| Operations Mngr-Facilities Svc | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Pharmacy Manager | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Program Director | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Rehab Svcs Operations Mngr | 2 | 0 | 2 | | 2 | | | | | | | | | |
| UHPC-4/Dept Manager | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Univ Asst Director | 1 | 0 | 1 | | 1 | | | | | | | | | |
| TOTAL | 102 | 17 | 84 | 16 | 71 | 1 | 4 | 0 | 5 | 0 | 3 | 0 | 1 | 1 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|----------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Head of Department/Basic Science | 6 | 5 | 1 | 4 | 1 | | | | | 1 | | | | |
| Head of Department/Clinical | 14 | 12 | 2 | 11 | 2 | | | 1 | | | | | | |
| TOTAL | 20 | 17 | 3 | 15 | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |

**UCONN HEALTH
WORKFORCE ANALYSIS**

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Professor/Basic Science | 57 | 37 | 20 | 25 | 15 | | | 1 | 1 | 11 | 4 | | | |
| Professor/Clinical | 72 | 48 | 24 | 31 | 11 | 3 | 3 | 5 | 1 | 9 | 9 | | | |
| Professor/Visiting | 1 | 1 | 0 | 1 | | | | | | | | | | |
| University Professor | 1 | 1 | 0 | | | 1 | | | | | | | | |
| TOTAL | 131 | 87 | 44 | 57 | 26 | 4 | 3 | 6 | 2 | 20 | 13 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-----------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Associate Professor/Basic Science | 54 | 33 | 21 | 20 | 14 | | 1 | 2 | 1 | 10 | 5 | 1 | | |
| Associate Professor/Clinical | 81 | 49 | 32 | 29 | 19 | 2 | 3 | 2 | 3 | 16 | 7 | | | |
| Associate Professor/Visiting | 7 | 4 | 3 | 3 | 1 | | | | | 1 | 2 | | | |
| TOTAL | 142 | 86 | 56 | 52 | 34 | 2 | 4 | 4 | 4 | 27 | 14 | 1 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-----------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Assistant Professor/Basic Science | 80 | 34 | 45 | 14 | 24 | | 2 | 2 | 4 | 18 | 15 | | | 1 |
| Assistant Professor/Clinical | 218 | 95 | 122 | 60 | 63 | 3 | 5 | 8 | 10 | 24 | 41 | | 3 | 1 |
| TOTAL | 298 | 129 | 167 | 74 | 87 | 3 | 7 | 10 | 14 | 42 | 56 | 0 | 3 | 2 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Instructor/Basic Science | 19 | 10 | 9 | 4 | 3 | | | 1 | | 5 | 6 | | | |
| Instructor/ Clinical | 10 | 2 | 8 | 1 | 5 | | | 1 | 3 | | | | | |
| TOTAL | 29 | 12 | 17 | 5 | 8 | 0 | 0 | 2 | 3 | 5 | 6 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|-------------------|--------------------|----------|
| Clin Sys/Informatics Analyst | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Research Nurse | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Staff Nurse CN1 | 9 | 0 | 9 | | 5 | | | | 3 | | | | 1 | |
| Staff Nurse CN2 | 108 | 21 | 86 | 17 | 58 | 1 | 11 | | 9 | 2 | 8 | 1 | | 1 |
| Staff Nurse CN2 - Outpatient | 67 | 6 | 61 | 2 | 42 | | 7 | 2 | 8 | 1 | 4 | 1 | | |
| Staff Nurse CN3 | 18 | 4 | 14 | 4 | 13 | | 1 | | | | | | | |
| Staff Nurse CN3 - Outpatient | 9 | 1 | 8 | 1 | 8 | | | | | | | | | |
| TOTAL | 214 | 32 | 181 | 24 | 128 | 1 | 20 | 2 | 20 | 3 | 12 | 2 | 1 | 1 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Asst Nursing Manager | 24 | 2 | 22 | 2 | 19 | | | | 2 | | 1 | | | |
| Clinical Nurse Supvr - UHP Sal | 0 | 0 | 0 | | | | | | | | | | | |
| TOTAL | 24 | 2 | 22 | 2 | 19 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 |

UConn Health
Workforce Analysis

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Clinical Case Manager | 24 | 2 | 21 | 2 | 15 | | 1 | | 3 | | 1 | | 1 | 1 |
| Clinical Nurse Consultant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Clinical Nurse Specialist | 18 | 0 | 18 | | 14 | | | | 2 | | 2 | | | |
| Clinical Patient Navigator | 6 | 0 | 6 | | 5 | | | | | | 1 | | | |
| Clinical Program Coordinator | 6 | 1 | 5 | 1 | 4 | | | | | | 1 | | | |
| Infection Control Specialist 2 | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Lactation Nurse | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Nurse Anesthetist | 14 | 5 | 9 | 5 | 6 | | 1 | | 1 | | 1 | | | |
| Supvr, Clinical Case Manager | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Wound & Ostomy Nurse | 2 | 1 | 1 | | 1 | | | 1 | | | | | | |
| TOTAL | 76 | 9 | 66 | 8 | 51 | 0 | 2 | 1 | 6 | 0 | 6 | 0 | 1 | 1 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Clinical Lab Supervisor | 8 | 4 | 4 | 2 | 4 | 2 | | | | | | | | |
| Clinical Radiologic Supvr | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Histology Supervisor | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Mobile Intensive Care Coord Su | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Oral and Max Radiologic Supvr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Rehabilitation Services Supvr | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Social Work Supervisor | 2 | 0 | 2 | | 2 | | | | | | | | | |
| TOTAL | 20 | 9 | 11 | 7 | 11 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**UConn Health
Workforce Analysis**

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|-------------------|--------------------|----------|
| Athletic Trainer | 3 | 2 | 1 | 2 | | | | | 1 | | | | | |
| Chemical Safety Officer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Clinical Documentation Spec | 4 | 0 | 4 | | 3 | | | | | | 1 | | | |
| Clinical Perfusionist | 3 | 2 | 1 | 2 | 1 | | | | | | | | | |
| Clinical Perfusionist Coord | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Diabetes Education Program Co | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Diabetes Educator | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Ergonomist | 1 | 1 | 0 | | | | | | | 1 | | | | |
| Informatics Pharmacist | 7 | 4 | 3 | 2 | 2 | | | | 1 | 1 | | 1 | | |
| Inv Drug Pharm/Med Safty Pharm | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Neurosurgical Phys Asst | 0 | 0 | 0 | | | | | | | | | | | |
| Lead Pathologists' Assistant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Physician Assistant | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Medical Dosimetrist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Mental Health Clinician | 2 | 1 | 1 | 1 | | | | | 1 | | | | | |
| Neonatal Spec Resp Care | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Occupational Therapist 2-UHP | 7 | 1 | 6 | 1 | 6 | | | | | | | | | |
| Pathologists' Assistant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Patient Instructor Trainer | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Pharmacist-UHP | 18 | 3 | 15 | 3 | 7 | | 1 | | 1 | | 6 | | | |
| Pharmacy Clinical Coord | 9 | 4 | 5 | 4 | 3 | | | | 1 | | 1 | | | |
| Physical Therapist 1 - UHP | 0 | 0 | 0 | | | | | | | | | | | |
| Physical Therapist 2 - UHP | 20 | 9 | 11 | 9 | 10 | | | | | | 1 | | | |
| Physician Assistant | 47 | 15 | 32 | 13 | 28 | | | 1 | 1 | 1 | 2 | | 1 | |
| Poison Information Spec | 9 | 2 | 7 | 1 | 6 | | | | 1 | 1 | | | | |
| Procurement & Inv Pharmacist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Quality Assurance Specialist | 10 | 1 | 9 | 1 | 8 | | | | 1 | | | | | |
| Research Facilitator | 3 | 1 | 2 | | 2 | | | | | 1 | | | | |
| Speech Pathologist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Therapeutic Recreation Spec | 1 | 1 | 0 | 1 | | | | | | | | | | |
| TOTAL | 161 | 50 | 111 | 43 | 88 | 0 | 1 | 1 | 10 | 5 | 11 | 1 | 1 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|---------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Clinical Research Assoc 1 | 12 | 1 | 11 | 1 | 6 | | 2 | | 3 | | | | | |
| Clinical Research Assoc 2 | 12 | 2 | 10 | 1 | 6 | | 2 | | 1 | 1 | 1 | | | |
| Clinical Research Asst 1 | 21 | 6 | 15 | 2 | 9 | 1 | 3 | 2 | 3 | 1 | | | | |
| Clinical Research Asst 2 | 13 | 3 | 10 | 2 | 7 | 1 | 1 | | 1 | | 1 | | | |
| Clinical Research Asst 3 | 18 | 2 | 16 | | 13 | 1 | | 1 | 3 | | | | | |
| Research Analyst | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Research Assistant 1 | 21 | 8 | 13 | 3 | 6 | 1 | | 1 | 1 | 3 | 4 | | 2 | |
| Research Assistant 2 | 15 | 6 | 9 | 5 | 3 | | | 1 | | | 6 | | | |
| Research Assistant 3 | 10 | 3 | 7 | 2 | 4 | | | | | 1 | 3 | | | |
| Research Associate 1 | 21 | 10 | 11 | 4 | 8 | | | | | 6 | 3 | | | 1 |
| Research Associate 2 | 17 | 4 | 13 | 3 | 6 | 1 | 2 | | 1 | | 4 | | | |
| TOTAL | 162 | 45 | 116 | 23 | 69 | 5 | 10 | 5 | 13 | 12 | 22 | 0 | 2 | 1 |

UConn Health
Workforce Analysis

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Cytotechnologist | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Histotechnologist | 13 | 5 | 8 | 4 | 7 | | | | | 1 | | | 1 | |
| Lead Cytotechnologist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Medical Technologist 1 | 7 | 2 | 5 | 1 | 3 | 1 | 1 | | | | | | 1 | |
| Medical Technologist 2 | 31 | 4 | 27 | 3 | 20 | | 1 | | 1 | 1 | 5 | | | |
| TOTAL | 53 | 12 | 41 | 9 | 31 | 1 | 2 | 0 | 1 | 2 | 5 | 0 | 2 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Accountant | 4 | 1 | 3 | | 2 | | | | | 1 | 1 | | | |
| Assoc Accountant | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Financial Aid Officer | 2 | 1 | 1 | 1 | | | | | | | | | 1 | |
| Fiscal Admin Off | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Fiscal Coordinator | 6 | 3 | 3 | 2 | 2 | | 1 | 1 | | | | | | |
| Grants & Contracts Specialist | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Internal Auditor | 0 | 0 | 0 | | | | | | | | | | | |
| Internal Auditor - Medical | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Patient Svcs Accounts Coord | 8 | 1 | 7 | | 5 | | | | 2 | 1 | | | | |
| Reimbursement Analyst 1 | 15 | 2 | 13 | | 10 | 1 | 3 | 1 | | | | | | |
| Reimbursement Analyst 2 | 11 | 1 | 10 | 1 | 7 | | 2 | | | | 1 | | | |
| Senior Internal Auditor | 0 | 0 | 0 | | | | | | | | | | | |
| Staff Accountant 1 | 3 | 1 | 2 | 1 | 1 | | | | 1 | | | | | |
| Staff Accountant 2 | 8 | 2 | 6 | 1 | 4 | 1 | | | 2 | | | | | |
| Staff Accountant 3 | 4 | 0 | 4 | | 2 | | | | | | 2 | | | |
| Supervising Accountant - UHP | 5 | 1 | 4 | 1 | 4 | | | | | | | | | |
| Supervisor, Patient Access | 4 | 0 | 4 | | 3 | | | | 1 | | | | | |
| Supv Patient Svcs Accts | 4 | 1 | 3 | | 2 | | | 1 | 1 | | | | | |
| TOTAL | 78 | 16 | 62 | 9 | 43 | 2 | 6 | 3 | 7 | 2 | 5 | 0 | 1 | 0 |

UConn Health
Workforce Analysis

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Academic Curric Coordinator | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Administrative Officer | 29 | 3 | 26 | 2 | 23 | 1 | 1 | | | | 2 | | | |
| Assistant Privacy Officer | 3 | 1 | 2 | 1 | 1 | | | | 1 | | | | | |
| Assoc Compliance Officer | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Asst Radiation Safety Officer | 2 | 2 | 0 | 2 | | | | | | | | | | |
| Chaplain | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Childcare Head Teacher | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Childcare Teacher | 15 | 0 | 15 | | 12 | | | | 3 | | | | | |
| Clin Simulation CTR Coordinato | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Coding & Documnt Integrity Mgr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Coding Trainer | 9 | 0 | 9 | | 8 | | 1 | | | | | | | |
| Comm Based Educ Spec | 2 | 0 | 2 | | | | | | 1 | | 1 | | | |
| Community Health Prog Supvr | 2 | 0 | 2 | | | | 1 | | 1 | | | | | |
| Compliance Specialist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Educ & Development Spec. | 3 | 0 | 3 | | 1 | | | | 2 | | | | | |
| EEO Investigator | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Employee Assistance Counselor | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Executive Assist to Dean-SOM | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Executive Staff Asst | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Healthcare Data Analyst | 2 | 2 | 0 | | | 1 | | | | 1 | | | | |
| HR Consultant | 3 | 0 | 3 | | 2 | | | | 1 | | | | | |
| Human Resources Specialist 1 | 3 | 0 | 3 | | 2 | | | | | | 1 | | | |
| Human Resources Specialist 2 | 8 | 2 | 6 | | 4 | | 1 | | 1 | 2 | | | | |
| Human Resources Specialist 3 | 8 | 2 | 6 | 2 | 5 | | | | | | 1 | | | |
| Interpreter Services Coord | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Labor Relations Coordinator | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Labor Relations Specialist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Lead Coding Trainer | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Librarian 2 | 4 | 1 | 3 | 1 | 2 | | 1 | | | | | | | |
| Librarian 3 | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Librarian 4 | 4 | 1 | 3 | | 2 | | | | | 1 | 1 | | | |
| Med Materials Mngmnt Supvr | 1 | 1 | 0 | | | | | | | 1 | | | | |
| Medical Records Supervisor | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Pharmacy Quality Specialist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Practice Relations Liaison | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| Procurement Contract Spec | 9 | 2 | 7 | 2 | 6 | | 1 | | | | | | | |
| Procurement Financial Officer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Program Manager | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Research Compliance Monitor 1 | 6 | 1 | 5 | 1 | 5 | | | | | | | | | |
| Research Compliance Monitor 2 | 3 | 1 | 2 | | 2 | | | 1 | | | | | | |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|-------------------|--------------------|----------|
| Sponsored Program Specialist | 8 | 0 | 8 | | 6 | | | | 1 | | 1 | | | |
| Spvr, Medical Coding & Training | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Sr Labor Relations Specialist | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Strategic Planner | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Student Affairs Officer | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Talent Acquisition Specialist | 5 | 0 | 5 | | 3 | | 2 | | | | | | | |
| UCH Communications Specialist | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Web and Marketing Assoc | 4 | 1 | 3 | | | | 2 | 1 | | | 1 | | | |
| TOTAL | 171 | 27 | 144 | 18 | 110 | 2 | 14 | 2 | 12 | 5 | 8 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Administrative Program Coordinator | 153 | 8 | 145 | 5 | 111 | 1 | 7 | | 16 | 1 | 7 | 1 | 4 | |
| Administrative & Clinical Research Coord | 1 | 0 | 1 | | 1 | | | | | | | | | |
| TOTAL | 154 | 8 | 146 | 5 | 112 | 1 | 7 | 0 | 16 | 1 | 7 | 1 | 4 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Behav Hlth Part Hosp Prog Mngr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Social Worker 1 | 0 | 0 | 0 | | | | | | | | | | | |
| Social Worker 2 | 28 | 3 | 25 | 3 | 20 | | 4 | | 1 | | | | | |
| TOTAL | 29 | 3 | 26 | 3 | 21 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

**UConn Health
Workforce Analysis**

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Admin & Clin Sys Coord | 8 | 3 | 5 | 2 | 5 | | | 1 | | | | | | |
| Application Analyst 1 | 14 | 4 | 10 | 3 | 7 | | 2 | | 1 | 1 | | | | |
| Application Analyst 2 | 30 | 10 | 20 | 7 | 17 | 2 | 1 | 1 | | | 2 | | | |
| Application Analyst 3 | 13 | 2 | 11 | 2 | 10 | | | | | | 1 | | | |
| Application Architect | 17 | 12 | 5 | 9 | 3 | 1 | | | | 2 | 2 | | | |
| Application Developer 1 | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Application Developer 2 | 4 | 4 | 0 | 3 | | | | 1 | | | | | | |
| Application Developer 3 | 13 | 7 | 6 | 6 | 5 | | | 1 | | | 1 | | | |
| Architect/Electrical Designer | 0 | 0 | 0 | | | | | | | | | | | |
| Biomedical Cybersecurity Engin | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Business System Analyst | 14 | 5 | 9 | 5 | 6 | | | | 1 | | 2 | | | |
| Digital Marketing Specialist | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Education Technology Trainer | 0 | 0 | 0 | | | | | | | | | | | |
| Electrical Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Engineer 1 | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Epic Training Coordinator | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| HRIS Administrator | 4 | 2 | 2 | 2 | 2 | | | | | | | | | |
| HRIS Specialist 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Infrastructure Architect | 25 | 25 | 0 | 20 | | 4 | | | | 1 | | | | |
| Instructional Design Spec | 4 | 2 | 2 | 2 | 1 | | 1 | | | | | | | |
| IT Project Manager | 6 | 5 | 1 | 4 | | | | 1 | | | 1 | | | |
| Legal Contract Specialist 2 | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Performance Improvement Spec | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Principal Trainer | 10 | 3 | 7 | 2 | 6 | | | 1 | 1 | | | | | |
| Project Manager 2, Campus Plan | 5 | 3 | 2 | 3 | 1 | | | | | | 1 | | | |
| Project Planning Coordinator | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Social Media Specialist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Systems Manager | 9 | 6 | 3 | 5 | 3 | | | 1 | | | | | | |
| Technical Analyst 1 | 12 | 9 | 3 | 4 | 1 | 3 | 1 | 2 | 1 | | | | | |
| Technical Analyst 2 | 12 | 10 | 2 | 9 | 2 | 1 | | | | | | | | |
| Technical Analyst 3 | 7 | 6 | 1 | 3 | 1 | 2 | | 1 | | | | | | |
| Training Specialist | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Web Communication Officer 1 | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Web Communication Officer 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| TOTAL | 225 | 124 | 101 | 97 | 78 | 13 | 8 | 10 | 4 | 4 | 11 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Lead Nurse Anesthetist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Nurse Practitioner | 10 | 1 | 9 | | 7 | | | 1 | 1 | | 1 | | | |
| Nurse Practitioner | 90 | 4 | 86 | 4 | 72 | | 7 | | 1 | | 6 | | | |
| TOTAL | 101 | 5 | 96 | 4 | 80 | 0 | 7 | 1 | 2 | 0 | 7 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|-------------------|--------------------|---------|
| Office Assistant | 63 | 5 | 58 | | 33 | 3 | 11 | 2 | 11 | | | | 3 | |
| TOTAL | 63 | 5 | 58 | 0 | 33 | 3 | 11 | 2 | 11 | 0 | 0 | 0 | 3 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Lead Patient Services Rep. | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Patient Access Representative | 25 | 0 | 25 | | 10 | | 5 | | 9 | | 1 | | | |
| Patient Services Representative | 85 | 3 | 82 | 2 | 46 | | 10 | | 21 | 1 | 4 | | 1 | |
| TOTAL | 112 | 3 | 109 | 2 | 58 | 0 | 15 | 0 | 30 | 1 | 5 | 0 | 1 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Clerk | 5 | 0 | 5 | | 2 | | 1 | | 1 | | 1 | | | |
| Clerk Typist | 21 | 3 | 17 | 3 | 5 | | 7 | | 3 | | 2 | | | 1 |
| TOTAL | 26 | 3 | 22 | 3 | 7 | 0 | 8 | 0 | 4 | 0 | 3 | 0 | 0 | 1 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Accounts Receivable Collector | 6 | 1 | 5 | | | | 3 | 1 | 2 | | | | | |
| Adm Fiscal Assistant | 22 | 3 | 19 | 2 | 13 | | 3 | 1 | 2 | | 1 | | | |
| Cash Accounting Clerk | 0 | 0 | 0 | | | | | | | | | | | |
| E.D. Admissions Specialist | 14 | 3 | 11 | | 4 | | 3 | | 3 | 3 | 1 | | | |
| Executive Assistant | 21 | 1 | 19 | | 17 | | | 1 | 2 | | | | | 1 |
| Fiscal Admin Asst | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Fiscal Assistant | 6 | 1 | 5 | 1 | 2 | | 1 | | 2 | | | | | |
| Head Clerk | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Human Resources Assistant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead ED Admissions Specialist | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Lead Telephone Operator | 0 | 0 | 0 | | | | | | | | | | | |
| Mail Handler | 2 | 1 | 1 | 1 | | | 1 | | | | | | | |
| Medical Records Clerk | 20 | 1 | 19 | | 15 | 1 | 3 | | 1 | | | | | |
| Secretary 2 | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Spec Secretary (Medical) | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Supply Coordinator | 10 | 3 | 7 | | 4 | 1 | 1 | 1 | 2 | 1 | | | | |
| Telecom Operator | 80 | 2 | 78 | 2 | 42 | | 17 | | 18 | | | | 1 | |
| UCH Communications Operator | 13 | 4 | 9 | 1 | 4 | | 4 | 2 | 1 | 1 | | | | |
| UCH Ld Communications Operator | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Univ Helper | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| TOTAL | 205 | 22 | 182 | 9 | 108 | 2 | 38 | 6 | 33 | 5 | 2 | 0 | 1 | 1 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|------------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|-------------------|--------------------|---------|
| Administrative Program Assistant 1 | 12 | 1 | 11 | 1 | 7 | | 1 | | 3 | | | | | |
| TOTAL | 12 | 1 | 11 | 1 | 7 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|------------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Administrative Program Assistant 2 | 55 | 2 | 53 | 1 | 40 | | 3 | 1 | 7 | | 3 | | | |
| TOTAL | 55 | 2 | 53 | 1 | 40 | 0 | 3 | 1 | 7 | 0 | 3 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Clinic Office Assistant | 194 | 2 | 191 | | 96 | | 24 | 1 | 63 | | 4 | 1 | 4 | 1 |
| TOTAL | 194 | 2 | 191 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 | 1 | 4 | 1 |

UConn Health
Workforce Analysis

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Clinical Coordinator 2 | 12 | 0 | 12 | | 7 | | 1 | | 2 | | 2 | | | |
| Clinical Research Technician | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Community Health Specialist | 6 | 1 | 5 | | 1 | | | 1 | 4 | | | | | |
| Community Health Worker | 8 | 1 | 7 | | 3 | 1 | | | 4 | | | | | |
| Credentialed Trainer | 4 | 0 | 4 | | 2 | | 1 | | | | 1 | | | |
| MH Asst 1 | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Nurse Aide | 24 | 7 | 16 | 3 | 9 | 4 | 5 | | 1 | | | | 1 | 1 |
| Pulmonary Function Spec | 1 | 0 | 1 | | 1 | | | | | | | | | |
| TOTAL | 57 | 10 | 46 | 4 | 23 | 5 | 7 | 1 | 12 | 0 | 3 | 0 | 1 | 1 |

UConn Health
Workforce Analysis

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Audio Visual (AV) Specialist | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Autopsy/Pathology Technician | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Biomedical Tech Specialist | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Biomedical Technician 2 | 6 | 2 | 3 | 2 | 3 | | | | | | | | | 1 |
| BioMedical Technician I | 2 | 1 | 1 | 1 | | | 1 | | | | | | | |
| Bone Densitometry Technologist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Cardiac Testing Tech | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Cardiac/Vascular Sonographer | 10 | 2 | 8 | 2 | 7 | | | | | 1 | | | | |
| Cast Technician | 5 | 2 | 3 | | 2 | | | 2 | 1 | | | | | |
| Cntrl Sterile Proc Instr Spec | 11 | 5 | 6 | 2 | 5 | 1 | | 2 | 1 | | | | | |
| Computed Tomography (CT) Tech2 | 8 | 3 | 5 | 3 | 4 | | | | 1 | | | | | |
| Computed Tomography Tech 1 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Dental Lab Tech 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Diagnostic Rad Tech | 22 | 8 | 14 | 4 | 12 | | 2 | 4 | | | | | | |
| DM Sonography Technlgst 1 | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| DM Sonography Technlgst 2 | 14 | 1 | 13 | 1 | 10 | | 1 | | 2 | | | | | |
| Electronic Integrated Control | 2 | 2 | 0 | | | | | 2 | | | | | | |
| Embalmer/Coordinator | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Facilities Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Intrventnl/Spec Procedure Tech | 4 | 2 | 2 | 2 | 2 | | | | | | | | | |
| Ld Mag Resonance Imagng Tech 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Cardiac/Vascular Sngraphr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Computed Tomography Tech | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Diag Med Sonography Tech | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Diagnostic Medical Sonogr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Nuclear Med Tech | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Lead Ophthalmology Technician | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Lead Radiologic Technologist | 7 | 4 | 3 | 4 | 3 | | | | | | | | | |
| Lead Respiratory Therapist | 2 | 0 | 2 | | | | 2 | | | | | | | |
| Mag Resonance Imaging Tech 2 | 6 | 2 | 4 | 1 | 1 | 1 | 1 | | 2 | | | | | |
| Mag Resonance Imagng Tech 1 | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Mammography Technologist 2 | 4 | 0 | 4 | | 4 | | | | | | | | | |
| Medical Laboratory Technician | 3 | 1 | 2 | | 1 | 1 | | | | | 1 | | | |
| Neurodiagnostic Tech | 6 | 2 | 4 | | 2 | | | 1 | 1 | 1 | 1 | | | |
| Nuclear Medicine Technologist | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| Ophthalmology Technician | 14 | 1 | 13 | 1 | 9 | | | | 4 | | | | | |
| OR/Anesthesia Tech | 5 | 2 | 3 | | 3 | 1 | | 1 | | | | | | |
| Phlebotomy/Central Proc Coord | 1 | 0 | 1 | | | | 1 | | | | | | | 1 |
| Radiation Therapy Supervisor | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Radiation Therapy Technologist | 6 | 1 | 5 | | 4 | | | | | 1 | 1 | | | |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Research Technician | 3 | 0 | 3 | | 1 | | | | | | 2 | | | |
| Respiratory Therapist Supv | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Safety & QA Officer | 3 | 1 | 2 | 1 | 2 | | | | | | | | | |
| Spec Dental Lab Tech | 3 | 2 | 1 | 2 | 1 | | | | | | | | | |
| Surgical Technologist 2 | 4 | 3 | 1 | 1 | 1 | 2 | | | | | | | | |
| Telecommunication Analyst/Coor | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Veterinary Technologist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| TOTAL | 180 | 57 | 121 | 37 | 92 | 6 | 10 | 12 | 12 | 2 | 7 | 0 | 0 | 2 |

**UCONN HEALTH
WORKFORCE ANALYSIS**

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Coding Reimbursement Spec | 13 | 0 | 13 | | 8 | | 1 | | 3 | | 1 | | | |
| Dental Auxiliary Instructor | 7 | 0 | 7 | | 5 | | | | 2 | | | | | |
| Dental Simulation Lab Coord | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Diagnostic Imaging Assistant | 9 | 4 | 4 | | 2 | 1 | 1 | 3 | 1 | | | | | 1 |
| EHS Specialist 1 | 1 | 1 | 0 | 1 | | | | | | | | | | |
| EHS Specialist 2 | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Information Specialist | 0 | 0 | 0 | | | | | | | | | | | |
| Laboratory Assistant | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Laboratory Assistant | 7 | 0 | 7 | | 5 | | 1 | | 1 | | | | | |
| Laboratory Assistant 3 | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Med Rec Spec 1 | 3 | 0 | 3 | | 1 | | 1 | | | | 1 | | | |
| Med Rec Spec 2 | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Pharmacy Technician | 30 | 8 | 20 | 4 | 13 | 1 | 2 | 2 | 2 | 1 | 1 | | 2 | 2 |
| Pharmacy Technician Coord | 7 | 3 | 4 | 2 | 3 | | 1 | | | 1 | | | | |
| Phlebotomist - 1199 | 24 | 2 | 21 | 2 | 9 | | 4 | | 7 | | 1 | | | 1 |
| Preclinical Educ Specialist | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Purchasing and Inventory Spec | 3 | 1 | 2 | 1 | 1 | | | | | | 1 | | | |
| TOTAL | 112 | 24 | 84 | 15 | 48 | 2 | 11 | 5 | 18 | 2 | 5 | 0 | 2 | 4 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|---------|
| Medical Assistant | 255 | 12 | 241 | 7 | 122 | 2 | 31 | 2 | 76 | 1 | 10 | | 2 | 2 |
| TOTAL | 255 | 12 | 241 | 7 | 122 | 2 | 31 | 2 | 76 | 1 | 10 | 0 | 2 | 2 |

UConn Health
Workforce Analysis

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Academic Computing Spec III | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Administrative Financial Coord | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Art Designer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Associate Editor | 1 | 0 | 0 | | | | | | | | | | | 1 |
| Clinical Coordinator | 18 | 4 | 14 | 2 | 7 | 1 | | | 5 | | | 1 | 2 | |
| Desktop Technician I | 6 | 5 | 1 | 3 | 1 | 2 | | | | | | | | |
| Desktop Technician II | 16 | 12 | 2 | 9 | 1 | | | 2 | | 1 | | | 1 | 2 |
| HR Coordinator | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Human Resources Associate | 14 | 0 | 14 | | 8 | | 4 | | 2 | | | | | |
| Lead Med Records Coding Tech | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Library Technician 1 | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| Library Technician 2 | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Medical Records Coding Tech 1 | 7 | 0 | 7 | | 6 | | | | | | 1 | | | |
| Medical Records Coding Tech 2 | 4 | 0 | 4 | | 3 | | 1 | | | | | | | |
| Multimedia Specialist 1 | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Multimedia Specialist 2 | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Payroll Coordinator | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Program Manager-Risk Mngmnt | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Research Database Manager | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Systems Coordinator | 5 | 1 | 4 | | 4 | | | 1 | | | | | | |
| UCH Paralegal Specialist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Visual Media Designer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| TOTAL | 91 | 30 | 58 | 22 | 39 | 3 | 7 | 3 | 8 | 1 | 1 | 1 | 3 | 3 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-----------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Dental Assistant | 37 | 1 | 36 | | 19 | | 3 | 1 | 13 | | 1 | | | |
| Dental Hygienist | 6 | 1 | 5 | 1 | 4 | | 1 | | | | | | | |
| Lead Dental Assistant | 6 | 1 | 5 | 1 | 4 | | 1 | | | | | | | |
| TOTAL | 49 | 3 | 46 | 2 | 27 | 0 | 5 | 1 | 13 | 0 | 1 | 0 | 0 | 0 |

UConn HEALTH
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MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|--------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Qual Crft Wrkr-A&E Mech | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Qual Crft Wrkr-Carpenter | 6 | 6 | 0 | 4 | | 1 | | 1 | | | | | | |
| Qual Crft Wrkr-Elect | 6 | 6 | 0 | 6 | | | | | | | | | | |
| Qual Crft Wrkr-HVACR | 8 | 8 | 0 | 7 | | | | 1 | | | | | | |
| Qual Crft Wrkr-Lock | 2 | 2 | 0 | 2 | | | | | | | | | | |
| Qual Crft Wrkr-Painter | 3 | 2 | 1 | 1 | 1 | 1 | | | | | | | | |
| Qual Crft Wrkr-Plumber | 6 | 6 | 0 | 5 | | | | 1 | | | | | | |
| Skilled Maintainer | 3 | 3 | 0 | 2 | | | | 1 | | | | | | |
| TOTAL | 35 | 34 | 1 | 28 | 1 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALES | 2+ RACES FEMALE |
|-----------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|-------------------|--------------------|
| Building & Grounds Patrol Officer | 1 | 1 | 0 | | | | | 1 | | | | | |
| TOTAL | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-----------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|-------------------|--------------------|----------|
| Custodian | 50 | 12 | 38 | 2 | 23 | 3 | 2 | 7 | 11 | | 2 | | | |
| Lead Custodian | 2 | 2 | 0 | | | | | 2 | | | | | | |
| Supervising Custodian | 7 | 3 | 4 | 1 | 4 | 1 | | 1 | | | | | | |
| TOTAL | 59 | 17 | 42 | 3 | 27 | 4 | 2 | 10 | 11 | 0 | 2 | 0 | 0 | 0 |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALES | 2+ RACES FEMALE | UNKNOWN |
|-------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|-------------------|--------------------|----------|
| Animal Care Supervisor | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Animal Care Tech | 10 | 1 | 9 | 1 | 6 | | 1 | | 2 | | | | | |
| Animal Care Washroom Tech | 3 | 2 | 0 | 1 | | 1 | | | | | | | | 1 |
| Asst Supervisor of CSSS | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Cent Sterile Proc & Dist Aide | 4 | 2 | 2 | | 1 | 2 | | | 1 | | | | | |
| Environmntl Contrl Maintainer | 12 | 12 | 0 | 11 | | | | 1 | | | | | | |
| General Trades Worker | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Lab Aide | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Lab Animal Tech Svcs Spec | 0 | 0 | 0 | | | | | | | | | | | |
| Landscape Technician | 6 | 6 | 0 | 6 | | | | | | | | | | |
| LD Ctl St Sup Ad | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Lead Stationary Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Lead Transport Aide | 2 | 1 | 1 | | | 1 | 1 | | | | | | | |
| Lead Transport Aide (RC) | 1 | 1 | 0 | | | | | 1 | | | | | | |
| Maintainer | 4 | 4 | 0 | 1 | | | | 3 | | | | | | |
| Maintenance Supv 2 (Grounds) | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Mat Stor Supv 2 | 2 | 2 | 0 | 2 | | | | | | | | | | |
| Material Mngmnt Supervisor | 3 | 3 | 0 | 1 | | 1 | | 1 | | | | | | |
| Material Storage Specialist | 0 | 0 | 0 | | | | | | | | | | | |
| MTCE Spv 1 HVA | 5 | 5 | 0 | 5 | | | | | | | | | | |
| MTCE Spv 2 Car | 0 | 0 | 0 | | | | | | | | | | | |
| MTCE Spv 2 Elect | 1 | 1 | 0 | 1 | | | | | | | | | | |
| MTCE Spv 2 HVAC | 2 | 2 | 0 | 2 | | | | | | | | | | |
| MTCE Spv 2 Plum | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Spvr, Sterile Proc & Distr | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Stationary Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Storekeeper | 15 | 12 | 3 | 5 | | 1 | | 5 | 3 | 1 | | | | |
| Storekeeper Assistant | 20 | 17 | 3 | 9 | 2 | 3 | | 4 | 1 | 1 | | | | |
| Transport Aide | 6 | 2 | 4 | 1 | 3 | | | 1 | | | | | 1 | |
| TOTAL | 106 | 80 | 25 | 53 | 13 | 9 | 2 | 16 | 8 | 2 | 1 | 0 | 1 | 1 |

**UCONN HEALTH
WORKFORCE ANALYSIS****MAY 31, 2024**

| LABOR MARKET AREA | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|-------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| NATIONAL | 863 | 397 | 463 | 261 | 307 | 14 | 26 | 25 | 31 | 96 | 94 | 1 | 5 | 3 |
| STATE | 2212 | 478 | 1719 | 339 | 1192 | 45 | 152 | 49 | 233 | 40 | 122 | 5 | 20 | 15 |
| LOCAL | 868 | 170 | 694 | 100 | 390 | 20 | 104 | 41 | 170 | 8 | 20 | 1 | 10 | 4 |
| TOTAL | 3943 | 1045 | 2876 | 700 | 1889 | 79 | 282 | 115 | 434 | 144 | 236 | 7 | 35 | 22 |

**UConn Health
Workforce Analysis**

MAY 31, 2024

| JOB CATEGORY | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| EXECUTIVE/ ADMINISTRATIVE | 243 | 66 | 176 | 58 | 149 | 5 | 12 | 2 | 8 | 1 | 5 | 0 | 2 | 1 |
| FACULTY | 620 | 331 | 287 | 203 | 158 | 9 | 14 | 23 | 23 | 95 | 89 | 1 | 3 | 2 |
| PROFESSIONAL/ NON-FACULTY | 0 | 0 | 0 | | | | | | | | | | | |
| SECRETARIAL/ CLERICAL | 0 | 0 | 0 | | | | | | | | | | | |
| TECHNICAL/ PARAPROFESSIONAL | 0 | 0 | 0 | | | | | | | | | | | |
| SKILLED CRAFT | 0 | 0 | 0 | | | | | | | | | | | |
| PROTECTIVE SERVICES | 0 | 0 | 0 | | | | | | | | | | | |
| SERVICE/ MAINTENANCE | 0 | 0 | 0 | | | | | | | | | | | |
| TOTAL | 863 | 397 | 463 | 261 | 307 | 14 | 26 | 25 | 31 | 96 | 94 | 1 | 5 | 3 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| EXECUTIVE/ADMINISTRATIVE | | | | | | | | | | | | | | |
| Academic Admin Manager | 6 | 3 | 3 | 3 | 3 | | | | | | | | | |
| Academic Program Coord | 1 | 0 | 0 | | | | | | | | | | | 1 |
| Administrative Director | 13 | 2 | 11 | 2 | 7 | | 2 | | 1 | | | | 1 | |
| Administrative Manager | 7 | 0 | 7 | | 5 | | 1 | | 1 | | | | | |
| Associate Director | 10 | 2 | 8 | 1 | 7 | | 1 | 1 | | | | | | |
| Associate Healthcare Counsel | 1 | 0 | 1 | | | | | | | | | | 1 | |
| Associate Vice President | 7 | 3 | 4 | 3 | 3 | | 1 | | | | | | | |
| Asst Dir, Procurement Systems | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Asst Director, Design Svcs | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Asst Director, Fac Bus Svcs | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Asst Director, Fac Maint & Ops | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Asst Director, Lab Animal Care | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Asst Director, Multimedia Svcs | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Asst Director/Supply Chain Ops | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Asst Vice President | 14 | 5 | 9 | 5 | 9 | | | | | | | | | |
| Business Services Manager | 22 | 2 | 20 | 2 | 18 | | | | 1 | | 1 | | | |
| Chief Admin Officer | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Chief Clinical Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Chief Counsel | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Chief Financial Officer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Chief Information Officer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Chief of Staff | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Clinical Practice Manager 1 | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Clinical Practice Manager 2 | 11 | 0 | 11 | | 8 | | 1 | | 2 | | | | | |
| Controller | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Dean | 2 | 2 | 0 | 1 | | | | | | 1 | | | | |
| Director, Ambulatory Access In | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Director, Emergency Preparedne | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Director, Info Technology | 11 | 4 | 7 | 4 | 6 | | | | | | 1 | | | |
| Director, Logistics Management | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Director, Procurement | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Director, Radiation Safety/EOC | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Director, Strategic Projects | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Executive VP/CEO UConn Health | 1 | 1 | 0 | | | 1 | | | | | | | | |
| Finance Manager | 4 | 0 | 4 | | 2 | | | | 1 | | 1 | | | |
| Information Tech Manager (RC) | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Manager, Diagnostic Imaging | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| Manager, Health Info Managemnt | 2 | 1 | 1 | | 1 | 1 | | | | | | | | |
| Manager, Patient Access | 1 | 0 | 1 | | 1 | | | | | | | | | |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|
| Manager, Respiratory Svcs | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Medical Physicist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Mgr, Patient Financial Svcs | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Nurse Manager | 18 | 0 | 18 | | 17 | | 1 | | | | | | | |
| Nursing Director | 6 | 0 | 6 | | 5 | | 1 | | | | | | | |
| Operations Mngr-Facilities Svc | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Pharmacy Manager | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Program Director | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Rehab Svcs Operations Mngr | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Senior Director - Budget | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Sr Assoc Healthcare Counsel | 3 | 2 | 1 | | 1 | 1 | | 1 | | | | | | |
| Sr Director, Finance/Adm,SOM | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Sr. Director, Nursing | 2 | 0 | 2 | | 2 | | | | | | | | | |
| UHPC-4/Dept Manager | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Univ Asst Director | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Univ Director | 52 | 18 | 34 | 16 | 30 | 2 | 1 | | 2 | | 1 | | | |
| Vice President | 3 | 2 | 1 | 2 | | | 1 | | | | | | | |
| VP, Ambulatory Care Admin | 1 | 0 | 1 | | 1 | | | | | | | | | |
| VP, Patient Experience | 1 | 0 | 1 | | 1 | | | | | | | | | |
| VP, Quality & Patient Services | 1 | 0 | 1 | | 1 | | | | | | | | | |
| TOTAL | 243 | 66 | 176 | 58 | 149 | 5 | 12 | 2 | 8 | 1 | 5 | 0 | 2 | 1 |
| FACULTY | | | | | | | | | | | | | | |
| Assoc Prof/Basic Sci | 54 | 33 | 21 | 20 | 14 | | 1 | 2 | 1 | 10 | 5 | 1 | | |
| Assoc Prof/Clinical | 81 | 49 | 32 | 29 | 19 | 2 | 3 | 2 | 3 | 16 | 7 | | | |
| Assoc Prof/Visiting | 7 | 4 | 3 | 3 | 1 | | | | | 1 | 2 | | | |
| Asst Prof/Basic Sci | 80 | 34 | 45 | 14 | 24 | | 2 | 2 | 4 | 18 | 15 | | | 1 |
| Asst Prof/Clinical | 218 | 95 | 122 | 60 | 63 | 3 | 5 | 8 | 10 | 24 | 41 | | 3 | 1 |
| Head of Dept/Basic Sci | 6 | 5 | 1 | 4 | 1 | | | | | 1 | | | | |
| Head of Dept/Clinical | 14 | 12 | 2 | 11 | 2 | | | 1 | | | | | | |
| Instructor/Basic Sci | 19 | 10 | 9 | 4 | 3 | | | 1 | | 5 | 6 | | | |
| Instructor/Clinical | 10 | 2 | 8 | 1 | 5 | | | 1 | 3 | | | | | |
| Professor/Basic Sci | 57 | 37 | 20 | 25 | 15 | | | 1 | 1 | 11 | 4 | | | |
| Professor/Clinical | 72 | 48 | 24 | 31 | 11 | 3 | 3 | 5 | 1 | 9 | 9 | | | |
| Professor/Visiting | 1 | 1 | 0 | 1 | | | | | | | | | | |
| University Professor | 1 | 1 | 0 | | | 1 | | | | | | | | |
| TOTAL | 620 | 331 | 287 | 203 | 158 | 9 | 14 | 23 | 23 | 95 | 89 | 1 | 3 | 2 |
| GRAND TOTAL | 863 | 397 | 463 | 261 | 307 | 14 | 26 | 25 | 31 | 96 | 94 | 1 | 5 | 3 |

**UConn Health
Workforce Analysis**

MAY 31, 2024

| JOB CATEGORY | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| EXECUTIVE/ ADMINISTRATIVE | 0 | 0 | 0 | | | | | | | | | | | |
| FACULTY | 0 | 0 | 0 | | | | | | | | | | | |
| PROFESSIONAL/ NON-FACULTY | 1468 | 342 | 1123 | 252 | 841 | 27 | 81 | 25 | 94 | 34 | 95 | 4 | 12 | 3 |
| SECRETARIAL/ CLERICAL | 0 | 0 | 0 | | | | | | | | | | | |
| TECHNICAL/ PARAPROFESSIONAL | 744 | 136 | 596 | 87 | 351 | 18 | 71 | 24 | 139 | 6 | 27 | 1 | 8 | 12 |
| SKILLED CRAFT | 0 | 0 | 0 | | | | | | | | | | | |
| PROTECTIVE SERVICES | 0 | 0 | 0 | | | | | | | | | | | |
| SERVICE/ MAINTENANCE | 0 | 0 | 0 | | | | | | | | | | | |
| TOTAL | 2212 | 478 | 1719 | 339 | 1192 | 45 | 152 | 49 | 233 | 40 | 122 | 5 | 20 | 15 |

UConn Health
Workforce Analysis

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| PROFESSIONAL/NON-FACULTY | | | | | | | | | | | | | | |
| Academic Curric Coordinator | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Accountant | 4 | 1 | 3 | | 2 | | | | | 1 | 1 | | | |
| Admin & Clin Sys Coord | 8 | 3 | 5 | 2 | 5 | | | 1 | | | | | | |
| Administrative & Clinical Research Coord | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Administrative Officer | 29 | 3 | 26 | 2 | 23 | 1 | 1 | | | | 2 | | | |
| Administrative Program Coordinator | 153 | 8 | 145 | 5 | 111 | 1 | 7 | | 16 | 1 | 7 | 1 | 4 | |
| Application Analyst 1 | 14 | 4 | 10 | 3 | 7 | | 2 | | 1 | 1 | | | | |
| Application Analyst 2 | 30 | 10 | 20 | 7 | 17 | 2 | 1 | 1 | | | 2 | | | |
| Application Analyst 3 | 13 | 2 | 11 | 2 | 10 | | | | | | 1 | | | |
| Application Architect | 17 | 12 | 5 | 9 | 3 | 1 | | | | 2 | 2 | | | |
| Application Developer 1 | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Application Developer 2 | 4 | 4 | 0 | 3 | | | | 1 | | | | | | |
| Application Developer 3 | 13 | 7 | 6 | 6 | 5 | | | 1 | | | 1 | | | |
| Architect/Electrical Designer | 0 | 0 | 0 | | | | | | | | | | | |
| Assistant Privacy Officer | 3 | 1 | 2 | 1 | 1 | | | | 1 | | | | | |
| Assoc Accountant | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Assoc Compliance Officer | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Asst Nursing Manager | 24 | 2 | 22 | 2 | 19 | | | | 2 | | 1 | | | |
| Asst Radiation Safety Officer | 2 | 2 | 0 | 2 | | | | | | | | | | |
| Athletic Trainer | 3 | 2 | 1 | 2 | | | | | 1 | | | | | |
| Behav Hlth Part Hosp Prog Mngr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Biomedical Cybersecurity Engin | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Business System Analyst | 14 | 5 | 9 | 5 | 6 | | | | 1 | | 2 | | | |
| Chaplain | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Chemical Safety Officer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Childcare Head Teacher | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Childcare Teacher | 15 | 0 | 15 | | 12 | | | | 3 | | | | | |
| Clin Simulation CTR Coordinato | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Clin Sys/Informatics Analyst | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Clinical Case Manager | 24 | 2 | 21 | 2 | 15 | | 1 | | 3 | | 1 | | 1 | 1 |
| Clinical Documentation Spec | 4 | 0 | 4 | | 3 | | | | | | 1 | | | |
| Clinical Lab Supervisor | 8 | 4 | 4 | 2 | 4 | 2 | | | | | | | | |
| Clinical Nurse Consultant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Clinical Nurse Specialist | 18 | 0 | 18 | | 14 | | | | 2 | | 2 | | | |
| Clinical Nurse Supvr - UHP Sal | 0 | 0 | 0 | | | | | | | | | | | |
| Clinical Patient Navigator | 6 | 0 | 6 | | 5 | | | | | | 1 | | | |
| Clinical Perfusionist | 3 | 2 | 1 | 2 | 1 | | | | | | | | | |
| Clinical Perfusionist Coord | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Clinical Program Coordinator | 6 | 1 | 5 | 1 | 4 | | | | | | 1 | | | |

UConn Health
Workforce Analysis

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| Clinical Radiologic Supvr | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Clinical Research Assoc 1 | 12 | 1 | 11 | 1 | 6 | | 2 | | 3 | | | | | |
| Clinical Research Assoc 2 | 12 | 2 | 10 | 1 | 6 | | 2 | | 1 | 1 | 1 | | | |
| Clinical Research Asst 1 | 21 | 6 | 15 | 2 | 9 | 1 | 3 | 2 | 3 | 1 | | | | |
| Clinical Research Asst 2 | 13 | 3 | 10 | 2 | 7 | 1 | 1 | | 1 | | 1 | | | |
| Clinical Research Asst 3 | 18 | 2 | 16 | | 13 | 1 | | 1 | 3 | | | | | |
| Coding & Documnt Integrity Mgr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Coding Trainer | 9 | 0 | 9 | | 8 | | 1 | | | | | | | |
| Comm Based Educ Spec | 2 | 0 | 2 | | | | | | 1 | | 1 | | | |
| Community Health Prog Supvr | 2 | 0 | 2 | | | | 1 | | 1 | | | | | |
| Compliance Specialist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Cytotechnologist | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Diabetes Education Program Co | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Diabetes Educator | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Digital Marketing Specialist | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Educ & Development Spec. | 3 | 0 | 3 | | 1 | | | | 2 | | | | | |
| Education Technology Trainer | 0 | 0 | 0 | | | | | | | | | | | |
| EEO Investigator | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Electrical Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Employee Assistance Counselor | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Employee Labor Relations Assoc | 0 | 0 | 0 | | | | | | | | | | | |
| Employee Resource Specialist | 0 | 0 | 0 | | | | | | | | | | | |
| Engineer 1 | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Epic Training Coordinator | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Ergonomist | 1 | 1 | 0 | | | | | | | 1 | | | | |
| Executive Assist to Dean-SOM | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Executive Staff Asst | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Financial Aid Officer | 2 | 1 | 1 | 1 | | | | | | | | | 1 | |
| Fiscal Admin Off | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Fiscal Coordinator | 6 | 3 | 3 | 2 | 2 | | 1 | 1 | | | | | | |
| Grants & Contracts Specialist | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Healthcare Counsel | 0 | 0 | 0 | | | | | | | | | | | |
| Healthcare Data Analyst | 2 | 2 | 0 | | | 1 | | | | 1 | | | | |
| Histology Supervisor | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Histotechnologist | 13 | 5 | 8 | 4 | 7 | | | | | 1 | | | 1 | |
| HR Consultant | 3 | 0 | 3 | | 2 | | | | 1 | | | | | |
| HRIS Administrator | 4 | 2 | 2 | 2 | 2 | | | | | | | | | |
| HRIS Specialist 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Human Resources Specialist 1 | 3 | 0 | 3 | | 2 | | | | | | 1 | | | |
| Human Resources Specialist 2 | 8 | 2 | 6 | | 4 | | 1 | | 1 | 2 | | | | |
| Human Resources Specialist 3 | 8 | 2 | 6 | 2 | 5 | | | | | | 1 | | | |

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| Infection Control Specialist 2 | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Informatics Pharmacist | 7 | 4 | 3 | 2 | 2 | | | | 1 | 1 | | 1 | | |
| Infrastructure Architect | 25 | 25 | 0 | 20 | | 4 | | | | 1 | | | | |
| Instructional Design Spec | 4 | 2 | 2 | 2 | 1 | | 1 | | | | | | | |
| Internal Auditor | 0 | 0 | 0 | | | | | | | | | | | |
| Internal Auditor - Medical | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Interpreter Services Coord | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Inv Drug Pharm/Med Safty Pharm | 1 | 0 | 1 | | 1 | | | | | | | | | |
| IT Project Manager | 6 | 5 | 1 | 4 | | | | 1 | | | 1 | | | |
| Labor Relations Coordinator | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Labor Relations Specialist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Lactation Nurse | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Coding Trainer | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Cytotechnologist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Neurosurgical Phys Asst | 0 | 0 | 0 | | | | | | | | | | | |
| Lead Nurse Anesthetist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Nurse Practitioner | 10 | 1 | 9 | | 7 | | | 1 | 1 | | 1 | | | |
| Lead Pathologists' Assistant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Physician Assistant | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Legal Contract Specialist 2 | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Librarian 2 | 4 | 1 | 3 | 1 | 2 | | 1 | | | | | | | |
| Librarian 3 | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Librarian 4 | 4 | 1 | 3 | | 2 | | | | | 1 | 1 | | | |
| Med Materials Mngmnt Supvr | 1 | 1 | 0 | | | | | | | 1 | | | | |
| Medical Dosimetrist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Medical Records Supervisor | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Medical Technologist 1 | 7 | 2 | 5 | 1 | 3 | 1 | 1 | | | | | | 1 | |
| Medical Technologist 2 | 31 | 4 | 27 | 3 | 20 | | 1 | | 1 | 1 | 5 | | | |
| Mental Health Clinician | 2 | 1 | 1 | 1 | | | | | 1 | | | | | |
| Mobile Intensive Care Coord Su | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Neonatal Spec Resp Care | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Nurse Anesthetist | 14 | 5 | 9 | 5 | 6 | | 1 | | 1 | | 1 | | | |
| Nurse Practitioner | 90 | 4 | 86 | 4 | 72 | | 7 | | 1 | | 6 | | | |
| Occupational Therapist 2-UHP | 7 | 1 | 6 | 1 | 6 | | | | | | | | | |
| Oral and Max Radiologic Supvr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Pathologists' Assistant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Patient Instructor Trainer | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Patient Svcs Accounts Coord | 8 | 1 | 7 | | 5 | | | | 2 | 1 | | | | |
| Performance Improvement Spec | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Pharmacist-UHP | 18 | 3 | 15 | 3 | 7 | | 1 | | 1 | | 6 | | | |
| Pharmacy Clinical Coord | 9 | 4 | 5 | 4 | 3 | | | | 1 | | 1 | | | |

UConn Health
Workforce Analysis

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| Pharmacy Quality Specialist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Physical Therapist 1 - UHP | 0 | 0 | 0 | | | | | | | | | | | |
| Physical Therapist 2 - UHP | 20 | 9 | 11 | 9 | 10 | | | | | | 1 | | | |
| Physician Assistant | 47 | 15 | 32 | 13 | 28 | | | 1 | 1 | 1 | 2 | | 1 | |
| PI Project Leader | 0 | 0 | 0 | | | | | | | | | | | |
| Poison Information Spec | 9 | 2 | 7 | 1 | 6 | | | | 1 | 1 | | | | |
| Practice Relations Liaison | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| Principal Trainer | 10 | 3 | 7 | 2 | 6 | | | 1 | 1 | | | | | |
| Procurement & Inv Pharmacist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Procurement Contract Spec | 9 | 2 | 7 | 2 | 6 | | 1 | | | | | | | |
| Procurement Financial Officer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Program Manager | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Project Manager 2, Campus Plan | 5 | 3 | 2 | 3 | 1 | | | | | | 1 | | | |
| Project Planning Coordinator | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Quality Assurance Specialist | 10 | 1 | 9 | 1 | 8 | | | | 1 | | | | | |
| Rehabilitation Services Supvr | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Reimbursement Analyst 1 | 15 | 2 | 13 | | 10 | 1 | 3 | 1 | | | | | | |
| Reimbursement Analyst 2 | 11 | 1 | 10 | 1 | 7 | | 2 | | | | 1 | | | |
| Research Analyst | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Research Assistant 1 | 21 | 8 | 13 | 3 | 6 | 1 | | 1 | 1 | 3 | 4 | | 2 | |
| Research Assistant 2 | 15 | 6 | 9 | 5 | 3 | | | 1 | | | 6 | | | |
| Research Assistant 3 | 10 | 3 | 7 | 2 | 4 | | | | | 1 | 3 | | | |
| Research Associate 1 | 22 | 10 | 11 | 4 | 8 | | | | | 6 | 3 | | | 1 |
| Research Associate 2 | 17 | 4 | 13 | 3 | 6 | 1 | 2 | | 1 | | 4 | | | |
| Research Compliance Monitor 1 | 6 | 1 | 5 | 1 | 5 | | | | | | | | | |
| Research Compliance Monitor 2 | 3 | 1 | 2 | | 2 | | | 1 | | | | | | |
| Research Facilitator | 3 | 1 | 2 | | 2 | | | | | 1 | | | | |
| Research Nurse | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Senior Internal Auditor | 0 | 0 | 0 | | | | | | | | | | | |
| Social Media Specialist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Social Work Supervisor | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Social Worker 1 | 0 | 0 | 0 | | | | | | | | | | | |
| Social Worker 2 | 28 | 3 | 25 | 3 | 20 | | 4 | | 1 | | | | | |
| Speech Pathologist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Sponsored Program Specialist | 8 | 0 | 8 | | 6 | | | | 1 | | 1 | | | |
| Spvr, Medical Coding & Training | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Sr Labor Relations Specialist | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Staff Accountant 1 | 3 | 1 | 2 | 1 | 1 | | | | 1 | | | | | |
| Staff Accountant 2 | 8 | 2 | 6 | 1 | 4 | 1 | | | 2 | | | | | |
| Staff Accountant 3 | 4 | 0 | 4 | | 2 | | | | | | 2 | | | |
| Staff Nurse CN1 | 9 | 0 | 9 | | 5 | | | | 3 | | | | 1 | |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|-----------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|
| Staff Nurse CN2 | 108 | 21 | 86 | 17 | 58 | 1 | 11 | | 9 | 2 | 8 | 1 | | 1 |
| Staff Nurse CN2 - Outpatient | 67 | 6 | 61 | 2 | 42 | | 7 | 2 | 8 | 1 | 4 | 1 | | |
| Staff Nurse CN3 | 18 | 4 | 14 | 4 | 13 | | 1 | | | | | | | |
| Staff Nurse CN3 - Outpatient | 9 | 1 | 8 | 1 | 8 | | | | | | | | | |
| Strategic Planner | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Student Affairs Officer | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Supervising Accountant - UHP | 5 | 1 | 4 | 1 | 4 | | | | | | | | | |
| Supervisor, Patient Access | 4 | 0 | 4 | | 3 | | | | 1 | | | | | |
| Supv Patient Svcs Accts | 4 | 1 | 3 | | 2 | | | 1 | 1 | | | | | |
| Supvr, Clinical Case Manager | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Systems Manager | 9 | 6 | 3 | 5 | 3 | | | 1 | | | | | | |
| Talent Acquisition Specialist | 5 | 0 | 5 | | 3 | | 2 | | | | | | | |
| Technical Analyst 1 | 12 | 9 | 3 | 4 | 1 | 3 | 1 | 2 | 1 | | | | | |
| Technical Analyst 2 | 12 | 10 | 2 | 9 | 2 | 1 | | | | | | | | |
| Technical Analyst 3 | 7 | 6 | 1 | 3 | 1 | 2 | | 1 | | | | | | |
| Therapeutic Recreation Spec | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Training Specialist | 1 | 0 | 1 | | | | 1 | | | | | | | |
| UCH Communications Specialist | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Web and Marketing Assoc | 4 | 1 | 3 | | | | 2 | 1 | | | 1 | | | |
| Web Communication Officer 1 | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Web Communication Officer 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Wound & Ostomy Nurse | 2 | 1 | 1 | | 1 | | | 1 | | | | | | |
| TOTAL | 1468 | 342 | 1123 | 252 | 841 | 27 | 81 | 25 | 94 | 34 | 95 | 4 | 12 | 3 |
| | | | | | | | | | | | | | | |
| TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | | | | | |
| Academic Computing Spec III | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Administrative Financial Coord | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Art Designer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Associate Editor | 1 | 0 | 0 | | | | | | | | | | | 1 |
| Audio Visual (AV) Specialist | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Autopsy/Pathology Technician | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Biomedical Tech Specialist | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Biomedical Technician 2 | 6 | 2 | 3 | 2 | 3 | | | | | | | | | 1 |
| BioMedical Technician I | 2 | 1 | 1 | 1 | | | 1 | | | | | | | |
| Bone Densitometry Technologist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Cardiac Testing Tech | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Cardiac/Vascular Sonographer | 10 | 2 | 8 | 2 | 7 | | | | | | 1 | | | |
| Cast Technician | 5 | 2 | 3 | | 2 | | | 2 | 1 | | | | | |
| Clinical Coordinator | 18 | 4 | 14 | 2 | 7 | 1 | | | 5 | | | 1 | 2 | |
| Clinical Coordinator 2 | 12 | 0 | 12 | | 7 | | 1 | | 2 | | 2 | | | |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| Clinical Research Technician | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Cntrl Sterile Proc Instr Spec | 11 | 5 | 6 | 2 | 5 | 1 | | 2 | 1 | | | | | |
| Coding Reimbursement Spec | 13 | 0 | 13 | | 8 | | 1 | | 3 | | 1 | | | |
| Community Health Specialist | 6 | 1 | 5 | | 1 | | | 1 | 4 | | | | | |
| Community Health Worker | 8 | 1 | 7 | | 3 | 1 | | | 4 | | | | | |
| Computed Tomography (CT) Tech2 | 8 | 3 | 5 | 3 | 4 | | | | 1 | | | | | |
| Computed Tomography Tech 1 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Credentialed Trainer | 4 | 0 | 4 | | 2 | | 1 | | | | 1 | | | |
| Dental Asst | 37 | 1 | 36 | | 19 | | 3 | 1 | 13 | | 1 | | | |
| Dental Auxiliary Instructor | 7 | 0 | 7 | | 5 | | | | 2 | | | | | |
| Dental Hygienist | 6 | 1 | 5 | 1 | 4 | | 1 | | | | | | | |
| Dental Lab Tech 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Dental Simulation Lab Coord | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Desktop Technician I | 6 | 5 | 1 | 3 | 1 | 2 | | | | | | | | |
| Desktop Technician II | 16 | 12 | 2 | 9 | 1 | | | 2 | | 1 | | | 1 | 2 |
| Diagnostic Imaging Assistant | 9 | 4 | 4 | | 2 | 1 | 1 | 3 | 1 | | | | | 1 |
| Diagnostic Rad Tech | 22 | 8 | 14 | 4 | 12 | | 2 | 4 | | | | | | |
| DM Sonography Technlgst 1 | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| DM Sonography Technlgst 2 | 14 | 1 | 13 | 1 | 10 | | 1 | | 2 | | | | | |
| EHS Specialist 1 | 1 | 1 | 0 | 1 | | | | | | | | | | |
| EHS Specialist 2 | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Electronic Integrated Control | 2 | 2 | 0 | | | | | 2 | | | | | | |
| Embalmer/Coordinator | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Facilities Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| HR Coordinator | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Human Resources Associate | 14 | 0 | 14 | | 8 | | 4 | | 2 | | | | | |
| Intrventnl/Spec Procedure Tech | 4 | 2 | 2 | 2 | 2 | | | | | | | | | |
| Laboratory Assistant | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Laboratory Assistant 2 | 7 | 0 | 7 | | 5 | | 1 | | 1 | | | | | |
| Laboratory Assistant 3 | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Ld Mag Resonance Imagng Tech 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Cardiac/Vascular Sngraphr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Computed Tomography Tech | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Dental Asst | 6 | 1 | 5 | 1 | 4 | | 1 | | | | | | | |
| Lead Diag Med Sonography Tech | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Diagnostic Medical Sonogr | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Med Records Coding Tech | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Lead Nuclear Med Tech | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Lead Ophthalmology Technician | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Lead Radiologic Technologist | 7 | 4 | 3 | 4 | 3 | | | | | | | | | |
| Lead Respiratory Therapist | 2 | 0 | 2 | | | | 2 | | | | | | | |

**UConn Health
Workforce Analysis**

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| Library Technician 1 | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| Library Technician 2 | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Mag Resonance Imaging Tech 2 | 6 | 2 | 4 | 1 | 1 | 1 | 1 | | 2 | | | | | |
| Mag Resonance Imagng Tech 1 | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Mammography Technologist 2 | 4 | 0 | 4 | | 4 | | | | | | | | | |
| Med Rec Spec 1 | 3 | 0 | 3 | | 1 | | 1 | | | | 1 | | | |
| Med Rec Spec 2 | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Medical Assistant | 255 | 12 | 241 | 7 | 122 | 2 | 31 | 2 | 76 | 1 | 10 | | 2 | 2 |
| Medical Laboratory Technician | 3 | 1 | 2 | | 1 | 1 | | | | | 1 | | | |
| Medical Records Coding Tech 1 | 7 | 0 | 7 | | 6 | | | | | | 1 | | | |
| Medical Records Coding Tech 2 | 4 | 0 | 4 | | 3 | | 1 | | | | | | | |
| MH Asst 1 | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Multimedia Specialist 1 | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Multimedia Specialist 2 | 3 | 3 | 0 | 3 | | | | | | | | | | |
| Neurodiagnostic Tech | 6 | 2 | 4 | | 2 | | | 1 | 1 | 1 | 1 | | | |
| Nuclear Medicine Technologist | 2 | 0 | 2 | | 1 | | 1 | | | | | | | |
| Nurse Aide | 24 | 7 | 16 | 3 | 9 | 4 | 5 | | 1 | | | | 1 | 1 |
| Ophthalmology Technician | 14 | 1 | 13 | 1 | 9 | | | | 4 | | | | | |
| OR/Anesthesia Tech | 5 | 2 | 3 | | 3 | 1 | | 1 | | | | | | |
| Payroll Coordinator | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Pharmacy Technician | 30 | 8 | 20 | 4 | 13 | 1 | 2 | 2 | 2 | 1 | 1 | | 2 | 2 |
| Pharmacy Technician Coord | 7 | 3 | 4 | 2 | 3 | | 1 | | | 1 | | | | |
| Phlebotomist - 1199 | 24 | 2 | 21 | 2 | 9 | | 4 | | 7 | | 1 | | | 1 |
| Phlebotomy/Central Proc Coord | 2 | 0 | 1 | | | | 1 | | | | | | | 1 |
| Preclinical Educ Specialist | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Program Manager-Risk Mngmnt | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Pulmonary Function Spec | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Purchasing and Inventory Spec | 3 | 1 | 2 | 1 | 1 | | | | | | 1 | | | |
| Radiation Therapy Supervisor | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Radiation Therapy Technologist | 6 | 1 | 5 | | 4 | | | | | 1 | 1 | | | |
| Research Database Manager | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Research Technician | 3 | 0 | 3 | | 1 | | | | | | 2 | | | |
| Respiratory Therapist Supv | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Safety & QA Officer | 3 | 1 | 2 | 1 | 2 | | | | | | | | | |
| Spec Dental Lab Tech | 3 | 2 | 1 | 2 | 1 | | | | | | | | | |
| Surgical Technologist 2 | 4 | 3 | 1 | 1 | 1 | 2 | | | | | | | | |
| Systems Coordinator | 5 | 1 | 4 | | 4 | | | 1 | | | | | | |
| Telecommunication Analyst/Coor | 1 | 1 | 0 | 1 | | | | | | | | | | |
| UCH Paralegal Specialist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Veterinary Technologist | 1 | 0 | 1 | | 1 | | | | | | | | | |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|-----------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| Visual Media Designer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| TOTAL | 744 | 135 | 596 | 87 | 351 | 18 | 71 | 24 | 139 | 6 | 27 | 1 | 8 | 12 |
| GRAND TOTAL | 2212 | 477 | 1719 | 339 | 1192 | 45 | 152 | 49 | 233 | 40 | 122 | 5 | 20 | 15 |

**UConn Health
Workforce Analysis**

MAY 31, 2024

| JOB CATEGORY | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| EXECUTIVE/ ADMINISTRATIVE | 0 | 0 | 0 | | | | | | | | | | | |
| FACULTY | 0 | 0 | 0 | | | | | | | | | | | |
| PROFESSIONAL/ NON-FACULTY | 0 | 0 | 0 | | | | | | | | | | | |
| SECRETARIAL/ CLERICAL | 667 | 38 | 626 | 16 | 349 | 5 | 100 | 10 | 151 | 6 | 17 | 1 | 9 | 3 |
| TECHNICAL/ PARAPROFESSIONAL | 0 | 0 | 0 | | | | | | | | | | | |
| SKILLED CRAFT | 35 | 34 | 1 | 28 | 1 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| PROTECTIVE SERVICES | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| SERVICE/ MAINTENANCE | 165 | 97 | 67 | 56 | 40 | 13 | 4 | 26 | 19 | 2 | 3 | 0 | 1 | 1 |
| TOTAL | 868 | 170 | 694 | 100 | 390 | 20 | 104 | 41 | 170 | 8 | 20 | 1 | 10 | 4 |

UCONN HEALTH
WORKFORCE ANALYSIS

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|------------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|----------|
| SECRETARIAL/CLERICAL | | | | | | | | | | | | | | |
| Accounts Receivable Collector | 6 | 1 | 5 | | | | 3 | 1 | 2 | | | | | |
| Adm Fiscal Assistant | 22 | 3 | 19 | 2 | 13 | | 3 | 1 | 2 | | 1 | | | |
| Administrative Program Assistant 1 | 12 | 1 | 11 | 1 | 7 | | 1 | | 3 | | | | | |
| Administrative Program Assistant 2 | 55 | 2 | 53 | 1 | 40 | | 3 | 1 | 7 | | 3 | | | |
| Cash Accounting Clerk | 0 | 0 | 0 | | | | | | | | | | | |
| Clerk | 5 | 0 | 5 | | 2 | | 1 | | 1 | | 1 | | | |
| Clerk Typist | 21 | 3 | 17 | 3 | 5 | | 7 | | 3 | | 2 | | | 1 |
| Clinic Office Assistant | 194 | 2 | 191 | | 96 | | 24 | 1 | 63 | | 4 | 1 | 4 | 1 |
| E.D. Admissions Specialist | 14 | 3 | 11 | | 4 | | 3 | | 3 | 3 | 1 | | | |
| Executive Assistant | 21 | 1 | 19 | | 17 | | | 1 | 2 | | | | | 1 |
| Fiscal Admin Asst | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Fiscal Assistant | 6 | 1 | 5 | 1 | 2 | | 1 | | 2 | | | | | |
| Head Clerk | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Human Resources Assistant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead ED Admissions Specialist | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Lead Patient Services Rep. | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Lead Telephone Operator | 0 | 0 | 0 | | | | | | | | | | | |
| Mail Handler | 2 | 1 | 1 | 1 | | | 1 | | | | | | | |
| Medical Records Clerk | 20 | 1 | 19 | | 15 | 1 | 3 | | 1 | | | | | |
| Office Assistant | 63 | 5 | 58 | | 33 | 3 | 11 | 2 | 11 | | | | 3 | |
| Patient Access Representative | 25 | 0 | 25 | | 10 | | 5 | | 9 | | 1 | | | |
| Patient Services Representative | 85 | 3 | 82 | 2 | 46 | | 10 | | 21 | 1 | 4 | | 1 | |
| Secretary 2 | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Spec Secretary (Medical) | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Supply Coordinator | 10 | 3 | 7 | | 4 | 1 | 1 | 1 | 2 | 1 | | | | |
| Telecom Operator | 80 | 2 | 78 | 2 | 42 | | 17 | | 18 | | | | 1 | |
| UCH Communications Operator | 13 | 4 | 9 | 1 | 4 | | 4 | 2 | 1 | 1 | | | | |
| UCH Ld Communications Operator | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Univ Helper | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| TOTAL | 667 | 38 | 626 | 16 | 349 | 5 | 100 | 10 | 151 | 6 | 17 | 1 | 9 | 3 |
| | | | | | | | | | | | | | | |
| SKILLED CRAFT | | | | | | | | | | | | | | |
| Qual Crft Wrkr-A&E Mech | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Qual Crft Wrkr-Carpenter | 6 | 6 | 0 | 4 | | 1 | | 1 | | | | | | |
| Qual Crft Wrkr-Elect | 6 | 6 | 0 | 6 | | | | | | | | | | |
| Qual Crft Wrkr-HVACR | 8 | 8 | 0 | 7 | | | | 1 | | | | | | |
| Qual Crft Wrkr-Lock | 2 | 2 | 0 | 2 | | | | | | | | | | |
| Qual Crft Wrkr-Painter | 3 | 2 | 1 | 1 | 1 | 1 | | | | | | | | |

**UCONN HEALTH
WORKFORCE ANALYSIS**

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|-------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|----------|
| Qual Crft Wrkr-Plumber | 6 | 6 | 0 | 5 | | | | 1 | | | | | | |
| Skilled Maintainer | 3 | 3 | 0 | 2 | | | | 1 | | | | | | |
| TOTAL | 35 | 34 | 1 | 28 | 1 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| PROTECTIVE SERVICES | | | | | | | | | | | | | | |
| Bldg & Grnds Patrol Off | 1 | 1 | 0 | | | | | 1 | | | | | | |
| TOTAL | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| SERVICE/MAINTENANCE | | | | | | | | | | | | | | |
| Animal Care Supervisor | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Animal Care Tech | 10 | 1 | 9 | 1 | 6 | | 1 | | 2 | | | | | |
| Animal Care Washroom Tech | 3 | 2 | 0 | 1 | | 1 | | | | | | | | 1 |
| Asst Supervisor of CSSS | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Cent Sterile Proc & Dist Aide | 4 | 2 | 2 | | 1 | 2 | | | 1 | | | | | |
| Custodian | 50 | 12 | 38 | 2 | 23 | 3 | 2 | 7 | 11 | | 2 | | | |
| Environmntl Contrl Maintainer | 12 | 12 | 0 | 11 | | | | 1 | | | | | | |
| General Trades Worker | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Lab Aide | 1 | 0 | 1 | | | | | | | | 1 | | | |
| Lab Animal Tech Svcs Spec | 0 | 0 | 0 | | | | | | | | | | | |
| Landscape Technician | 6 | 6 | 0 | 6 | | | | | | | | | | |
| LD Ctl St Sup Ad | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Lead Custodian | 2 | 2 | 0 | | | | | 2 | | | | | | |
| Lead Stationary Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Lead Transport Aide | 2 | 1 | 1 | | | 1 | 1 | | | | | | | |
| Lead Transport Aide (RC) | 1 | 1 | 0 | | | | | 1 | | | | | | |
| Maintainer | 4 | 4 | 0 | 1 | | | | 3 | | | | | | |
| Maintenance Supv 2 (Grounds) | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Mat Stor Supv 2 | 2 | 2 | 0 | 2 | | | | | | | | | | |
| Material Mngmnt Supervisor | 3 | 3 | 0 | 1 | | 1 | | 1 | | | | | | |
| Material Storage Specialist | 0 | 0 | 0 | | | | | | | | | | | |
| MTCE Spv 1 HVA | 5 | 5 | 0 | 5 | | | | | | | | | | |
| MTCE Spv 2 Car | 0 | 0 | 0 | | | | | | | | | | | |
| MTCE Spv 2 Elect | 1 | 1 | 0 | 1 | | | | | | | | | | |
| MTCE Spv 2 HVAC | 2 | 2 | 0 | 2 | | | | | | | | | | |
| MTCE Spv 2 Plum | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Spvr, Sterile Proc & Distr | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Stationary Engineer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Storekeeper | 15 | 12 | 3 | 5 | | 1 | | 5 | 3 | 1 | | | | |
| Storekeeper Assistant | 20 | 17 | 3 | 9 | 2 | 3 | | 4 | 1 | 1 | | | | |

UCONN HEALTH
WORKFORCE ANALYSIS

MAY 31, 2024

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|-----------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|----------|
| Supervising Custodian | 7 | 3 | 4 | 1 | 4 | 1 | | 1 | | | | | | |
| Transport Aide | 6 | 2 | 4 | 1 | 3 | | | 1 | | | | | 1 | |
| TOTAL | 165 | 97 | 67 | 56 | 40 | 13 | 4 | 26 | 19 | 2 | 3 | 0 | 1 | 1 |
| GRAND TOTAL | 868 | 170 | 694 | 100 | 390 | 20 | 104 | 41 | 170 | 8 | 20 | 1 | 10 | 4 |

**UConn Health
Workforce Analysis**

MAY 31, 2024

| JOB CATEGORY | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| EXECUTIVE/ ADMINISTRATIVE | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FACULTY | 131 | 55 | 76 | 37 | 48 | 2 | 7 | 5 | 2 | 11 | 19 | 0 | 0 | 0 |
| PROFESSIONAL/ NON-FACULTY | 702 | 73 | 621 | 53 | 494 | 7 | 35 | 5 | 43 | 8 | 47 | 0 | 2 | 8 |
| SECRETARIAL/ CLERICAL | 105 | 13 | 91 | 3 | 47 | 4 | 22 | 3 | 18 | 3 | 4 | 0 | 0 | 1 |
| TECHNICAL/ PARAPROFESSIONAL | 258 | 31 | 224 | 12 | 110 | 4 | 55 | 13 | 50 | 1 | 3 | 1 | 6 | 3 |
| SKILLED CRAFT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PROTECTIVE SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SERVICE/ MAINTENANCE | 29 | 8 | 21 | 5 | 11 | 1 | 2 | 2 | 7 | 0 | 1 | 0 | 0 | 0 |
| TOTAL | 1227 | 182 | 1033 | 112 | 710 | 18 | 121 | 28 | 120 | 23 | 74 | 1 | 8 | 12 |

UConn Health
Workforce Analysis

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|
| EXECUTIVE/ADMINISTRATIVE | | | | | | | | | | | | | | |
| Clinical Practice Manager | 0 | 0 | 0 | | | | | | | | | | | |
| Deputy Chief Counsel | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Medical Physicist | 1 | 1 | 0 | 1 | | | | | | | | | | |
| TOTAL | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FACULTY | | | | | | | | | | | | | | |
| Assoc Prof/Basic Sci | 7 | 5 | 2 | 3 | 1 | | 1 | | | 2 | | | | |
| Assoc Prof/Clinical | 16 | 5 | 11 | 4 | 5 | | | 1 | | | 6 | | | |
| Asst Prof/Basic Sci | 10 | 5 | 5 | 2 | 3 | | 1 | 1 | | 2 | 1 | | | |
| Asst Prof/Clinical | 79 | 28 | 51 | 20 | 33 | 2 | 5 | 3 | 1 | 3 | 12 | | | |
| Instructor/Basic Sci | 0 | 0 | 0 | | | | | | | | | | | |
| Instructor/Clinical | 3 | 1 | 2 | 1 | 2 | | | | | | | | | |
| Professor/Basic Sci | 15 | 11 | 4 | 7 | 3 | | | | 1 | 4 | | | | |
| Professor/Clinical | 1 | 0 | 1 | | 1 | | | | | | | | | |
| TOTAL | 131 | 55 | 76 | 37 | 48 | 2 | 7 | 5 | 2 | 11 | 19 | 0 | 0 | 0 |
| PROFESSIONAL/NON-FACULTY | | | | | | | | | | | | | | |
| Adm Program Coordinator | 4 | 1 | 3 | | 3 | 1 | | | | | | | | |
| Administrative Officer | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Administrative Supv, Nursing | 6 | 0 | 6 | | 6 | | | | | | | | | |
| Application Analyst 3 | 2 | 0 | 2 | | | | | | 1 | | 1 | | | |
| Asst Nursing Manager | 23 | 2 | 21 | | 16 | 1 | 3 | 1 | 2 | | | | | |
| Childcare Teacher | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Clinical Case Manager | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Clinical Documentation Spec | 2 | 0 | 2 | | 1 | | | | 1 | | | | | |
| Clinical Nurse Specialist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Clinical Research Assoc 1 | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Clinical Research Assoc 2 | 3 | 0 | 3 | | 2 | | 1 | | | | | | | |
| Clinical Research Asst 1 | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Clinical Research Asst 2 | 4 | 1 | 2 | | 2 | | | | | 1 | | | | 1 |
| Clinical Research Asst 3 | 3 | 1 | 2 | 1 | 2 | | | | | | | | | |
| Comm Based Educ Spec | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Educ & Development Spec. | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lactation Nurse | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Lactation Team Lead | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Nurse Practitioner | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Medical Technologist 1 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Medical Technologist 2 | 2 | 1 | 1 | | 1 | | | | | 1 | | | | |
| Mental Health Clinician | 3 | 0 | 3 | | 2 | | | | 1 | | | | | |
| Nurse Anesthetist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Nurse Practitioner | 30 | 0 | 30 | | 27 | | | | 2 | | 1 | | | |
| Occupational Therapist 2-UHP | 1 | 0 | 1 | | | | | | 1 | | | | | |

**UConn Health
Workforce Analysis**

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|-------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|
| Pharmacist-UHP | 3 | 1 | 2 | 1 | 2 | | | | | | | | | |
| Physical Therapist 2 - UHP | 6 | 0 | 6 | | 5 | | | | | | 1 | | | |
| Physician Assistant | 9 | 1 | 7 | 1 | 6 | | 1 | | | | | | | 1 |
| PI Project Leader | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Poison Information Spec | 5 | 2 | 3 | 1 | 3 | | | | | 1 | | | | |
| Procurement Contract Spec | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Quality Assurance Specialist | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Research Analyst | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Research Assistant 1 | 4 | 1 | 3 | 1 | 1 | | | | | | 2 | | | |
| Research Assistant 2 | 2 | 0 | 2 | | 1 | | | | | | 1 | | | |
| Research Assistant 3 | 4 | 1 | 3 | 1 | 2 | | | | | | 1 | | | |
| Research Associate 1 | 11 | 0 | 11 | | 4 | | | | 1 | | 6 | | | |
| Research Associate 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Research Facilitator | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Research Nurse | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Social Worker 2 | 4 | 1 | 3 | 1 | 3 | | | | | | | | | |
| Speech Pathologist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Staff Nurse CN1 | 22 | 3 | 18 | 1 | 14 | 2 | 2 | | 1 | | | | 1 | 1 |
| Staff Nurse CN2 | 446 | 55 | 387 | 43 | 296 | 3 | 26 | 4 | 31 | 5 | 33 | | 1 | 4 |
| Staff Nurse CN2 - Outpatient | 18 | 0 | 17 | | 17 | | | | | | | | | 1 |
| Staff Nurse CN3 | 45 | 1 | 44 | 1 | 39 | | 2 | | 2 | | 1 | | | |
| Staff Nurse CN3 - Outpatient | 6 | 0 | 6 | | 6 | | | | | | | | | |
| Staff Nurse CN4 | 2 | 0 | 2 | | 2 | | | | | | | | | |
| TOTAL | 702 | 73 | 621 | 53 | 494 | 7 | 35 | 5 | 43 | 8 | 47 | 0 | 2 | 8 |
| SECRETARIAL/CLERICAL | | | | | | | | | | | | | | |
| Adm Fiscal Assistant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Adm Program Assistant 1 | 2 | 1 | 1 | 1 | 1 | | | | | | | | | |
| Adm Program Assistant 2 | 7 | 0 | 7 | | 6 | | | | 1 | | | | | |
| Cash Accounting Clerk | 1 | 1 | 0 | | | | | | | 1 | | | | |
| Clerk | 1 | 1 | 0 | | | | | | | 1 | | | | |
| Clerk Typist | 4 | 0 | 4 | | | | 3 | | | | 1 | | | |
| Clinic Office Assistant | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Data Entry Oper 1 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| E.D. Admissions Specialist | 8 | 0 | 7 | | 6 | | 1 | | | | | | | 1 |
| Executive Assistant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Human Resources Assistant | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Office Assistant | 65 | 9 | 56 | 1 | 23 | 4 | 17 | 3 | 14 | 1 | 2 | | | |
| Patient Access Representative | 3 | 0 | 3 | | 2 | | 1 | | | | | | | |
| Patient Svcs Representative | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Telecom Operator | 5 | 0 | 5 | | 1 | | | | 3 | | 1 | | | |
| Unit Supervisor | 1 | 0 | 1 | | 1 | | | | | | | | | |

**UConn Health
Workforce Analysis**

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|------------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|
| Univ Helper | 1 | 1 | 0 | 1 | | | | | | | | | | |
| TOTAL | 105 | 13 | 91 | 3 | 47 | 4 | 22 | 3 | 18 | 3 | 4 | 0 | 0 | 1 |
| TECHNICAL/ PARAPROFESSIONAL | | | | | | | | | | | | | | |
| Biomedical Technician 2 | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Cardiac Testing Tech | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Cardiac/Vascular Sonographer | 2 | 1 | 1 | | 1 | | | | | 1 | | | | |
| Cardiovascular Technologist 1 | 1 | 0 | 1 | | | | | | 1 | | | | | |
| Cardiovascular Technologist 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Computed Tomography (CT) Tech2 | 1 | 0 | 0 | | | | | | | | | | | 1 |
| Diagnostic Imaging Assistant | 4 | 3 | 1 | | | 1 | 1 | 2 | | | | | | |
| Diagnostic Rad Tech | 5 | 1 | 4 | 1 | 4 | | | | | | | | | |
| DM Sonography Technlgst 2 | 2 | 0 | 2 | | 2 | | | | | | | | | |
| Information Specialist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Interpreter Deaf/Hard of Hear | 2 | 0 | 2 | | 1 | | | | 1 | | | | | |
| Laboratory Assistant 2 | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Lead Respiratory Therapist | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Mag Resonance Imaging Tech 2 | 2 | 2 | 0 | 1 | | 1 | | | | | | | | |
| Mammography Technologist 2 | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Medical Assistant | 19 | 1 | 18 | 1 | 12 | | | | 6 | | | | | |
| Nuclear Medicine Technologist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Nurse Aide | 166 | 15 | 149 | 4 | 62 | 2 | 47 | 9 | 32 | | 2 | | 6 | 2 |
| Nurse Aide (Per Diem) | 13 | 2 | 11 | | 5 | | 2 | 2 | 4 | | | | | |
| Ophthalmology Technician | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Pharmacy Technician | 3 | 1 | 2 | 1 | 1 | | 1 | | | | | | | |
| Phlebotomist - 1199 | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Pulmonary Coordinator | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Pulmonary Function Spec | 3 | 0 | 3 | | 3 | | | | | | | | | |
| Radiation Therapy Technologist | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Respiratory Therapist | 22 | 2 | 20 | 1 | 11 | | 2 | | 6 | | 1 | 1 | | |
| TOTAL | 258 | 31 | 224 | 12 | 110 | 4 | 55 | 13 | 50 | 1 | 3 | 1 | 6 | 3 |
| SKILLED CRAFT | | | | | | | | | | | | | | |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PROTECTIVE SERVICES | | | | | | | | | | | | | | |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SERVICE/MAINTENANCE | | | | | | | | | | | | | | |
| Custodian | 14 | 1 | 13 | | 8 | 1 | | | 5 | | | | | |
| Lab Aide | 1 | 0 | 1 | | | | | | | | 1 | | | |

**UCONN HEALTH
WORKFORCE ANALYSIS**

| JOB TITLE | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|-----------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|-----------|
| Lead Custodian | 2 | 1 | 1 | | 1 | | | 1 | | | | | | |
| Lead Transport Aide | 1 | 1 | 0 | | | | | 1 | | | | | | |
| Maintainer | 1 | 1 | 0 | 1 | | | | | | | | | | |
| Storekeeper Assistant | 1 | 0 | 1 | | | | 1 | | | | | | | |
| Transport Aide | 9 | 4 | 5 | 4 | 2 | | 1 | | 2 | | | | | |
| TOTAL | 29 | 8 | 21 | 5 | 11 | 1 | 2 | 2 | 7 | 0 | 1 | 0 | 0 | 0 |
| GRAND TOTAL | 1227 | 182 | 1033 | 112 | 710 | 18 | 121 | 28 | 120 | 23 | 74 | 1 | 8 | 12 |

**UCONN HEALTH
WORKFORCE ANALYSIS**

MAY 31, 2024

| JOB CATEGORY | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|
| EXECUTIVE/ ADMINISTRATIVE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FACULTY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PROFESSIONAL/ NON-FACULTY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SECRETARIAL/ CLERICAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TECHNICAL/ PARAPROFESSIONAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SKILLED CRAFT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PROTECTIVE SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SERVICE/ MAINTENANCE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**UConn Health
Workforce Analysis**

MAY 31, 2024

| JOB CATEGORY | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN |
|--------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|
| EXECUTIVE/ ADMINISTRATIVE | 6 | 2 | 4 | 0 | 4 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| FACULTY | 8 | 0 | 8 | 0 | 5 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 |
| PROFESSIONAL/ NON-FACULTY | 51 | 17 | 34 | 12 | 27 | 3 | 4 | 1 | 2 | 1 | 0 | 0 | 1 | 0 |
| SECRETARIAL/ CLERICAL | 29 | 1 | 28 | 1 | 13 | 0 | 6 | 0 | 7 | 0 | 0 | 0 | 2 | 0 |
| TECHNICAL/ PARAPROFESSIONAL | 33 | 8 | 24 | 5 | 13 | 1 | 1 | 2 | 8 | 0 | 0 | 0 | 2 | 1 |
| PROTECTIVE SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SKILLED CRAFT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SERVICE/ MAINTENANCE | 4 | 1 | 3 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 131 | 29 | 101 | 19 | 65 | 5 | 11 | 4 | 19 | 1 | 1 | 0 | 5 | 1 |

**UConn Health
Workforce Analysis**

| JOB CATEGORY | 16-19 | 20-24 | 25-29 | 30-34 | 35-39 | 40-44 | 45-49 | 50-54 | 55-59 | 60-64 | 65-69 | OVER 70 | TOTAL |
|--------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------|-------|
| EXECUTIVE/ ADMINISTRATIVE | 0 | 0 | 4 | 6 | 12 | 38 | 28 | 36 | 65 | 40 | 12 | 2 | 243 |
| FACULTY | 0 | 0 | 5 | 46 | 85 | 100 | 80 | 84 | 84 | 53 | 38 | 45 | 620 |
| PROFESSIONAL/ NON-FACULTY | 0 | 30 | 135 | 164 | 165 | 166 | 203 | 225 | 187 | 135 | 53 | 5 | 1468 |
| SECRETARIAL/ CLERICAL | 0 | 13 | 35 | 72 | 63 | 80 | 87 | 122 | 93 | 74 | 22 | 6 | 667 |
| TECHNICAL/ PARAPROFESSIONAL | 0 | 19 | 66 | 98 | 101 | 87 | 103 | 117 | 94 | 50 | 9 | 0 | 744 |
| PROTECTIVE SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| SKILLED CRAFT | 0 | 0 | 2 | 2 | 6 | 3 | 5 | 3 | 7 | 5 | 1 | 0 | 34 |
| SERVICE/ MAINTENANCE | 0 | 5 | 6 | 12 | 12 | 24 | 27 | 29 | 32 | 19 | 0 | 0 | 166 |
| TOTAL | 0 | 67 | 253 | 400 | 444 | 498 | 533 | 616 | 563 | 376 | 135 | 58 | 3943 |

AVAILABILITY ANALYSIS

(Section 46a-68-84)

September 2024

This section was found to be in compliance in the previous submission with no proposals or recommendations.

Subsection (a)

Availability analyses were conducted by occupational category for each labor market area. Separate analyses were performed for payroll titles with a significant number of employees.

The job content of each office, position, and position classification within an occupational category or, where appropriate, the job content of a position classification was examined and matched with a most nearly parallel job title from the data sources utilized and a relevant labor market was identified.

For the executive-managerial and faculty categories, the recruitment areas are national and statewide. Statewide data was used for professional non-faculty and technical-paraprofessional categories. Local labor markets were used for secretarial-clerical, qualified craft workers, protective services, and service maintenance categories.

As discussed in the October 17, 2023, technical assistance meeting with CHRO AA Supervisor Neva Vigezzi and HRO Trainee Jase Olavarria, changes were made in the calculation of the promotional pool. In previous *Plans*, seventy-five (75) percent of workforce in the promotional pools were considered in calculating the Raw Score (RS). This arbitrary percentage had been agreed upon between CHRO and UConn Health numerous years ago for currently indiscernible reasons. Considering only seventy-five percent of the employees eligible for promotion resulted in inaccurate availability calculations and goal setting. Beginning with this *Plan*, entire promotional pools are used in calculating availability.

In this year's analysis, job category 5G Licensed Practical Nurse was deleted and will no longer be a category for future analysis. This category included one title of Licensed Practical Nurse. The title and category had been utilized solely for employees when UConn Health's workforce included Correction Managed Healthcare. Once this workforce was transferred to the Department of Corrections, one employee remained in the Licensed Practical Nurse title until their retirement, which was reported in the 2023 Affirmative Action Plan in the Employment Process Analysis.

Subsection (b)

The following data elements were considered in calculating availability for each category:

- Employment figures (national, state, and local).
- Educational, technical, and training program graduate and participant figures (national).
- Other relevant sources (e.g., Digest of Education Statistics, national).
- Racial and sexual composition of persons in feeder groups who are promotable and/or transferable.

For the executive-managerial and faculty, national census data was utilized for these categories to calculate availability. *The Integrated Postsecondary Education Data System (IPEDS) from The U. S. Department of Education National Center for Educational Statistics* was utilized as an additional source. IPEDS is the primary source for data on US colleges and universities. IPEDS conducts annual surveys, gathering data from every college and university that participates in the federal student financial aid programs. Data from surveys about staff and faculty and doctoral degrees are directly related to the positions in these categories.

In the 2023 *Plan*, the promotable pool used for the Associate Professors in the Faculty category was changed to reflect more accurately those eligible for promotion. In the faculty job categories, promotions are based on the requirements of the Appointments, Promotion and Tenure procedures, which are based on the Bylaws of the University of Connecticut School of Medicine and School of Dental Medicine. For promotion and award of tenure, an Assistant Professor may be nominated at the end of their fifth year and no later than the end of the seventh year. To determine the promotional pool for the Associate Professor, all Assistant Professors with a hire date of five years and earlier were considered eligible for promotion. The School of Dental Medicine follows a similar tenure clock.

Please see **Exhibit 1** for an explanation of the tenure schedule for both Schools. The complete bylaws relative to Appointment, Promotion and Tenure for the School of Medicine can be found on the Office of Faculty Affairs website, <https://health.uconn.edu/faculty-affairs/>. The procedures for the School of Dental Medicine can be found on the Faculty Affairs website, <https://dentalmedicine.uconn.edu/about-us/faculty-affairs/>.

For the chart by hire date of all Assistant Professors with race/gender, please see **Exhibit 2**.

In addition, for the Custodian title, In Service/Maintenance, the Promotable Pool is composed of the employees in the part-time Custodian title. Typically, Custodians are hired from the part-time employees in the title. Historically, the value weight for the part-time workforce was higher for that reason. As more hires, in the previous and current *Plan* years, into the Custodian title have been external, the value weight in this *Plan* is adjusted to reflect the hiring trend more accurately.

Subsection (c)

In calculating availability, the following data elements were considered:

- United States Census Bureau 2014-2018 EEO Tables (ACS 5-Year Data) EEO-ALL01R Tables (National, Connecticut and Hartford Residence Geography), **Exhibit #3**
- Percentage of promotable and transferable employees in a relevant feeder group for each job classification.
- *The Integrated Postsecondary Education Data System (IPEDS) from The U. S. Department of Education National Center for Educational Statistics* 2022 tables:
Exhibit #4
 - Employees in Degree-Granting Institutions by Race/Ethnicity, Sex, Employment Status, and Control and Level of Institution

- Full-Time Faculty in Degree-Granting Post-Secondary Institutions by Race/Ethnicity, Sex and Academic Rank
- Doctor's Degrees Conferred to Males and Females by Postsecondary Institutions by Race/Ethnicity and Field of Study

Subsection (d)

For each occupational category, position classification or job title analyzed, the name of each source consulted and the basis for selection of each source is provided.

Additionally, where job titles in the source consulted are not identical to the job titles employed by the agency, the job titles deemed most similar to office, position, and position classification within an occupational category or, where appropriate, position classification or job title are documented, and the manner in which the availability base is calculated is substantiated.

All sources considered were reviewed for each job category. In this Plan, for each job category, job titles were compared to US Census Standard Occupational Codes (SOC) and SOCs updated to reflect the titles more accurately in the job category. IPEDs data was also reviewed to determine if it was a viable source for job categories and updated, added, or removed where applicable. Additionally, promotional titles were reviewed and updated.

Subsection (e)

For job titles with twenty-five (25) or more employees in occupational categories where only the entry-level positions are filled by hiring and the other job titles in the series are filled by promotion, the availability base is calculated for the entire series and goals are set for the entire series.

Subsection (f)

In calculating the availability base, the sources used to fill position are determined and assigned weights based on the percentage of positions filled from those sources. The total weight for all sources does not exceed one hundred percent (100%). The percent of each race and sex group from each relevant source is multiplied by the weight given to the corresponding source resulting in a weighted factor. The weighted factors for each race and sex group are added to determine the availability base for each race and sex group in each occupational category, position classification, or job title analyzed.

Hiring and promotional history covering the past five years was reviewed and weighted factors were updated where applicable.

Subsection (g)

The manner in which the availability base is calculated is substantiated in the *Plan*.

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 1. EXECUTIVE/ADMINISTRATIVE
TITLE: 1A. EXECUTIVE

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|---------------------------------|---|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 53.4 | 0.10 | 5.3 | 46.6 | 0.10 | 4.7 | 42.3 | 0.10 | 4.2 | 34.0 | 0.10 | 3.4 | 3.2 | 0.10 | 0.3 | 5.0 | 0.10 | 0.5 |
| Promotable Pool | 31.4 | 0.40 | 12.6 | 68.6 | 0.40 | 27.4 | 26.7 | 0.40 | 10.7 | 59.0 | 0.40 | 23.6 | 2.9 | 0.40 | 1.1 | 4.8 | 0.40 | 1.9 |
| National Education Data | 41.3 | 0.50 | 20.7 | 58.7 | 0.50 | 29.3 | 31.6 | 0.50 | 15.8 | 42.2 | 0.50 | 21.1 | 4.2 | 0.50 | 2.1 | 7.8 | 0.50 | 3.9 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 38.6 | | | 61.4 | | | 30.7 | | | 48.1 | | | 3.5 | | | 6.3 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 4.7 | 0.10 | 0.5 | 4.9 | 0.10 | 0.5 | 3.2 | 0.10 | 0.3 | 2.7 | 0.10 | 0.3 | | | | | | |
| Promotable Pool | 1.9 | 0.40 | 0.8 | 2.9 | 0.40 | 1.1 | 0.0 | 0.40 | 0.0 | 1.9 | 0.40 | 0.8 | | | | | | |
| National Education Data | 3.1 | 0.50 | 1.6 | 5.4 | 0.50 | 2.7 | 2.3 | 0.50 | 1.2 | 3.3 | 0.50 | 1.6 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.9 | | | 4.3 | | | 1.5 | | | 2.7 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Nation (List of sources attached) | | | | | | | | | | 10% | Lower value weight, since data is less specific to occupations in category. | | | | | | |
| National Education Data | U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) Spring 2023 Management - Table 314.40 Table was prepared December 2023 | | | | | | | | | | 40% | Weight based on national scope of recruitment in this category. | | | | | | |
| Promotable Pool | Promotions occur from employees in University Director category | | | | | | | | | | 50% | Based on the history of promotions. | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 1. EXECUTIVE/ADMINISTRATIVE
TITLE: 1A. EXECUTIVE

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|----------------|----------------|----------------|----------------|----------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Education and childcare administrators : 11-9030 / 0230 | 928715 | 327440 | 601275 | 245495 | 428570 | 37935 | 83960 | 31005 | 63595 | 13005 | 25150 |
| Financial managers : 11-3031 / 0120 | 1180055 | 554620 | 625435 | 414910 | 443165 | 34310 | 60135 | 60770 | 74860 | 44630 | 47275 |
| Medical and health services managers : 11-9111 / 0350 | 684465 | 195315 | 489150 | 138300 | 349640 | 22045 | 62725 | 20110 | 49,315 | 14860 | 27470 |
| Top executives : 11-10XX / 0010 | 2146275 | 1559770 | 586505 | 1291210 | 459535 | 62085 | 40265 | 122000 | 51605 | 84475 | 35100 |
| TOTAL | 4939510 | 2637145 | 2302365 | 2089915 | 1680910 | 156375 | 247085 | 233885 | 239375 | 156970 | 134995 |
| PERCENTAGE | 100.0 | 53.4 | 46.6 | 42.3 | 34.0 | 3.2 | 5.0 | 4.7 | 4.9 | 3.2 | 2.7 |

| Promotable Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|------------------------------|--------------|-------------|-------------|-------------|-------------|------------|------------|------------|------------|----------------|----------------|
| University Director Category | 105 | 33 | 72 | 28 | 62 | 3 | 5 | 2 | 3 | 0 | 2 |
| TOTAL | 105 | 33 | 72 | 28 | 62 | 3 | 5 | 2 | 3 | 0 | 2 |
| PERCENTAGE | 100.0 | 31.4 | 68.6 | 26.7 | 59.0 | 2.9 | 4.8 | 1.9 | 2.9 | 0.0 | 1.9 |

| | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|---------------|---------------|---------------|--------------|---------------|--------------|--------------|-------------|--------------|----------------|----------------|
| National Education Data Table 314.40 - Spring 2023, Management | 263300 | 108794 | 154506 | 83304 | 111043 | 11040 | 20633 | 8273 | 14151 | 6177 | 8679 |
| Total | 263300 | 108794 | 154506 | 83304 | 111043 | 11040 | 20633 | 8273 | 14151 | 6177 | 8679 |
| PERCENTAGE | 100.0 | 41.3 | 58.7 | 31.6 | 42.2 | 4.2 | 7.8 | 3.1 | 5.4 | 2.3 | 3.3 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 1. EXECUTIVE/ADMINISTRATIVE
TITLE: 1B. UNIVERSITY DIRECTOR

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|---------------------------------|---|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 59.6 | 0.10 | 6.0 | 40.4 | 0.10 | 4.0 | 46.2 | 0.10 | 4.6 | 29.4 | 0.10 | 2.9 | 3.5 | 0.10 | 0.4 | 4.1 | 0.10 | 0.4 |
| Promotable Pool | 8.6 | 0.30 | 2.6 | 91.4 | 0.30 | 27.4 | 7.6 | 0.30 | 2.3 | 75.2 | 0.30 | 22.6 | 0.0 | 0.30 | 0.0 | 7.6 | 0.30 | 2.3 |
| National Education Data | 41.3 | 0.60 | 24.8 | 58.7 | 0.60 | 35.2 | 31.6 | 0.60 | 19.0 | 42.2 | 0.60 | 25.3 | 4.2 | 0.60 | 2.5 | 7.8 | 0.60 | 4.7 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 33.4 | | | 66.6 | | | 25.9 | | | 50.8 | | | 2.9 | | | 7.4 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 5.7 | 0.10 | 0.6 | 4.0 | 0.10 | 0.4 | 4.3 | 0.10 | 0.4 | 3.0 | 0.10 | 0.3 | | | | | | |
| Promotable Pool | 1.0 | 0.30 | 0.3 | 1.9 | 0.30 | 0.6 | 0.0 | 0.30 | 0.0 | 6.7 | 0.30 | 2.0 | | | | | | |
| National Education Data | 3.1 | 0.60 | 1.9 | 5.4 | 0.60 | 3.2 | 2.3 | 0.60 | 1.4 | 3.3 | 0.60 | 2.0 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.8 | | | 4.2 | | | 1.8 | | | 4.3 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Nation (List of sources attached) | | | | | | | | | | 10% | Lower value weight, since data is less specific to occupations in category. | | | | | | |
| National Education Data | U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) Spring 2023 Management - Table 314.40 Table was prepared December 2023 | | | | | | | | | | 30% | Weight based on national scope of recruitment in this category. | | | | | | |
| Promotable Pool | Promotions occur from employees in Academic Administrative Manager, IT Project Manager, and Nurse Manager titles. | | | | | | | | | | 60% | Based on the history of promotions. | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 1. EXECUTIVE/ADMINISTRATIVE
TITLE: 1B. UNIVERISTY DIRECTOR

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|----------------|----------------|----------------|----------------|----------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Computer and information systems managers : 11-3021 / 0110 | 598285 | 428900 | 169385 | 312375 | 123955 | 21370 | 14450 | 28615 | 10305 | 66540 | 20675 |
| Financial managers : 11-3031 / 0120 | 1180055 | 554620 | 625435 | 414910 | 443165 | 34310 | 60135 | 60770 | 74860 | 44630 | 47275 |
| Lawyers, judges, and related workers : 23-1000 / 2100 | 1146640 | 718330 | 428310 | 627245 | 331825 | 26955 | 35340 | 37565 | 30990 | 26565 | 30155 |
| Medical and health services managers : 11-9111 / 0350 | 684465 | 195315 | 489150 | 138300 | 349640 | 22045 | 62725 | 20110 | 49315 | 14860 | 27470 |
| Other managers : 11-91XX / 0440 | 3778780 | 2470695 | 1308085 | 1900345 | 946560 | 145470 | 131005 | 258420 | 131135 | 166460 | 99385 |
| Purchasing managers : 11-3061 / 0150 | 199725 | 104055 | 95670 | 81425 | 71660 | 7570 | 9905 | 8825 | 8045 | 6235 | 6060 |
| Transportation, storage, and distribution managers : 11-3071 / 0160 | 242310 | 196595 | 45715 | 140745 | 32585 | 19220 | 4685 | 29110 | 6125 | 7520 | 2320 |
| TOTAL | 7830260 | 4668510 | 3161750 | 3615345 | 2299390 | 276940 | 318245 | 443415 | 310775 | 332810 | 233340 |
| PERCENTAGE | 100.0 | 59.6 | 40.4 | 46.2 | 29.4 | 3.5 | 4.1 | 5.7 | 4.0 | 4.3 | 3.0 |

| Promotable Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|------------------------|--------------|------------|-------------|------------|-------------|------------|------------|------------|------------|----------------|----------------|
| Administrative Manager | 7 | 0 | 7 | 0 | 5 | 0 | 1 | 0 | 1 | 0 | 0 |
| Lead Nurse Practioner | 90 | 4 | 86 | 4 | 72 | 0 | 7 | 0 | 1 | 0 | 6 |
| Academic Curric Coord | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| IT Project Manager | 6 | 5 | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| TOTAL | 105 | 9 | 96 | 8 | 79 | 0 | 8 | 1 | 2 | 0 | 7 |
| PERCENTAGE | 100.0 | 8.6 | 91.4 | 7.6 | 75.2 | 0.0 | 7.6 | 1.0 | 1.9 | 0.0 | 6.7 |

| | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|---------------|---------------|---------------|--------------|---------------|--------------|--------------|-------------|--------------|----------------|----------------|
| National Education Data Table 314.40 - Spring 2023, Management | 263300 | 108794 | 154506 | 83304 | 111043 | 11040 | 20633 | 8273 | 14151 | 6177 | 8679 |
| Total | 263300 | 108794 | 154506 | 83304 | 111043 | 11040 | 20633 | 8273 | 14151 | 6177 | 8679 |
| PERCENTAGE | 100.0 | 41.3 | 58.7 | 31.6 | 42.2 | 4.2 | 7.8 | 3.1 | 5.4 | 2.3 | 3.3 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 1. EXECUTIVE/ADMINISTRATIVE
TITLE: 1C. MANAGERS

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|------|------|---------------------------------|---|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 59.0 | 0.10 | 5.9 | 41.0 | 0.10 | 4.1 | 44.8 | 0.10 | 4.5 | 29.6 | 0.10 | 3.0 | 3.7 | 0.10 | 0.4 | 4.2 | 0.10 | 0.4 |
| Promotable Pool | 5.8 | 0.70 | 4.1 | 94.2 | 0.70 | 65.9 | 4.0 | 0.70 | 2.8 | 74.9 | 0.70 | 52.4 | 0.9 | 0.70 | 0.6 | 4.0 | 0.70 | 2.8 |
| National Education Data | 41.3 | 0.20 | 8.3 | 58.7 | 0.20 | 11.7 | 31.6 | 0.20 | 6.3 | 42.2 | 0.20 | 8.4 | 4.2 | 0.20 | 0.8 | 7.8 | 0.20 | 1.6 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 18.3 | | | 81.7 | | | 13.6 | | | 63.8 | | | 1.8 | | | 4.8 |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 5.9 | 0.10 | 0.6 | 4.2 | 0.10 | 0.4 | 4.7 | 0.10 | 0.5 | 3.0 | 0.10 | 0.3 | | | | | | |
| Promotable Pool | 0.4 | 0.70 | 0.3 | 9.4 | 0.70 | 6.6 | 0.4 | 0.70 | 0.3 | 5.8 | 0.70 | 4.1 | | | | | | |
| National Education Data | 3.1 | 0.20 | 0.6 | 5.4 | 0.20 | 1.1 | 2.3 | 0.20 | 0.5 | 3.3 | 0.20 | 0.7 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 1.5 | | | 8.1 | | | 1.3 | | | 5.1 | | | | | | 100.0 |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Nation (List of sources attached) | | | | | | | | | | | | 10% | Lower value weight, since data is less specific to occupations in category. | | | | |
| Promotable Pool | Promotions occur from employee titles listed below | | | | | | | | | | | | 70% | Based on the history of promotions. | | | | |
| National Education Data | U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) Spring 2023 Management - Table 314.40 Table was prepared December 2023 | | | | | | | | | | | | 20% | Weight based on national scope of recruitment in this category. | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 1. EXECUTIVE/ADMINISTRATIVE
TITLE: 1C. MANAGERS

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|----------------|----------------|----------------|----------------|----------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Administrative services and facilities managers : 11-3010 / 0101 | 151690 | 94350 | 57340 | 73350 | 42465 | 7860 | 5350 | 9590 | 6680 | 3550 | 2845 |
| Architectural and engineering managers : 11-9041 / 0300 | 159870 | 144980 | 14890 | 115480 | 10510 | 4185 | 980 | 8650 | 1025 | 16665 | 2375 |
| Computer and information systems managers : 11-3021 | 598285 | 428900 | 169385 | 312375 | 123955 | 21370 | 14450 | 28615 | 10305 | 66540 | 20675 |
| Financial managers : 11-3031 / 0120 | 1180055 | 554620 | 625435 | 414910 | 443165 | 34310 | 60135 | 60770 | 74860 | 44630 | 47275 |
| Logisticians : 13-1081 / 0700 | 138465 | 90035 | 48430 | 58865 | 30030 | 13680 | 7625 | 12165 | 6505 | 5325 | 4270 |
| Medical and health services managers : 11-9111 / 0350 | 684465 | 195315 | 489150 | 138300 | 349640 | 22045 | 62725 | 20110 | 49315 | 14860 | 27470 |
| Other managers : 11-91XX / 0440 | 3778780 | 2470695 | 1308085 | 1900345 | 946560 | 145470 | 131005 | 258420 | 131135 | 166460 | 99385 |
| Purchasing managers : 11-3061 / 0150 | 199725 | 104055 | 95670 | 81425 | 71660 | 7570 | 9905 | 8825 | 8045 | 6235 | 6060 |
| Veterinarians : 29-1131 / 3250 | 82099 | 32480 | 49619 | 29180 | 44610 | 395 | 965 | 1530 | 2000 | 1375 | 2044 |
| TOTAL | 6973434 | 4115430 | 2858004 | 3124230 | 2062595 | 256885 | 293140 | 408675 | 289870 | 325640 | 212399 |
| PERCENTAGE | 100.0 | 59.0 | 41.0 | 44.8 | 29.6 | 3.7 | 4.2 | 5.9 | 4.2 | 4.7 | 3.0 |

| Promotable Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|------------------------------------|--------------|------------|-------------|------------|-------------|------------|------------|------------|------------|----------------|----------------|
| Administrative Officer | 29 | 3 | 26 | 2 | 23 | 1 | 1 | 0 | 0 | 0 | 2 |
| Administrative Program Coordinator | 148 | 7 | 141 | 5 | 111 | 1 | 7 | 0 | 16 | 1 | 7 |
| Clinical Coordinator 2 | 12 | 0 | 12 | 0 | 7 | 0 | 1 | 0 | 2 | 0 | 2 |
| Lead Nurse Practitioner | 10 | 1 | 9 | 0 | 7 | 0 | 0 | 1 | 1 | 0 | 1 |
| Asst Nursing Manager | 24 | 2 | 22 | 2 | 19 | 0 | 0 | 0 | 2 | 0 | 1 |
| TOTAL | 223 | 13 | 210 | 9 | 167 | 2 | 9 | 1 | 21 | 1 | 13 |
| PERCENTAGE | 100.0 | 5.8 | 94.2 | 4.0 | 74.9 | 0.9 | 4.0 | 0.4 | 9.4 | 0.4 | 5.8 |

| | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|--------|---------|---------|-------|--------|-------|-------|------|-------|----------------|----------------|
| National Education Data Table 314.40 - Spring 2023, Management | 263300 | 108794 | 154506 | 83304 | 111043 | 11040 | 20633 | 8273 | 14151 | 6177 | 8679 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 2. FACULTY
TITLE: 2A. HEAD OF DEPARTMENT

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|---------------------------------|---|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 64.5 | 0.05 | 3.2 | 35.5 | 0.05 | 1.8 | 46.3 | 0.05 | 2.3 | 21.5 | 0.05 | 1.1 | 2.4 | 0.05 | 0.1 | 2.5 | 0.05 | 0.1 |
| Promotable Pool | 65.9 | 0.55 | 36.2 | 34.1 | 0.55 | 18.8 | 43.4 | 0.55 | 23.9 | 20.2 | 0.55 | 11.1 | 2.3 | 0.55 | 1.3 | 2.3 | 0.55 | 1.3 |
| National Education Data | 63.3 | 0.40 | 25.3 | 36.7 | 0.40 | 14.7 | 49.0 | 0.40 | 19.6 | 28.7 | 0.40 | 11.5 | 2.4 | 0.40 | 0.9 | 1.9 | 0.40 | 0.8 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 64.7 | | | 35.3 | | | 45.8 | | | 23.7 | | | 2.3 | | | 2.2 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 4.0 | 0.05 | 0.2 | 3 | 0.05 | 0.1 | 11.9 | 0.05 | 0.6 | 8.9 | 0.05 | 0.4 | | | | | | |
| Promotable Pool | 4.7 | 0.55 | 2.6 | 1.6 | 0.55 | 0.9 | 15.5 | 0.55 | 8.5 | 10.1 | 0.55 | 5.5 | | | | | | |
| National Education Data | 2.7 | 0.40 | 1.1 | 1.8 | 0.40 | 0.7 | 9.2 | 0.40 | 3.7 | 4.3 | 0.40 | 1.7 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 3.9 | | | 1.7 | | | 12.8 | | | 7.6 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Nation (List of sources attached) | | | | | | | | | | 5% | Lower weight, since data is less specific to occupations in category. | | | | | | |
| Promotable Pool | Candidates eligible for promotion from Professor titles. | | | | | | | | | | 55% | Based on the history of promotions. | | | | | | |
| National Education Data | U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) Fall 2022 Full Time Faculty in degree granting institutions, Table 315.20. This table was prepared December 2023 | | | | | | | | | | 40% | Weight based on national scope of recruitment in this category. | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 2. FACULTY
TITLE: 2A. HEAD OF DEPARTMENT

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|----------------|---------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|----------------|----------------|
| Dentists : 29-1020 / 3010 | 163589 | 113094 | 50495 | 89690 | 30115 | 2645 | 2960 | 5555 | 4075 | 15204 | 13345 |
| Physicians and surgeons : 29-12XX / 3090 | 913855 | 582375 | 331480 | 409270 | 201845 | 22785 | 23870 | 37550 | 22955 | 112770 | 82810 |
| TOTAL | 1077444 | 695469 | 381975 | 498960 | 231960 | 25430 | 26830 | 43105 | 27030 | 127974 | 96155 |
| PERCENTAGE | 100.0 | 64.5 | 35.5 | 46.3 | 21.5 | 2.4 | 2.5 | 4.0 | 2.5 | 11.9 | 8.9 |

| Promotable Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--------------------------|--------------|-------------|-------------|-------------|-------------|------------|------------|------------|------------|----------------|----------------|
| Professor/Basic Sciences | 57 | 37 | 20 | 25 | 15 | 0 | 0 | 1 | 1 | 11 | 4 |
| Professor/Clinical | 72 | 48 | 24 | 31 | 11 | 3 | 3 | 5 | 1 | 9 | 9 |
| TOTAL | 129 | 85 | 44 | 56 | 26 | 3 | 3 | 6 | 2 | 20 | 13 |
| PERCENTAGE | 100.0 | 65.9 | 34.1 | 43.4 | 20.2 | 2.3 | 2.3 | 4.7 | 1.6 | 15.5 | 10.1 |

| | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|---------------|---------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Professors | 182091 | 115213 | 66878 | 89250 | 52171 | 4307 | 3513 | 4891 | 3326 | 16765 | 7868 |
| TOTAL | 182091 | 115213 | 66878 | 89250 | 52171 | 4307 | 3513 | 4891 | 3326 | 16765 | 7868 |
| PERCENTAGE | 100.0 | 63.3 | 36.7 | 49.0 | 28.7 | 2.4 | 1.9 | 2.7 | 1.8 | 9.2 | 4.3 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 2. FACULTY
TITLE: 2B. PROFESSOR

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|------|------|---------------------------------|--|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 64.5 | 0.10 | 6.5 | 35.5 | 0.10 | 3.5 | 46.3 | 0.10 | 4.6 | 21.5 | 0.10 | 2.2 | 2.4 | 0.10 | 0.2 | 2.5 | 0.10 | 0.2 |
| Promotable Pool | 60.4 | 0.75 | 45.3 | 39.6 | 0.75 | 29.7 | 36.6 | 0.75 | 27.4 | 24.6 | 0.75 | 18.5 | 1.5 | 0.75 | 1.1 | 3.0 | 0.75 | 2.2 |
| National Education Data | 63.3 | 0.15 | 9.5 | 36.7 | 0.15 | 5.5 | 49.0 | 0.15 | 7.4 | 28.7 | 0.15 | 4.3 | 2.4 | 0.15 | 0.4 | 1.9 | 0.15 | 0.3 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 61.3 | | | 38.7 | | | 39.4 | | | 25.0 | | | 1.7 | | | 2.7 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 4.0 | 0.10 | 0.4 | 2.5 | 0.10 | 0.3 | 11.9 | 0.10 | 1.2 | 8.9 | 0.10 | 0.9 | | | | | | |
| Promotable Pool | 3.0 | 0.75 | 2.2 | 3.0 | 0.75 | 2.2 | 19.4 | 0.75 | 14.6 | 9.0 | 0.75 | 6.7 | | | | | | |
| National Education Data | 2.7 | 0.15 | 0.4 | 1.8 | 0.15 | 0.3 | 9.2 | 0.15 | 1.4 | 4.3 | 0.15 | 0.6 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 3.0 | | | 2.8 | | | 17.2 | | | 8.2 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Nation (List of sources attached) | | | | | | | | | | | | 10% | Lower weight, since data is less specific to occupations in category. | | | | |
| Promotable Pool | Candidates eligible for promotion from Associate Professor titles. | | | | | | | | | | | | 75% | Based on the history of promotions. | | | | |
| National Education Data | U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) Fall 2022 Full Time Faculty in degree granting institutions, Table 315.20. This table was prepared December 2023 | | | | | | | | | | | | 15% | Educational Statistics have higher weight since specific degrees are required to fill positions. | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 2. FACULTY
TITLE: 2B. PROFESSOR

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|---------|---------|---------|--------|--------|-------|-------|-------|-------|----------------|----------------|
| Dentists : 29-1020 / 3010 | 163589 | 113094 | 50495 | 89690 | 30115 | 2645 | 2960 | 5555 | 4075 | 15204 | 13345 |
| Physicians and surgeons : 29-12XX / 3090 | 913855 | 582375 | 331480 | 409270 | 201845 | 22785 | 23870 | 37550 | 22955 | 112770 | 82810 |
| TOTAL | 1077444 | 695469 | 381975 | 498960 | 231960 | 25430 | 26830 | 43105 | 27030 | 127974 | 96155 |
| PERCENTAGE | 100.0 | 64.5 | 35.5 | 46.3 | 21.5 | 2.4 | 2.5 | 4.0 | 2.5 | 11.9 | 8.9 |

| Promotable Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---------------------------|-------|---------|---------|------|------|-----|-----|-----|-----|----------------|----------------|
| Assoc Prof/Basic Sciences | 53 | 32 | 21 | 20 | 14 | 0 | 1 | 2 | 1 | 10 | 5 |
| Assoc Prof/Clinical | 81 | 49 | 32 | 29 | 19 | 2 | 3 | 2 | 3 | 16 | 7 |
| TOTAL | 134 | 81 | 53 | 49 | 33 | 2 | 4 | 4 | 4 | 26 | 12 |
| PERCENTAGE | 100.0 | 60.4 | 39.6 | 36.6 | 24.6 | 1.5 | 3.0 | 3.0 | 3.0 | 19.4 | 9.0 |

| | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------|---------|---------|-------|-------|------|------|------|------|----------------|----------------|
| Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Professors | 182091 | 115213 | 66878 | 89250 | 52171 | 4307 | 3513 | 4891 | 3326 | 16765 | 7868 |
| TOTAL | 182091 | 115213 | 66878 | 89250 | 52171 | 4307 | 3513 | 4891 | 3326 | 16765 | 7868 |
| PERCENTAGE | 100.0 | 63.3 | 36.7 | 49.0 | 28.7 | 2.4 | 1.9 | 2.7 | 1.8 | 9.2 | 4.3 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 2. FACULTY
TITLE: 2C. ASSOCIATE PROFESSOR

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|---------------------------------|--|------------|------|-----|--------------|------|------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 64.5 | 0.10 | 6.5 | 35.5 | 0.10 | 3.5 | 46.3 | 0.10 | 4.6 | 21.5 | 0.10 | 2.2 | 2.4 | 0.10 | 0.2 | 2.5 | 0.10 | 0.2 |
| Promotable Pool | 43.4 | 0.75 | 32.6 | 56.6 | 0.75 | 42.4 | 28.3 | 0.75 | 21.2 | 30.9 | 0.75 | 23.2 | 1.3 | 0.75 | 1.0 | 2.0 | 0.75 | 1.5 |
| National Education Data | 52.0 | 0.15 | 7.8 | 48.0 | 0.15 | 7.2 | 38.2 | 0.15 | 5.7 | 35.4 | 0.15 | 5.3 | 2.8 | 0.15 | 0.4 | 3.5 | 0.15 | 0.5 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 46.9 | | | 53.1 | | | 31.5 | | | 30.7 | | | 1.6 | | | 2.2 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 4.0 | 0.10 | 0.4 | 2.5 | 0.10 | 0.3 | 11.9 | 0.10 | 1.2 | 8.9 | 0.10 | 0.9 | | | | | | |
| Promotable Pool | 3.9 | 0.75 | 3.0 | 3.9 | 0.75 | 3.0 | 9.9 | 0.75 | 7.4 | 19.7 | 0.75 | 14.8 | | | | | | |
| National Education Data | 3.0 | 0.15 | 0.4 | 2.7 | 0.15 | 0.4 | 8.0 | 0.15 | 1.2 | 6.3 | 0.15 | 0.9 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 3.8 | | | 3.7 | | | 9.8 | | | 16.6 | | | | | | 99.9 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Nation (List of sources attached) | | | | | | | | | | 10% | Lower weight, since data is less specific to occupations in category. | | | | | | |
| Promotable Pool | Candidates eligible for promotion from Assistant Professor titles. | | | | | | | | | | 75% | Based on the history of promotions. | | | | | | |
| National Education Data | U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) Fall 2022 Full Time Faculty in degree granting institutions, Table 315.20. This table was prepared December 2023 | | | | | | | | | | 15% | Educational Statistics have higher weight since specific degrees are required to fill positions. | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 2. FACULTY
TITLE: 2C. ASSOCIATE PROFESSOR

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|---------|---------|---------|--------|--------|-------|-------|-------|-------|----------------|----------------|
| Dentists : 29-1020 / 3010 | 163589 | 113094 | 50495 | 89690 | 30115 | 2645 | 2960 | 5555 | 4075 | 15204 | 13345 |
| Physicians and surgeons : 29-12XX / 3090 | 913855 | 582375 | 331480 | 409270 | 201845 | 22785 | 23870 | 37550 | 22955 | 112770 | 82810 |
| TOTAL | 1077444 | 695469 | 381975 | 498960 | 231960 | 25430 | 26830 | 43105 | 27030 | 127974 | 96155 |
| PERCENTAGE | 100.0 | 64.5 | 35.5 | 46.3 | 21.5 | 2.4 | 2.5 | 4.0 | 2.5 | 11.9 | 8.9 |

| Promotable Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--------------------------------|-------|---------|---------|------|------|-----|-----|-----|-----|----------------|----------------|
| Tenure Eligible Asst Professor | 152 | 66 | 86 | 43 | 47 | 2 | 3 | 6 | 6 | 15 | 30 |
| TOTAL | 152 | 66 | 86 | 43 | 47 | 2 | 3 | 6 | 6 | 15 | 30 |
| PERCENTAGE | 100.0 | 43.4 | 56.6 | 28.3 | 30.9 | 1.3 | 2.0 | 3.9 | 3.9 | 9.9 | 19.7 |

| | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------|---------|---------|-------|-------|------|------|------|------|----------------|----------------|
| Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Associate Professors | 151922 | 79037 | 72885 | 58080 | 53856 | 4224 | 5291 | 4515 | 4131 | 12218 | 9607 |
| TOTAL | 151922 | 79037 | 72885 | 58080 | 53856 | 4224 | 5291 | 4515 | 4131 | 12218 | 9607 |
| PERCENTAGE | 100.0 | 52.0 | 48.0 | 38.2 | 35.4 | 2.8 | 3.5 | 3.0 | 2.7 | 8.0 | 6.3 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 2. FACULTY
TITLE: 2D. ASSISTANT PROFESSOR

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|---------------------------------|---|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 64.5 | 0.10 | 6.5 | 35.5 | 0.10 | 3.5 | 46.3 | 0.10 | 4.6 | 21.5 | 0.10 | 2.2 | 2.4 | 0.10 | 0.2 | 2.5 | 0.10 | 0.2 |
| Promotable Pool | 41.4 | 0.05 | 2.1 | 58.6 | 0.05 | 2.9 | 17.2 | 0.05 | 0.9 | 27.6 | 0.05 | 1.4 | 0.0 | 0.05 | 0.0 | 0.0 | 0.05 | 0.0 |
| National Education Data | 40.4 | 0.85 | 34.4 | 59.6 | 0.85 | 50.6 | 27.0 | 0.85 | 22.9 | 37.2 | 0.85 | 31.6 | 2.8 | 0.85 | 2.4 | 5.4 | 0.85 | 4.6 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 43.0 | | | 57.0 | | | 28.4 | | | 35.2 | | | 2.6 | | | 4.8 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 4.0 | 0.10 | 0.4 | 2.5 | 0.10 | 0.3 | 11.9 | 0.10 | 1.2 | 8.9 | 0.10 | 0.9 | | | | | | |
| Promotable Pool | 6.9 | 0.05 | 0.3 | 10.3 | 0.05 | 0.5 | 17.2 | 0.05 | 0.9 | 20.7 | 0.05 | 1.0 | | | | | | |
| National Education Data | 3.2 | 0.85 | 2.7 | 4.2 | 0.85 | 3.5 | 7.5 | 0.85 | 6.4 | 12.8 | 0.85 | 10.9 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 3.4 | | | 4.3 | | | 8.5 | | | 12.8 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Nation (List of sources attached) | | | | | | | | | | 10% | Lower weight, since data is less specific to occupations in category. | | | | | | |
| Promotable Pool | Candidates eligible for promotion from Instructor titles. | | | | | | | | | | 5% | Based on the history of promotions. | | | | | | |
| National Education Data | U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) Fall 2021 Full Time Faculty in degree granting institutions, Table 315.20. Table prepared Nov 2023 Degrees Conferred by Post-Secondary Institutions Tables 324.30 & 324.35 Table was prepared September 2023 | | | | | | | | | | 85% | Educational Statistics have higher weight as specific degrees are required to fill positions. | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 2. FACULTY
TITLE: 2D. ASSISTANT PROFESSOR

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|----------------|---------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|----------------|----------------|
| Dentists : 29-1020 / 3010 | 163589 | 113094 | 50495 | 89690 | 30115 | 2645 | 2960 | 5555 | 4075 | 15204 | 13345 |
| Physicians and surgeons : 29-12XX / 3090 | 913855 | 582375 | 331480 | 409270 | 201845 | 22785 | 23870 | 37550 | 22955 | 112770 | 82810 |
| TOTAL | 1077444 | 695469 | 381975 | 498960 | 231960 | 25430 | 26830 | 43105 | 27030 | 127974 | 96155 |
| PERCENTAGE | 100.0 | 64.5 | 35.5 | 46.3 | 21.5 | 2.4 | 2.5 | 4.0 | 2.5 | 11.9 | 8.9 |

| Promotable Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---------------------------|--------------|-------------|-------------|-------------|-------------|------------|------------|------------|-------------|----------------|----------------|
| Instructor/Basic Sciences | 19 | 10 | 9 | 4 | 3 | 0 | 0 | 1 | 0 | 5 | 6 |
| Instructor/Clinical | 10 | 2 | 8 | 1 | 5 | 0 | 0 | 1 | 3 | 0 | 0 |
| TOTAL | 29 | 12 | 17 | 5 | 8 | 0 | 0 | 2 | 3 | 5 | 6 |
| PERCENTAGE | 100.0 | 41.4 | 58.6 | 17.2 | 27.6 | 0.0 | 0.0 | 6.9 | 10.3 | 17.2 | 20.7 |

| | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|---------------|--------------|---------------|--------------|--------------|-------------|--------------|-------------|--------------|----------------|----------------|
| Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Assistant Professors | 153086 | 68065 | 85021 | 46595 | 59075 | 4797 | 8106 | 4740 | 5663 | 11933 | 12177 |
| Educational Statistics - IPEDS report Fall 2022 Table 324.30 & 324.35 - Health professions and related programs | 91609 | 30892 | 60717 | 19450 | 31864 | 2013 | 5229 | 2969 | 4521 | 6460 | 19103 |
| TOTAL | 244695 | 98957 | 145738 | 66045 | 90939 | 6810 | 13335 | 7709 | 10184 | 18393 | 31280 |
| PERCENTAGE | 100.0 | 40.4 | 59.6 | 27.0 | 37.2 | 2.8 | 5.4 | 3.2 | 4.2 | 7.5 | 12.8 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 2. FACULTY
TITLE: 2E. INSTRUCTOR

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|---------------------------------|--|------------|------|-----|--------------|------|------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 64.5 | 0.65 | 42.0 | 35.5 | 0.65 | 23.0 | 46.3 | 0.65 | 30.1 | 21.5 | 0.65 | 14.0 | 2.4 | 0.65 | 1.5 | 2.5 | 0.65 | 1.6 |
| National Education Data | 38.0 | 0.35 | 13.3 | 62.0 | 0.35 | 21.7 | 26.3 | 0.35 | 9.2 | 38.3 | 0.35 | 13.4 | 2.6 | 0.35 | 0.9 | 5.5 | 0.35 | 1.9 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 55.3 | | | 44.7 | | | 39.3 | | | 27.4 | | | 2.4 | | | 3.5 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 4.0 | 0.65 | 2.6 | 2.5 | 0.65 | 1.6 | 11.9 | 0.65 | 7.7 | 8.9 | 0.65 | 5.8 | | | | | | |
| National Education Data | 3.8 | 0.35 | 1.3 | 5.3 | 0.35 | 1.8 | 5.2 | 0.35 | 1.8 | 12.9 | 0.35 | 4.5 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 3.9 | | | 3.4 | | | 9.5 | | | 10.3 | | | | | | 99.7 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Nation (List of sources attached) | | | | | | | | | | 65% | Higher weight since the majority of positions are filled from residency programs. | | | | | | |
| National Education Data | U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) Fall 2021 Full Time Faculty in degree granting institutions, Table 315.20. Table prepared Nov 2023 Degrees Conferred by Post-Secondary Institutions Tables 324.30 & 324.35 Table was prepared September 2023 | | | | | | | | | | 35% | Educational Statistics have lower weight since the majority of positions are filled from residency programs. | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 2. FACULTY
TITLE: 2E. INSTRUCTOR

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|----------------|---------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|----------------|----------------|
| Dentists : 29-1020 / 3010 | 163589 | 113094 | 50495 | 89690 | 30115 | 2645 | 2960 | 5555 | 4075 | 15204 | 13345 |
| Physicians and surgeons : 29-12XX / 3090 | 913855 | 582375 | 331480 | 409270 | 201845 | 22785 | 23870 | 37550 | 22955 | 112770 | 82810 |
| TOTAL | 1077444 | 695469 | 381975 | 498960 | 231960 | 25430 | 26830 | 43105 | 27030 | 127974 | 96155 |
| PERCENTAGE | 100.0 | 64.5 | 35.5 | 46.3 | 21.5 | 2.4 | 2.5 | 4.0 | 2.5 | 11.9 | 8.9 |

| | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|---------------|--------------|---------------|--------------|--------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Instructors | 87120 | 36944 | 50176 | 27612 | 36597 | 2625 | 4674 | 3805 | 4872 | 2902 | 4033 |
| Educational Statistics - IPEDS report Fall 2022 Table 324.30 & 324.35 - Health professions and related programs | 91609 | 30892 | 60717 | 19450 | 31864 | 2013 | 5229 | 2969 | 4521 | 6460 | 19103 |
| TOTAL | 178729 | 67836 | 110893 | 47062 | 68461 | 4638 | 9903 | 6774 | 9393 | 9362 | 23136 |
| PERCENTAGE | 100.0 | 38.0 | 62.0 | 26.3 | 38.3 | 2.6 | 5.5 | 3.8 | 5.3 | 5.2 | 12.9 |

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3A. REGISTERED NURSE

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|-----|-----------------|------|------|----------------|------|-----|------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 9.1 | 1.00 | 9.1 | 90.9 | 1.00 | 90.9 | 5.7 | 1.00 | 5.7 | 73.8 | 1.00 | 73.8 | 1.4 | 1.00 | 1.4 | 7.9 | 1.00 | 7.9 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 9.1 | | | 90.9 | | | 5.7 | | | 73.8 | | | 1.4 | | | 7.9 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 1.2 | 1.00 | 1.2 | 5.0 | 1.00 | 5.0 | 0.9 | 1.00 | 0.9 | 4.1 | 1.00 | 4.1 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 1.2 | | | 5.0 | | | 0.9 | | | 4.1 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 100% Recruitment is on the state level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university typically from Staff Nurse titles within the Registered Nurse category. | | | | | | | | | | Positions are filled from promotions and transfers from the Staff Nurse titles within the category - per CHRO promotions can only occur outside the category. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3A. REGISTERED NURSE

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---------------------------------------|-------|---------|---------|------|-------|-----|------|-----|------|----------------|----------------|
| Registered nurses : 29-1141 / 3255 | 39100 | 3565 | 35535 | 2225 | 28875 | 545 | 3100 | 455 | 1960 | 340 | 1600 |
| TOTAL | 39100 | 3565 | 35535 | 2225 | 28875 | 545 | 3100 | 455 | 1960 | 340 | 1600 |
| PERCENTAGE | 100.0 | 9.1 | 90.9 | 5.7 | 73.8 | 1.4 | 7.9 | 1.2 | 5.0 | 0.9 | 4.1 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3B. NURSING SUPERVISOR

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|------|------|---|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 13.0 | 0.50 | 6.5 | 87.0 | 0.50 | 43.5 | 9.1 | 0.50 | 4.5 | 69.6 | 0.50 | 34.8 | 1.7 | 0.50 | 0.8 | 7.9 | 0.50 | 3.9 |
| Promotable Pool | 15.1 | 0.50 | 7.5 | 84.9 | 0.50 | 42.5 | 12.1 | 0.50 | 6.0 | 60.8 | 0.50 | 30.4 | 0.5 | 0.50 | 0.3 | 9.5 | 0.50 | 4.8 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 14.0 | | | 86.0 | | | 10.5 | | | 65.2 | | | 1.1 | | | 8.7 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 1.4 | 0.50 | 0.7 | 5.5 | 0.50 | 2.8 | 0.9 | 0.50 | 0.4 | 4.0 | 0.50 | 2.0 | | | | | | |
| Promotable Pool | 1.0 | 0.50 | 0.5 | 8.5 | 0.50 | 4.3 | 1.5 | 0.50 | 0.8 | 6.0 | 0.50 | 3.0 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 1.2 | | | 7.1 | | | 1.2 | | | 5.0 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | | | 50% Recruitment is on the state level. | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university typically from Staff Nurse CN2 - CN4 levels. | | | | | | | | | | | | 50% Based on the history of promotions. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3B. NURSING SUPERVISOR

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|-------------|--------------|-------------|--------------|------------|-------------|------------|-------------|----------------|----------------|
| Registered nurses : 29-1141 / 3255 | 39100 | 3565 | 35535 | 2225 | 28875 | 545 | 3100 | 455 | 1960 | 340 | 1600 |
| Medical and health services managers : 11-9111 / 0350 | 9725 | 2795 | 6930 | 2200 | 5105 | 275 | 755 | 230 | 735 | 90 | 335 |
| TOTAL | 48825 | 6360 | 42465 | 4425 | 33980 | 820 | 3855 | 685 | 2695 | 430 | 1935 |
| PERCENTAGE | 100.0 | 13.0 | 87.0 | 9.1 | 69.6 | 1.7 | 7.9 | 1.4 | 5.5 | 0.9 | 4.0 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---------------------|--------------|-------------|-------------|-------------|-------------|------------|------------|------------|------------|----------------|----------------|
| Staff Nurse CN2-CN4 | 199 | 30 | 169 | 24 | 121 | 1 | 19 | 2 | 17 | 3 | 12 |
| Total | 199 | 30 | 169 | 24 | 121 | 1 | 19 | 2 | 17 | 3 | 12 |
| PERCENTAGE | 100.0 | 15.1 | 84.9 | 12.1 | 60.8 | 0.5 | 9.5 | 1.0 | 8.5 | 1.5 | 6.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3C. SPECIALIZED NURSES

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|-----|------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 9.1 | 0.65 | 5.9 | 90.9 | 0.65 | 59.1 | 5.7 | 0.65 | 3.7 | 73.8 | 0.65 | 48.0 | 1.4 | 0.65 | 0.9 | 8.1 | 0.65 | 5.3 |
| Promotable Pool | 14.8 | 0.35 | 5.2 | 85.2 | 0.35 | 29.8 | 12.0 | 0.35 | 4.2 | 61.7 | 0.35 | 21.6 | 0.5 | 0.35 | 0.2 | 9.1 | 0.35 | 3.2 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 11.1 | | | 88.9 | | | 7.9 | | | 69.6 | | | 1.1 | | | 8.5 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 1.2 | 0.65 | 0.8 | 5.0 | 0.65 | 3.3 | 0.9 | 0.65 | 0.6 | 4.0 | 0.65 | 2.6 | | | | | | |
| Promotable Pool | 1.0 | 0.35 | 0.3 | 8.6 | 0.35 | 3.0 | 1.4 | 0.35 | 0.5 | 5.7 | 0.35 | 2.0 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 1.1 | | | 6.3 | | | 1.1 | | | 4.6 | | | | | | 100.2 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 65% Recruitment is on the state level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university typically from Staff Nurse CN2 - CN4 levels and Quality Assurance Specialists. | | | | | | | | | | 35% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3C. SPECIALIZED NURSES

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---------------------------------------|-------|---------|---------|------|-------|-----|------|-----|------|----------------|----------------|
| Other nurses : 29-11XX / 3256 | 2785 | 235 | 2550 | 150 | 2030 | 30 | 305 | 35 | 150 | 20 | 65 |
| Registered nurses : 29-1141 / 3255 | 39100 | 3565 | 35535 | 2225 | 28875 | 545 | 3100 | 455 | 1960 | 340 | 1600 |
| TOTAL | 41885 | 3800 | 38085 | 2375 | 30905 | 575 | 3405 | 490 | 2110 | 360 | 1665 |
| PERCENTAGE | 100.0 | 9.1 | 90.9 | 5.7 | 73.8 | 1.4 | 8.1 | 1.2 | 5.0 | 0.9 | 4.0 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|------------------------------|-------|---------|---------|------|------|-----|-----|-----|-----|----------------|----------------|
| Staff Nurse CN2-CN4 | 199 | 30 | 169 | 24 | 121 | 1 | 19 | 2 | 17 | 3 | 12 |
| Quality Assurance Specialist | 10 | 1 | 9 | 1 | 8 | 0 | 0 | 0 | 1 | 0 | 0 |
| Total | 209 | 31 | 178 | 25 | 129 | 1 | 19 | 2 | 18 | 3 | 12 |
| PERCENTAGE | 100.0 | 14.8 | 85.2 | 12.0 | 61.7 | 0.5 | 9.1 | 1.0 | 8.6 | 1.4 | 5.7 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3D. CLINICAL SUPERVISORS

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|------|------|---|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 28.7 | 0.50 | 14.4 | 71.3 | 0.50 | 35.6 | 22.6 | 0.50 | 11.3 | 52.5 | 0.50 | 26.2 | 2.8 | 0.50 | 1.4 | 7.8 | 0.50 | 3.9 |
| Promotable Pool | 16.7 | 0.50 | 8.3 | 83.3 | 0.50 | 41.7 | 15.2 | 0.50 | 7.6 | 65.2 | 0.50 | 32.6 | 0.0 | 0.50 | 0.0 | 7.6 | 0.50 | 3.8 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 22.7 | | | 77.3 | | | 18.9 | | | 58.8 | | | 1.4 | | | 7.7 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 2.4 | 0.50 | 1.2 | 7.6 | 0.50 | 3.8 | 0.9 | 0.50 | 0.5 | 3.4 | 0.50 | 1.7 | | | | | | |
| Promotable Pool | 0.0 | 0.50 | 0.0 | 3.0 | 0.50 | 1.5 | 1.5 | 0.50 | 0.8 | 7.6 | 0.50 | 3.8 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 1.2 | | | 5.3 | | | 1.3 | | | 5.5 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | | | 50% Recruitment is on the state level. | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | | | 50% Based on the history of promotions. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3D. CLINICAL SUPERVISORS

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|------------|-------------|-------------|-------------|-------------|------------|------------|------------|------------|----------------|----------------|
| Medical and health services managers : 11-9111 / 0350 | 9725 | 2795 | 6930 | 2200 | 5105 | 275 | 755 | 230 | 735 | 90 | 335 |
| TOTAL | 9725 | 2795 | 6930 | 2200 | 5105 | 275 | 755 | 230 | 735 | 90 | 335 |
| PERCENTAGE | 1.0 | 28.7 | 71.3 | 22.6 | 52.5 | 2.8 | 7.8 | 2.4 | 7.6 | 0.9 | 3.4 |
| | | | | | | | | | | | |
| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
| Lead Radiologic Technologist | 7 | 4 | 3 | 4 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medical Technologist 2 | 31 | 4 | 27 | 3 | 20 | 0 | 1 | 0 | 1 | 1 | 5 |
| Social Worker 2 | 28 | 3 | 25 | 3 | 20 | 0 | 4 | 0 | 1 | 0 | 0 |
| TOTAL | 66 | 11 | 55 | 10 | 43 | 0 | 5 | 0 | 2 | 1 | 5 |
| PERCENTAGE | 100 | 16.7 | 83.3 | 15.2 | 65.2 | 0.0 | 7.6 | 0.0 | 3.0 | 1.5 | 7.6 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3E. CLINICAL GROUP

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|------|------|--|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 17.1 | 0.95 | 16.3 | 82.9 | 0.95 | 78.7 | 13.7 | 0.95 | 13.0 | 69.3 | 0.95 | 65.9 | 1.2 | 0.95 | 1.1 | 4.6 | 0.95 | 4.4 |
| Promotable Pool | 14.9 | 0.05 | 0.7 | 85.1 | 0.05 | 4.3 | 11.9 | 0.05 | 0.6 | 61.2 | 0.05 | 3.1 | 0.5 | 0.05 | 0.0 | 9.5 | 0.05 | 0.5 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 17.0 | | | 83.0 | | | 13.6 | | | 69.0 | | | 1.1 | | | 4.9 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 0.7 | 0.95 | 0.7 | 5.4 | 0.95 | 5.1 | 1.6 | 0.95 | 1.5 | 3.5 | 0.95 | 3.4 | | | | | | |
| Promotable Pool | 1.0 | 0.05 | 0.0 | 8.5 | 0.05 | 0.4 | 1.5 | 0.05 | 0.1 | 6.0 | 0.05 | 0.3 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 0.7 | | | 5.5 | | | 1.6 | | | 3.7 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | | | 95% Recruitment is on the state level. | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | | | 5% Based on the history of promotions. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3E. CLINICAL GROUP

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|---------------|-------------|--------------|-------------|--------------|------------|-------------|------------|-------------|----------------|----------------|
| Miscellaneous healthcare diagnosing or treating practitioners : 29-1290 / 3261 | 2955 | 155 | 2800 | 95 | 2355 | 10 | 60 | 10 | 235 | 40 | 150 |
| Other nurses : 29-11XX / 3256 | 2785 | 235 | 2550 | 150 | 2030 | 30 | 305 | 35 | 150 | 20 | 65 |
| Other therapists : 29-112X / 3150 | 5595 | 680 | 4915 | 540 | 3955 | 65 | 445 | 40 | 390 | 35 | 125 |
| Pharmacists : 29-1051 / 3050 | 3360 | 1440 | 1920 | 1115 | 1405 | 85 | 120 | 25 | 110 | 215 | 285 |
| Physical therapists : 29-1123 / 3160 | 3679 | 799 | 2880 | 755 | 2670 | 0 | 15 | 4 | 100 | 40 | 95 |
| Physician assistants : 29- 1071 / 3110 | 1834 | 454 | 1380 | 345 | 1170 | 60 | 70 | 45 | 90 | 4 | 50 |
| Radiation therapists : 29- 1124 / 3200 | 185 | 45 | 140 | 45 | 140 | 0 | 0 | 0 | 0 | 0 | 0 |
| Speech-language pathologists : 29-1127 / 3230 | 2225 | 65 | 2160 | 50 | 1955 | 15 | 25 | 0 | 150 | 0 | 30 |
| TOTAL | 22618 | 3873 | 18745 | 3095 | 15680 | 265 | 1040 | 159 | 1225 | 354 | 800 |
| PERCENTAGE | 100.00 | 17.1 | 82.9 | 13.7 | 69.3 | 1.2 | 4.6 | 0.7 | 5.4 | 1.6 | 3.5 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---------------------|------------|-------------|-------------|-------------|-------------|------------|------------|------------|------------|----------------|----------------|
| Research Nurse | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Staff Nurse CN2-CN4 | 199 | 30 | 169 | 24 | 121 | 1 | 19 | 2 | 17 | 3 | 12 |
| TOTAL | 201 | 30 | 171 | 24 | 123 | 1 | 19 | 2 | 17 | 3 | 12 |
| PERCENTAGE | 100 | 14.9 | 85.1 | 11.9 | 61.2 | 0.5 | 9.5 | 1.0 | 8.5 | 1.5 | 6.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3F. RESEARCH

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|-----------------|------|------|-------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 42.7 | 0.90 | 38.4 | 57.3 | 0.90 | 51.6 | 39.2 | 0.90 | 35.3 | 46.2 | 0.90 | 41.6 | 0.0 | 0.90 | 0.0 | 3.5 | 0.90 | 3.2 |
| Promotable Pool | 0.0 | 0.10 | 0.0 | 100.0 | 0.10 | 10.0 | 0.0 | 0.10 | 0.0 | 33.3 | 0.10 | 3.3 | 0.0 | 0.10 | 0.0 | 0.0 | 0.10 | 0.0 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 38.4 | | | 61.6 | | | 35.3 | | | 44.9 | | | 0.0 | | | 3.2 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 0.0 | 0.90 | 0.0 | 0.0 | 0.90 | 0.0 | 3.5 | 0.90 | 3.2 | 7.6 | 0.90 | 6.8 | | | | | | |
| Promotable Pool | 0.0 | 0.10 | 0.0 | 33.3 | 0.10 | 3.3 | 0.0 | 0.10 | 0.0 | 33.3 | 0.10 | 3.3 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 0.0 | | | 3.3 | | | 3.2 | | | 10.1 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 90% Recruitment is on the state level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 10% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3F. RESEARCH

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------|---------|---------|------|------|-----|-----|-----|-----|----------------|----------------|
| Biological scientists : 19-1020 / 1610 | 855 | 365 | 490 | 335 | 395 | 0 | 30 | 0 | 0 | 30 | 65 |
| TOTAL | 855 | 365 | 490 | 335 | 395 | 0 | 30 | 0 | 0 | 30 | 65 |
| PERCENTAGE | 100.00 | 42.7 | 57.3 | 39.2 | 46.2 | 0.0 | 3.5 | 0.0 | 0.0 | 3.5 | 7.6 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---------------------|-------|---------|---------|-----|------|-----|-----|-----|------|----------------|----------------|
| Research Technican | 3 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Educ & Develop Spec | 3 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 |
| TOTAL | 6 | 0 | 6 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 2 |
| PERCENTAGE | 100 | 0.0 | 100.0 | 0.0 | 33.3 | 0.0 | 0.0 | 0.0 | 33.3 | 0.0 | 33.3 |

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3G. CLINICAL TECHNOLOGIST

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|-----------------|------|------|-------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 20.7 | 1.00 | 20.7 | 79.3 | 1.00 | 79.3 | 11.3 | 1.00 | 11.3 | 52.7 | 1.00 | 52.7 | 4.6 | 1.00 | 4.6 | 14.6 | 1.00 | 14.6 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 20.7 | | | 79.3 | | | 11.3 | | | 52.7 | | | 4.6 | | | 14.6 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.2 | 1.00 | 3.2 | 8.9 | 1.00 | 8.9 | 1.6 | 1.00 | 1.6 | 3.1 | 1.00 | 3.1 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 3.2 | | | 8.9 | | | 1.6 | | | 3.1 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 100% Recruitment is on the state level. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3G. CLINICAL TECHNOLOGIST

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|-------------|-------------|-------------|-------------|------------|-------------|------------|------------|----------------|----------------|
| Other health technologists and technicians : 29-20XX / 3300 | 26844 | 5560 | 21284 | 3030 | 14150 | 1225 | 3905 | 870 | 2390 | 435 | 839 |
| TOTAL | 26844 | 5560 | 21284 | 3030 | 14150 | 1225 | 3905 | 870 | 2390 | 435 | 839 |
| PERCENTAGE | 100.0 | 20.7 | 79.3 | 11.3 | 52.7 | 4.6 | 14.6 | 3.2 | 8.9 | 1.6 | 3.1 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3H. FINANCE GROUP

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 51.6 | 0.45 | 23.2 | 48.4 | 0.45 | 21.8 | 43.0 | 0.45 | 19.3 | 38.4 | 0.45 | 17.3 | 3.1 | 0.45 | 1.4 | 3.5 | 0.45 | 1.6 |
| Promotable Pool | 6.1 | 0.55 | 3.4 | 93.9 | 0.55 | 51.6 | 2.0 | 0.55 | 1.1 | 51.8 | 0.55 | 28.5 | 1.5 | 0.55 | 0.8 | 16.2 | 0.55 | 8.9 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 26.6 | | | 73.4 | | | 20.4 | | | 45.8 | | | 2.2 | | | 10.5 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 2.8 | 0.45 | 1.3 | 3.5 | 0.45 | 1.6 | 2.7 | 0.45 | 1.2 | 3.0 | 0.45 | 1.4 | | | | | | |
| Promotable Pool | 2.0 | 0.55 | 1.1 | 22.8 | 0.55 | 12.6 | 0.5 | 0.55 | 0.3 | 3.0 | 0.55 | 1.7 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.4 | | | 14.2 | | | 1.5 | | | 3.1 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 45% Recruitment is on the state level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 55% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3H. FINANCE GROUP

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|--------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Accountants and auditors : 13-2011 / 0800 | 28355 | 13430 | 14925 | 10905 | 11590 | 955 | 1175 | 740 | 1065 | 830 | 1095 |
| Budget analysts : 13-2031 / 0820 | 345 | 85 | 260 | 75 | 240 | 0 | 0 | 10 | 10 | 0 | 10 |
| Other financial specialists : 13-20XX / 0810 | 19190 | 11185 | 8005 | 9600 | 6565 | 520 | 515 | 610 | 585 | 455 | 340 |
| TOTAL NUMBER | 47890 | 24700 | 23190 | 20580 | 18395 | 1475 | 1690 | 1360 | 1660 | 1285 | 1445 |
| PERCENTAGE | 100.0 | 51.6 | 48.4 | 43.0 | 38.4 | 3.1 | 3.5 | 2.8 | 3.5 | 2.7 | 3.0 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-----------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Office Assistant | 60 | 5 | 55 | 0 | 33 | 3 | 11 | 2 | 11 | 0 | 0 |
| Accts Rec Collector | 6 | 1 | 5 | 0 | 0 | 0 | 3 | 1 | 2 | 0 | 0 |
| Patient Access Rep. | 25 | 0 | 25 | 0 | 10 | 0 | 5 | 0 | 9 | 0 | 1 |
| Adm. Fiscal Assistant | 22 | 3 | 19 | 2 | 13 | 0 | 3 | 1 | 2 | 0 | 1 |
| Patient Services Rep. | 84 | 3 | 81 | 2 | 46 | 0 | 10 | 0 | 21 | 1 | 4 |
| TOTAL | 197 | 12 | 185 | 4 | 102 | 3 | 32 | 4 | 45 | 1 | 6 |
| PERCENTAGE | 100.0 | 6.1 | 93.9 | 2.0 | 51.8 | 1.5 | 16.2 | 2.0 | 22.8 | 0.5 | 3.0 |

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3I. ADMINISTRATIVE GROUP

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|---|------|------------|------|-----|--------------|------|------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 29.3 | 0.60 | 17.6 | 70.7 | 0.60 | 42.4 | 23.2 | 0.60 | 13.9 | 55.4 | 0.60 | 33.3 | 2.7 | 0.60 | 1.6 | 6.7 | 0.60 | 4.0 |
| Promotable Pool | 4.3 | 0.40 | 1.7 | 95.7 | 0.40 | 38.3 | 3.1 | 0.40 | 1.2 | 73.5 | 0.40 | 29.4 | 0.6 | 0.40 | 0.2 | 6.8 | 0.40 | 2.7 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 19.3 | | | 80.7 | | | 15.1 | | | 62.7 | | | 1.8 | | | 6.7 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 2.4 | 0.60 | 1.4 | 7.0 | 0.60 | 4.2 | 1.0 | 0.60 | 0.6 | 1.6 | 0.60 | 1.0 | | | | | | |
| Promotable Pool | 0.0 | 0.40 | 0.0 | 11.1 | 0.40 | 4.4 | 0.6 | 0.40 | 0.2 | 4.3 | 0.40 | 1.7 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 1.4 | | | 8.6 | | | 0.8 | | | 2.7 | | | | | | 99.8 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 60% Recruitment is on the state level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university typically employees in Administrative Program Coordinator and Human Resource classifications. | | | | | | | | | | 40% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3I. ADMINISTRATIVE GROUP

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|-------|---------|---------|-------|-------|------|------|------|------|----------------|----------------|
| Business operations specialists, all other : 13-1199 / 0750 | 3060 | 1340 | 1720 | 1085 | 1210 | 10 | 60 | 100 | 395 | 145 | 55 |
| Compliance officers : 13-1041 / 0565 | 3095 | 1395 | 1700 | 1205 | 1435 | 35 | 65 | 100 | 170 | 55 | 30 |
| Counselors, social workers, and other community and social service specialists : 21-10XX / 2001 | 31519 | 7754 | 23765 | 4275 | 15525 | 2155 | 4515 | 1215 | 3350 | 109 | 375 |
| Education and childcare administrators : 11-9030 / | 13709 | 5160 | 8549 | 4070 | 7020 | 445 | 535 | 440 | 730 | 205 | 264 |
| First-line supervisors of office and administrative support workers : 43-1011 / 5000 | 15025 | 5420 | 9605 | 4060 | 7790 | 665 | 670 | 420 | 855 | 275 | 290 |
| Human resources workers : 13-1070 / 0630 | 9844 | 2564 | 7280 | 2180 | 5555 | 150 | 855 | 220 | 640 | 14 | 230 |
| Lawyers, judges, and related workers : 23-1000 / 2100 | 18125 | 12165 | 5960 | 11435 | 5415 | 275 | 230 | 250 | 175 | 205 | 140 |
| Librarians, curators, and archivists : 25-4000 / 2400 | 5040 | 1005 | 4035 | 830 | 3670 | 65 | 175 | 80 | 65 | 30 | 125 |
| Occupational health and safety specialists and technicians : 19-5010 / 1980 | 860 | 510 | 350 | 390 | 255 | 55 | 10 | 65 | 45 | 0 | 40 |
| Other media and communication workers : 27-30XX / 2805 | 3830 | 1700 | 2130 | 1370 | 1745 | 120 | 60 | 200 | 245 | 10 | 80 |
| Preschool and kindergarten teachers : 25-2010 / 2300 | 8325 | 160 | 8165 | 60 | 6090 | 10 | 820 | 90 | 1125 | 0 | 130 |
| Project management specialists : 13-1082 / 0705 | 10065 | 5670 | 4395 | 4725 | 3585 | 180 | 315 | 280 | 330 | 485 | 165 |
| Purchasing agents, except wholesale, retail, and farm products : 13-1023 / 0530 | 3519 | 1835 | 1684 | 1460 | 1400 | 135 | 200 | 185 | 80 | 55 | 4 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

| | | | | | | | | | | | |
|--|--------|-------|--------|-------|-------|------|-------|------|-------|------|------|
| Secretaries and administrative assistants : 43-6010 / 5710 | 41540 | 2280 | 39260 | 1520 | 32255 | 230 | 2670 | 375 | 3600 | 155 | 735 |
| Training and development specialists : 13-1151 / 0650 | 1400 | 600 | 800 | 490 | 680 | 75 | 100 | 35 | 0 | 0 | 20 |
| TOTAL | 168956 | 49558 | 119398 | 39155 | 93630 | 4605 | 11280 | 4055 | 11805 | 1743 | 2683 |
| PERCENTAGE | 100.0 | 29.3 | 70.7 | 23.2 | 55.4 | 2.7 | 6.7 | 2.4 | 7.0 | 1.0 | 1.6 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3I. ADMINISTRATIVE GROUP

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|------------------------|--------------|------------|-------------|------------|-------------|------------|------------|------------|-------------|----------------|----------------|
| Admin. Program Coord. | 148 | 7 | 141 | 5 | 111 | 1 | 7 | 0 | 16 | 1 | 7 |
| Human Resources Assoc. | 14 | 0 | 14 | 0 | 8 | 0 | 4 | 0 | 2 | 0 | 0 |
| TOTAL | 162 | 7 | 155 | 5 | 119 | 1 | 11 | 0 | 18 | 1 | 7 |
| PERCENTAGE | 100.0 | 4.3 | 95.7 | 3.1 | 73.5 | 0.6 | 6.8 | 0.0 | 11.1 | 0.6 | 4.3 |

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3J. ADMINITRATIVE PROGRAM COORDINATOR

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|-----|------------------|---|------|------------|------|-----|--------------|------|------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 22.2 | 0.35 | 7.8 | 77.8 | 0.35 | 27.2 | 18.3 | 0.35 | 6.4 | 64.0 | 0.35 | 22.4 | 1.2 | 0.35 | 0.4 | 5.2 | 0.35 | 1.8 |
| Promotable Pool | 6.2 | 0.65 | 4.0 | 93.8 | 0.65 | 61.0 | 3.1 | 0.65 | 2.0 | 72.2 | 0.65 | 46.9 | 0.0 | 0.65 | 0.0 | 6.2 | 0.65 | 4.0 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 11.8 | | | 88.2 | | | 8.4 | | | 69.3 | | | 0.4 | | | 5.8 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 1.6 | 0.35 | 0.6 | 6.9 | 0.35 | 2.4 | 1.0 | 0.35 | 0.3 | 1.8 | 0.35 | 0.6 | | | | | | |
| Promotable Pool | 3.1 | 0.65 | 2.0 | 11.3 | 0.65 | 7.4 | 0.0 | 0.65 | 0.0 | 4.1 | 0.65 | 2.7 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.6 | | | 9.8 | | | 0.3 | | | 3.3 | | | | | | 99.9 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 35% Recruitment is on the state level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 65% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3J. ADMINISTRATIVE PROGRAM COORDINATOR

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|--------------|--------------|--------------|--------------|--------------|------------|-------------|------------|-------------|----------------|----------------|
| Secretaries and administrative assistants : 43-6010 / 5710 | 41540 | 2280 | 39260 | 1520 | 32255 | 230 | 2670 | 375 | 3600 | 155 | 735 |
| Budget analysts : 13-2031 / 0820 | 345 | 85 | 260 | 75 | 240 | 0 | 0 | 10 | 10 | 0 | 10 |
| Other financial specialists : 13-20XX / 0810 | 19190 | 11185 | 8005 | 9600 | 6565 | 520 | 515 | 610 | 585 | 455 | 340 |
| TOTAL | 61075 | 13550 | 47525 | 11195 | 39060 | 750 | 3185 | 995 | 4195 | 610 | 1085 |
| PERCENTAGE | 100.0 | 22.2 | 77.8 | 18.3 | 64.0 | 1.2 | 5.2 | 1.6 | 6.9 | 1.0 | 1.8 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|------------------------|--------------|------------|-------------|------------|-------------|------------|------------|------------|-------------|----------------|----------------|
| Adm Fiscal Assistant | 22 | 3 | 19 | 2 | 13 | 0 | 3 | 1 | 2 | 0 | 1 |
| Admin. Program Asst. 2 | 55 | 2 | 53 | 1 | 40 | 0 | 3 | 1 | 7 | 0 | 3 |
| Executive Assistant | 20 | 1 | 19 | 0 | 17 | 0 | 0 | 1 | 2 | 0 | 0 |
| TOTAL | 97 | 6 | 91 | 3 | 70 | 0 | 6 | 3 | 11 | 0 | 4 |
| PERCENTAGE | 100.0 | 6.2 | 93.8 | 3.1 | 72.2 | 0.0 | 6.2 | 3.1 | 11.3 | 0.0 | 4.1 |

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3K. SOCIAL WORKER

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|-----------------|------|------|-------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 24.6 | 1.00 | 24.6 | 75.4 | 1.00 | 75.4 | 13.6 | 1.00 | 13.6 | 49.3 | 1.00 | 49.3 | 6.8 | 1.00 | 6.8 | 14.3 | 1.00 | 14.3 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 24.6 | | | 75.4 | | | 13.6 | | | 49.3 | | | 6.8 | | | 14.3 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.9 | 1.00 | 3.9 | 10.6 | 1.00 | 10.6 | 0.3 | 1.00 | 0.3 | 1.2 | 1.00 | 1.2 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 3.9 | | | 10.6 | | | 0.3 | | | 1.2 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 100% Recruitment is on the state level. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3K. SOCIAL WORKER

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|-------------|-------------|-------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Counselors, social workers, and other community and social service specialists : 21- 10XX / 2001 | 31519 | 7754 | 23765 | 4275 | 15525 | 2155 | 4515 | 1215 | 3350 | 109 | 375 |
| TOTAL | 31519 | 7754 | 23765 | 4275 | 15525 | 2155 | 4515 | 1215 | 3350 | 109 | 375 |
| PERCENTAGE | 100.0 | 24.6 | 75.4 | 13.6 | 49.3 | 6.8 | 14.3 | 3.9 | 10.6 | 0.3 | 1.2 |

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3L. TECHNICAL PROFESSIONAL

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|------|------|---|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 61.2 | 0.60 | 36.7 | 38.8 | 0.60 | 23.3 | 41.6 | 0.60 | 25.0 | 28.5 | 0.60 | 17.1 | 3.0 | 0.60 | 1.8 | 2.8 | 0.60 | 1.7 |
| Promotable Pool | 66.7 | 0.40 | 26.7 | 33.3 | 0.40 | 13.3 | 50.0 | 0.40 | 20.0 | 23.3 | 0.40 | 9.3 | 6.7 | 0.40 | 2.7 | 6.7 | 0.40 | 2.7 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 63.4 | | | 36.6 | | | 45.0 | | | 26.4 | | | 4.5 | | | 4.4 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.7 | 0.60 | 2.2 | 3.0 | 0.60 | 1.8 | 12.9 | 0.60 | 7.7 | 4.5 | 0.60 | 2.7 | | | | | | |
| Promotable Pool | 6.7 | 0.40 | 2.7 | 0.0 | 0.40 | 0.0 | 3.3 | 0.40 | 1.3 | 3.3 | 0.40 | 1.3 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 4.9 | | | 1.8 | | | 9.0 | | | 4.0 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | | | 60% Recruitment is on the state level. | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | | | 40% Based on the history of promotions. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3L. TECHNICAL PROFESSIONAL

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|-------|---------|---------|-------|-------|------|------|------|------|----------------|----------------|
| Computer and information research scientists and analysts : 15-12XX / 1005 | 8050 | 5125 | 2925 | 3465 | 2150 | 290 | 195 | 350 | 165 | 1020 | 415 |
| Computer and information systems managers : 11-3021 / 0110 | 10305 | 7380 | 2925 | 5145 | 2135 | 415 | 105 | 400 | 220 | 1420 | 465 |
| Database and network administrators and architects : 15-1240 / 1065 | 4924 | 3705 | 1219 | 2735 | 970 | 145 | 45 | 220 | 4 | 605 | 200 |
| Other teachers and instructors, education, training, and library workers : 25-XXXX / 2350 | 15650 | 4960 | 10690 | 3740 | 8005 | 405 | 990 | 530 | 1235 | 285 | 460 |
| Project management specialists : 13-1082 / 0705 | 10065 | 5670 | 4395 | 4725 | 3585 | 180 | 315 | 280 | 330 | 485 | 165 |
| Software and web developers, programmers, and testers : 15-1250 / 1010 | 22920 | 17410 | 5510 | 10190 | 3390 | 710 | 305 | 870 | 270 | 5640 | 1545 |
| Training and development specialists : 13-1151 / 0650 | 1400 | 600 | 800 | 490 | 680 | 75 | 100 | 35 | 0 | 0 | 20 |
| TOTAL | 73314 | 44850 | 28464 | 30490 | 20915 | 2220 | 2055 | 2685 | 2224 | 9455 | 3270 |
| PERCENTAGE | 100.0 | 61.2 | 38.8 | 41.6 | 28.5 | 3.0 | 2.8 | 3.7 | 3.0 | 12.9 | 4.5 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------------|-------|---------|---------|------|------|-----|-----|-----|-----|----------------|----------------|
| Credentialed Trainer | 4 | 0 | 4 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 |
| Desktop Technician 1 | 6 | 5 | 1 | 3 | 1 | 2 | 0 | 0 | 0 | 0 | 0 |
| Desktop Technician 2 | 13 | 12 | 1 | 9 | 1 | 0 | 0 | 2 | 0 | 1 | 0 |
| Biomedical Technician 1 | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| Biomedical Technician 2 | 5 | 2 | 3 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 30 | 20 | 10 | 15 | 7 | 2 | 2 | 2 | 0 | 1 | 1 |
| PERCENTAGE | 100.0 | 66.7 | 33.3 | 50.0 | 23.3 | 6.7 | 6.7 | 6.7 | 0.0 | 3.3 | 3.3 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3M. NURSE PRACTITIONER

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|-----|-----------------|------|------|----------------|------|-----|------------------|------|------|--|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 8.4 | 0.95 | 8.0 | 91.6 | 0.95 | 87.0 | 5.4 | 0.95 | 5.1 | 72.9 | 0.95 | 69.2 | 1.1 | 0.95 | 1.0 | 11.0 | 0.95 | 10.4 |
| Promotable Pool | 15.0 | 0.05 | 0.8 | 85.0 | 0.05 | 4.3 | 15.0 | 0.05 | 0.8 | 66.7 | 0.05 | 3.3 | 0.0 | 0.05 | 0.0 | 3.3 | 0.05 | 0.2 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 8.8 | | | 91.3 | | | 5.9 | | | 72.5 | | | 1.0 | | | 10.6 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 1.3 | 0.95 | 1.2 | 5.4 | 0.95 | 5.1 | 0.7 | 0.95 | 0.7 | 2.3 | 0.95 | 2.2 | | | | | | |
| Promotable Pool | 0.0 | 0.05 | 0.0 | 10.0 | 0.05 | 0.5 | 0.0 | 0.05 | 0.0 | 5.0 | 0.05 | 0.3 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 1.2 | | | 5.6 | | | 0.7 | | | 2.5 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | | | 95% Recruitment is on the state level. | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | | | 5% Based on the history of promotions. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3M. NURSE PRACTITIONER

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|----------------------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|------------|----------------|----------------|
| Other Nurses : 29-11XX / 3256 | 2785 | 235 | 2550 | 150 | 2030 | 30 | 305 | 35 | 150 | 20 | 65 |
| TOTAL | 2785 | 235 | 2550 | 150 | 2030 | 30 | 305 | 35 | 150 | 20 | 65 |
| PERCENTAGE | 100.0 | 8.4 | 91.6 | 5.4 | 72.9 | 1.1 | 11.0 | 1.3 | 5.4 | 0.7 | 2.3 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-----------------------|--------------|-------------|-------------|-------------|-------------|------------|------------|------------|-------------|----------------|----------------|
| Asst Nursing Manager | 24 | 2 | 22 | 2 | 19 | 0 | 0 | 0 | 2 | 0 | 1 |
| Clinical Case Manager | 22 | 2 | 20 | 2 | 15 | 0 | 1 | 0 | 3 | 0 | 1 |
| Nurse Anesthetist | 14 | 5 | 9 | 5 | 6 | 0 | 1 | 0 | 1 | 0 | 1 |
| Total | 60 | 9 | 51 | 9 | 40 | 0 | 2 | 0 | 6 | 0 | 3 |
| PERCENTAGE | 100.0 | 15.0 | 85.0 | 15.0 | 66.7 | 0.0 | 3.3 | 0.0 | 10.0 | 0.0 | 5.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4A. OFFICE ASSISTANT

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 25.5 | 0.80 | 20.4 | 74.5 | 0.80 | 59.6 | 15.7 | 0.80 | 12.6 | 50.5 | 0.80 | 40.4 | 4.8 | 0.80 | 3.8 | 12.1 | 0.80 | 9.7 |
| Promotable Pool | 12.0 | 0.20 | 2.4 | 88.0 | 0.20 | 17.6 | 12.0 | 0.20 | 2.4 | 28.0 | 0.20 | 5.6 | 0.0 | 0.20 | 0.0 | 32.0 | 0.20 | 6.4 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 22.8 | | | 77.2 | | | 15.0 | | | 46.0 | | | 3.8 | | | 16.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.4 | 0.80 | 2.7 | 9.4 | 0.80 | 7.5 | 1.6 | 0.80 | 1.3 | 2.6 | 0.80 | 2.1 | | | | | | |
| Promotable Pool | 0.0 | 0.20 | 0.0 | 16.0 | 0.20 | 3.2 | 0.0 | 0.20 | 0.0 | 12.0 | 0.20 | 2.4 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.7 | | | 10.7 | | | 1.3 | | | 4.5 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | 80% Recruitment is on the county level. | | | | | | | |
| Promotion/Transfer | Employees in the Clerk and Clerk Typist classifications typically promoted into this category. | | | | | | | | | | 20% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4A. OFFICE ASSISTANT

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|-------|---------|---------|------|------|-----|------|-----|-----|----------------|----------------|
| Other office and administrative support workers : 43-9000 / 5810 | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| TOTAL | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| PERCENTAGE | 100.0 | 25.5 | 74.5 | 15.7 | 50.5 | 4.8 | 12.1 | 3.4 | 9.4 | 1.6 | 2.6 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------|-------|---------|---------|------|------|-----|------|-----|------|----------------|----------------|
| Clerk | 5 | 0 | 5 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 1 |
| Clerk Typist | 20 | 3 | 17 | 3 | 5 | 0 | 7 | 0 | 3 | 0 | 2 |
| Total | 25 | 3 | 22 | 3 | 7 | 0 | 8 | 0 | 4 | 0 | 3 |
| PERCENTAGE | 100.0 | 12.0 | 88.0 | 12.0 | 28.0 | 0.0 | 32.0 | 0.0 | 16.0 | 0.0 | 12.0 |

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

MAY 31, 2024

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4B. PATIENT SERVICES REPRESENTATIVE

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 25.5 | 0.70 | 17.8 | 74.5 | 0.70 | 52.2 | 15.7 | 0.70 | 11.0 | 50.5 | 0.70 | 35.3 | 4.8 | 0.70 | 3.3 | 12.1 | 0.70 | 8.4 |
| Promotable Pool | 2.4 | 0.30 | 0.7 | 97.6 | 0.30 | 29.3 | 0.0 | 0.30 | 0.0 | 52.0 | 0.30 | 15.6 | 1.2 | 0.30 | 0.4 | 14.1 | 0.30 | 4.2 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 18.5 | | | 81.5 | | | 11.0 | | | 50.9 | | | 3.7 | | | 12.6 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.4 | 0.70 | 2.4 | 9.4 | 0.70 | 6.6 | 1.6 | 0.70 | 1.1 | 2.6 | 0.70 | 1.8 | | | | | | |
| Promotable Pool | 1.2 | 0.30 | 0.4 | 29.8 | 0.30 | 9.0 | 0.0 | 0.30 | 0.0 | 1.6 | 0.30 | 0.5 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.8 | | | 15.6 | | | 1.1 | | | 2.3 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | 70% Recruitment is on the county level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 30% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4B. PATIENT SERVICES REPRESENTATIVE

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|--------------|-------------|-------------|-------------|-------------|------------|-------------|------------|------------|----------------|----------------|
| Other office and administrative support workers : 43-9000 / 5810 | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| TOTAL | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| PERCENTAGE | 100.0 | 25.5 | 74.5 | 15.7 | 50.5 | 4.8 | 12.1 | 3.4 | 9.4 | 1.6 | 2.6 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Clinic Office Assistant | 188 | 1 | 187 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 |
| Office Assistant | 60 | 5 | 55 | 0 | 33 | 3 | 11 | 2 | 11 | 0 | 0 |
| TOTAL | 248 | 6 | 242 | 0 | 129 | 3 | 35 | 3 | 74 | 0 | 4 |
| PERCENTAGE | 100.0 | 2.4 | 97.6 | 0.0 | 52.0 | 1.2 | 14.1 | 1.2 | 29.8 | 0.0 | 1.6 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4C. CLERK and CLERK TYPIST

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 25.5 | 0.80 | 20.4 | 74.5 | 0.80 | 59.6 | 15.7 | 0.80 | 12.6 | 50.5 | 0.80 | 40.4 | 4.8 | 0.80 | 3.8 | 12.1 | 0.80 | 9.7 |
| Promotable Pool | 50.0 | 0.20 | 10.0 | 50.0 | 0.20 | 10.0 | 50.0 | 0.20 | 10.0 | 50.0 | 0.20 | 10.0 | 0.0 | 0.20 | 0.0 | 0.0 | 0.20 | 0.0 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 30.4 | | | 69.6 | | | 22.6 | | | 50.4 | | | 3.8 | | | 9.7 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.4 | 0.80 | 2.7 | 9.4 | 0.80 | 7.5 | 1.6 | 0.80 | 1.3 | 2.6 | 0.80 | 2.1 | | | | | | |
| Promotable Pool | 0.0 | 0.20 | 0.0 | 0.0 | 0.20 | 0.0 | 0.0 | 0.20 | 0.0 | 0.0 | 0.20 | 0.0 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.7 | | | 7.5 | | | 1.3 | | | 2.1 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | 80% Recruitment is on the county level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 20% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4C. CLERK and CLERK TYPIST

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|--------------|-------------|-------------|-------------|-------------|------------|-------------|------------|------------|----------------|----------------|
| Other office and administrative support workers : 43-9000 / 5810 | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| TOTAL | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| PERCENTAGE | 100.0 | 25.5 | 74.5 | 15.7 | 50.5 | 4.8 | 12.1 | 3.4 | 9.4 | 1.6 | 2.6 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------|--------------|-------------|-------------|-------------|-------------|------------|------------|------------|------------|----------------|----------------|
| Univ Helper | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| PERCENTAGE | 100.0 | 50.0 | 50.0 | 50.0 | 50.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4D. SECRETARIAL/CLERICAL

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|---|------|------------|------|-----|--------------|------|------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 21.9 | 0.80 | 17.5 | 78.1 | 0.80 | 62.5 | 13.4 | 0.80 | 10.7 | 55.2 | 0.80 | 44.2 | 4.0 | 0.80 | 3.2 | 9.6 | 0.80 | 7.7 |
| Promotable Pool | 3.4 | 0.20 | 0.7 | 96.6 | 0.20 | 19.3 | 1.5 | 0.20 | 0.3 | 53.9 | 0.20 | 10.8 | 0.7 | 0.20 | 0.1 | 13.6 | 0.20 | 2.7 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 18.2 | | | 81.8 | | | 11.0 | | | 55.0 | | | 3.3 | | | 10.4 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.5 | 0.80 | 2.8 | 11.1 | 0.80 | 8.8 | 1.0 | 0.80 | 0.8 | 2.3 | 0.80 | 1.8 | | | | | | |
| Promotable Pool | 1.0 | 0.20 | 0.2 | 25.7 | 0.20 | 5.1 | 0.2 | 0.20 | 0.0 | 3.4 | 0.20 | 0.7 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 3.0 | | | 13.9 | | | 0.8 | | | 2.5 | | | | | | 99.9 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | 80% Recruitment is on the county level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 20% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4D. SECRETARIAL/CLERICAL

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|-------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Bookkeeping, accounting, and auditing clerks : 43-3031 / 5120 | 3375 | 425 | 2950 | 310 | 2430 | 55 | 240 | 60 | 250 | 0 | 30 |
| Financial clerks, except bookkeeping, accounting, and auditing clerks : 43-30XX / 5100 | 3675 | 505 | 3170 | 415 | 2285 | 20 | 315 | 30 | 380 | 40 | 190 |
| Information and record clerks, except customer service representatives : 43- 4XXX / 5200 | 7325 | 1575 | 5750 | 925 | 3530 | 265 | 1000 | 305 | 1065 | 80 | 155 |
| Material recording, scheduling, dispatching, and distributing workers : 43- 5XXX / 5500 | 4570 | 2930 | 1640 | 1640 | 965 | 700 | 100 | 545 | 545 | 45 | 30 |
| Medical records specialists : 29-2072 / 3515 | 405 | 25 | 380 | 25 | 185 | 0 | 140 | 0 | 55 | 0 | 0 |
| Other office and administrative support workers : 43-9000 / 5810 | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| Secretaries and administrative assistants : 43- 6010 / 5710 | 9730 | 525 | 9205 | 350 | 7150 | 45 | 735 | 75 | 1095 | 55 | 225 |
| TOTAL | 39564 | 8655 | 30909 | 5315 | 21835 | 1585 | 3795 | 1370 | 4375 | 385 | 904 |
| PERCENTAGE | 100.0 | 21.9 | 78.1 | 13.4 | 55.2 | 4.0 | 9.6 | 3.5 | 11.1 | 1.0 | 2.3 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|------------------------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Clerk | 5 | 0 | 5 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 1 |
| Clerk Typist | 20 | 3 | 17 | 3 | 5 | 0 | 7 | 0 | 3 | 0 | 2 |
| Office Assistant | 60 | 5 | 55 | 0 | 33 | 3 | 11 | 2 | 11 | 0 | 0 |
| Clinic Office Asst. | 188 | 1 | 187 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 |
| Adm Program Assistant 2 | 55 | 2 | 53 | 1 | 40 | 0 | 3 | 1 | 7 | 0 | 3 |
| Patient Services Representative | 84 | 3 | 81 | 2 | 46 | 0 | 10 | 0 | 21 | 1 | 4 |
| TOTAL | 412 | 14 | 398 | 6 | 222 | 3 | 56 | 4 | 106 | 1 | 14 |
| PERCENTAGE | 100.0 | 3.4 | 96.6 | 1.5 | 53.9 | 0.7 | 13.6 | 1.0 | 25.7 | 0.2 | 3.4 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4E. ADMINISTRATIVE PROGRAM ASSISTANT 1

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|------|------------------|------|------|---|------|-----|--------------|------|------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 25.5 | 0.70 | 17.8 | 74.5 | 0.70 | 52.2 | 15.7 | 0.70 | 11.0 | 50.5 | 0.70 | 35.3 | 4.8 | 0.70 | 3.3 | 12.1 | 0.70 | 8.4 |
| Promotable Pool | 12.0 | 0.30 | 3.6 | 88.0 | 0.30 | 26.4 | 12.0 | 0.30 | 3.6 | 28.0 | 0.30 | 8.4 | 0.0 | 0.30 | 0.0 | 32.0 | 0.30 | 9.6 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 21.4 | | | 78.6 | | | 14.6 | | | 43.7 | | | 3.3 | | | 18.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.4 | 0.70 | 2.4 | 9.4 | 0.70 | 6.6 | 1.6 | 0.70 | 1.1 | 2.6 | 0.70 | 1.8 | | | | | | |
| Promotable Pool | 0.0 | 0.30 | 0.0 | 16.0 | 0.30 | 4.8 | 0.0 | 0.30 | 0.0 | 12.0 | 0.30 | 3.6 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.4 | | | 11.4 | | | 1.1 | | | 5.4 | | | | | | 99.9 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | | | 70% Recruitment is on the county level. | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | | | 30% Based on the history of promotions. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4E. ADMINISTRATIVE PROGRAM ASSISTANT 1

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|---------------|-------------|-------------|-------------|-------------|------------|-------------|------------|------------|----------------|----------------|
| Other office and administrative support workers : 43-9000 / 5810 | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| TOTAL | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| PERCENTAGE | 100.00 | 25.5 | 74.5 | 15.7 | 50.5 | 4.8 | 12.1 | 3.4 | 9.4 | 1.6 | 2.6 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------|---------------|-------------|-------------|-------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Clerk | 5 | 0 | 5 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 1 |
| Clerk Typist | 20 | 3 | 17 | 3 | 5 | 0 | 7 | 0 | 3 | 0 | 2 |
| TOTAL | 25 | 3 | 22 | 3 | 7 | 0 | 8 | 0 | 4 | 0 | 3 |
| PERCENTAGE | 100.00 | 12.0 | 88.0 | 12.0 | 28.0 | 0.0 | 32.0 | 0.0 | 16.0 | 0.0 | 12.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4F. ADMINISTRATIVE PROGRAM ASSISTANT 2

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|----------------|------|-----|------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 25.5 | 0.50 | 12.7 | 74.5 | 0.50 | 37.3 | 15.7 | 0.50 | 7.9 | 50.5 | 0.50 | 25.2 | 4.8 | 0.50 | 2.4 | 12.1 | 0.50 | 6.0 |
| Promotable Pool | 3.2 | 0.50 | 1.6 | 96.8 | 0.50 | 48.4 | 1.9 | 0.50 | 0.9 | 50.7 | 0.50 | 25.3 | 0.4 | 0.50 | 0.2 | 12.3 | 0.50 | 6.2 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 14.3 | | | 85.7 | | | 8.8 | | | 50.5 | | | 2.6 | | | 12.2 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.4 | 0.50 | 1.7 | 9.4 | 0.50 | 4.7 | 1.6 | 0.50 | 0.8 | 2.6 | 0.50 | 1.3 | | | | | | |
| Promotable Pool | 0.6 | 0.50 | 0.3 | 30.5 | 0.50 | 15.2 | 0.4 | 0.50 | 0.2 | 3.4 | 0.50 | 1.7 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.0 | | | 19.9 | | | 1.0 | | | 3.0 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | 50% Recruitment is on the county level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 50% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4F. ADMINISTRATIVE PROGRAM ASSISTANT 2

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|--------------|-------------|-------------|-------------|-------------|------------|-------------|------------|------------|----------------|----------------|
| Other office and administrative support workers : 43-9000 / 5810 | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| TOTAL | 10484 | 2670 | 7814 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| PERCENTAGE | 100.0 | 25.5 | 74.5 | 15.7 | 50.5 | 4.8 | 12.1 | 3.4 | 9.4 | 1.6 | 2.6 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Admin. Program Asst. 1 | 12 | 1 | 11 | 1 | 7 | 0 | 1 | 0 | 3 | 0 | 0 |
| Patient Svcs Rep | 84 | 3 | 81 | 2 | 46 | 0 | 10 | 0 | 21 | 1 | 4 |
| Clinic Office Assistant | 188 | 1 | 187 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 |
| Medical Assistant | 251 | 12 | 239 | 7 | 122 | 2 | 31 | 2 | 76 | 1 | 10 |
| TOTAL | 535 | 17 | 518 | 10 | 271 | 2 | 66 | 3 | 163 | 2 | 18 |
| PERCENTAGE | 100.0 | 3.2 | 96.8 | 1.9 | 50.7 | 0.4 | 12.3 | 0.6 | 30.5 | 0.4 | 3.4 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4G. CLINIC OFFICE ASSISTANT

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|-----------------|------|-----|-------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 11.8 | 0.80 | 9.4 | 88.2 | 0.80 | 70.6 | 7.8 | 0.80 | 6.3 | 45.3 | 0.80 | 36.2 | 1.0 | 0.80 | 0.8 | 12.7 | 0.80 | 10.2 |
| Promotable Pool | 6.1 | 0.20 | 1.2 | 93.9 | 0.20 | 18.8 | 3.0 | 0.20 | 0.6 | 50.0 | 0.20 | 10.0 | 1.8 | 0.20 | 0.4 | 22.0 | 0.20 | 4.4 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 10.6 | | | 89.4 | | | 6.9 | | | 46.2 | | | 1.2 | | | 14.6 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 2.2 | 0.80 | 1.8 | 27.0 | 0.80 | 21.6 | 0.8 | 0.80 | 0.6 | 3.2 | 0.80 | 2.6 | | | | | | |
| Promotable Pool | 1.2 | 0.20 | 0.2 | 20.1 | 0.20 | 4.0 | 0.0 | 0.20 | 0.0 | 1.8 | 0.20 | 0.4 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.0 | | | 25.6 | | | 0.6 | | | 3.0 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | 80% Recruitment is on the county level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 20% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 4. SECRETARIAL/CLERICAL
TITLE: 4G. CLINIC OFFICE ASSISTANT

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|--------------|-------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Other healthcare support occupations : 31-9000 / 3630 | 4530 | 535 | 3995 | 355 | 2050 | 45 | 575 | 100 | 1225 | 35 | 145 |
| TOTAL | 4530 | 535 | 3995 | 355 | 2050 | 45 | 575 | 100 | 1225 | 35 | 145 |
| PERCENTAGE | 100.0 | 11.8 | 88.2 | 7.8 | 45.3 | 1.0 | 12.7 | 2.2 | 27.0 | 0.8 | 3.2 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Clerk | 5 | 0 | 5 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 1 |
| Clerk Typist | 20 | 3 | 17 | 3 | 5 | 0 | 7 | 0 | 3 | 0 | 2 |
| Office Assistant | 60 | 5 | 55 | 0 | 33 | 3 | 11 | 2 | 11 | 0 | 0 |
| Telecommunication Operator | 79 | 2 | 77 | 2 | 42 | 0 | 17 | 0 | 18 | 0 | 0 |
| TOTAL | 164 | 10 | 154 | 5 | 82 | 3 | 36 | 2 | 33 | 0 | 3 |
| PERCENTAGE | 100.0 | 6.1 | 93.9 | 3.0 | 50.0 | 1.8 | 22.0 | 1.2 | 20.1 | 0.0 | 1.8 |

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

MAY 31, 2024

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5A. CLINICAL & PARAPROFESSIONAL

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|-----------------|------|-----|-------------------|------|------|---|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 19.9 | 0.80 | 15.9 | 80.1 | 0.80 | 64.1 | 11.3 | 0.80 | 9.0 | 52.5 | 0.80 | 42.0 | 4.7 | 0.80 | 3.8 | 13.0 | 0.80 | 10.4 |
| Promotable Pool | 6.1 | 0.20 | 1.2 | 93.9 | 0.20 | 18.8 | 4.0 | 0.20 | 0.8 | 53.5 | 0.20 | 10.7 | 1.0 | 0.20 | 0.2 | 10.1 | 0.20 | 2.0 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 17.1 | | | 82.9 | | | 9.8 | | | 52.7 | | | 4.0 | | | 12.4 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 3.0 | 0.80 | 2.4 | 12.5 | 0.80 | 10.0 | 0.9 | 0.80 | 0.7 | 2.1 | 0.80 | 1.7 | | | | | | |
| Promotable Pool | 0.0 | 0.20 | 0.0 | 26.3 | 0.20 | 5.3 | 1.0 | 0.20 | 0.2 | 4.0 | 0.20 | 0.8 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.4 | | | 15.3 | | | 0.9 | | | 2.5 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | | | 80% Recruitment is on the state level. | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | | | 20% Based on the history of promotions. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5A. CLINICAL & PARAPROFESSIONAL

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|-------|---------|---------|------|-------|------|-------|------|-------|----------------|----------------|
| Counselors, social workers, and other community and social service specialists : 21- 10XX / 2001 | 31519 | 7754 | 23765 | 4275 | 15525 | 2155 | 4515 | 1215 | 3350 | 109 | 375 |
| Other healthcare support occupations : 31-9000 / 3630 | 17240 | 2185 | 15055 | 1290 | 9015 | 390 | 1705 | 335 | 3995 | 170 | 340 |
| Other health technologists and technicians : 29-20XX / 3300 | 26844 | 5560 | 21284 | 3030 | 14150 | 1225 | 3905 | 870 | 2390 | 435 | 839 |
| Other therapists : 29-112X / 3150 | 5595 | 680 | 4915 | 540 | 3955 | 65 | 445 | 40 | 390 | 35 | 125 |
| TOTAL | 81198 | 16179 | 65019 | 9135 | 42645 | 3835 | 10570 | 2460 | 10125 | 749 | 1679 |
| PERCENTAGE | 100.0 | 19.9 | 80.1 | 11.3 | 52.5 | 4.7 | 13.0 | 3.0 | 12.5 | 0.9 | 2.1 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|----------------------|-------|---------|---------|-----|------|-----|------|-----|------|----------------|----------------|
| Clinical Coordinator | 15 | 3 | 12 | 2 | 7 | 1 | 0 | 0 | 5 | 0 | 0 |
| Patient Svcs Rep | 84 | 3 | 81 | 2 | 46 | 0 | 10 | 0 | 21 | 1 | 4 |
| TOTAL | 99 | 6 | 93 | 4 | 53 | 1 | 10 | 0 | 26 | 1 | 4 |
| PERCENTAGE | 100.0 | 6.1 | 93.9 | 4.0 | 53.5 | 1.0 | 10.1 | 0.0 | 26.3 | 1.0 | 4.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5B. TECHNICAL

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|-----------------|------|-----|-------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 18.2 | 0.90 | 16.4 | 81.8 | 0.90 | 73.6 | 10.5 | 0.90 | 9.4 | 52.3 | 0.90 | 47.1 | 3.6 | 0.90 | 3.3 | 12.6 | 0.90 | 11.3 |
| Promotable Pool | 4.8 | 0.10 | 0.5 | 95.2 | 0.10 | 9.5 | 2.8 | 0.10 | 0.3 | 48.6 | 0.10 | 4.9 | 0.8 | 0.10 | 0.1 | 12.4 | 0.10 | 1.2 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 16.9 | | | 83.1 | | | 9.7 | | | 52.0 | | | 3.4 | | | 12.5 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 2.7 | 0.90 | 2.5 | 14.3 | 0.90 | 12.9 | 1.4 | 0.90 | 1.2 | 2.7 | 0.90 | 2.4 | | | | | | |
| Promotable Pool | 0.8 | 0.10 | 0.1 | 30.3 | 0.10 | 3.0 | 0.4 | 0.10 | 0.0 | 4.0 | 0.10 | 0.4 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.6 | | | 15.9 | | | 1.2 | | | 2.8 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 90% Recruitment is on the state level. | | | | | | | |
| Promotion/Transfer | Employees in the Medical Assitant classification could be promoted into this category. | | | | | | | | | | 10% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5B. TECHNICAL

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|-------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Other healthcare practitioners and technical occupations : 29-9000 / 3550 | 945 | 450 | 495 | 390 | 380 | 15 | 50 | 30 | 50 | 15 | 15 |
| Other healthcare support occupations : 31-9000 / 3630 | 17240 | 2185 | 15055 | 1290 | 9015 | 390 | 1705 | 335 | 3995 | 170 | 340 |
| Other health technologists and technicians : 29-20XX / 3300 | 26844 | 5560 | 21284 | 3030 | 14150 | 1225 | 3905 | 870 | 2390 | 435 | 839 |
| TOTAL | 45029 | 8195 | 36834 | 4710 | 23545 | 1630 | 5660 | 1235 | 6435 | 620 | 1194 |
| PERCENTAGE | 100.0 | 18.2 | 81.8 | 10.5 | 52.3 | 3.6 | 12.6 | 2.7 | 14.3 | 1.4 | 2.7 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Medical Assistant | 251 | 12 | 239 | 7 | 122 | 2 | 31 | 2 | 76 | 1 | 10 |
| TOTAL | 251 | 12 | 239 | 7 | 122 | 2 | 31 | 2 | 76 | 1 | 10 |
| PERCENTAGE | 100.0 | 4.8 | 95.2 | 2.8 | 48.6 | 0.8 | 12.4 | 0.8 | 30.3 | 0.4 | 4.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5C. HEALTH CARE SUPPORT

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|-----------------|------|------|-------------------|------|------|---|------|-----|--------------|------|------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 20.2 | 0.90 | 18.2 | 79.8 | 0.90 | 71.8 | 12.4 | 0.90 | 11.1 | 52.4 | 0.90 | 47.1 | 3.4 | 0.90 | 3.1 | 12.1 | 0.90 | 10.9 |
| Promotable Pool | 1.2 | 0.10 | 0.1 | 98.8 | 0.10 | 9.9 | 0.0 | 0.10 | 0.0 | 53.1 | 0.10 | 5.3 | 0.4 | 0.10 | 0.0 | 12.2 | 0.10 | 1.2 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 18.3 | | | 81.7 | | | 11.1 | | | 52.4 | | | 3.1 | | | 12.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 2.6 | 0.90 | 2.4 | 12.6 | 0.90 | 11.3 | 1.8 | 0.90 | 1.6 | 2.7 | 0.90 | 2.4 | | | | | | |
| Promotable Pool | 0.8 | 0.10 | 0.1 | 31.4 | 0.10 | 3.1 | 0.0 | 0.10 | 0.0 | 2.0 | 0.10 | 0.2 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.5 | | | 14.4 | | | 1.6 | | | 2.6 | | | | | | 99.8 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | | | 90% Recruitment is on the state level. | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | | | 10% Based on the history of promotions. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: SC. HEALTH CARE SUPPORT

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|--------------|--------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Industrial engineers, including health and safety : 17-2110 / 1430 | 3715 | 3070 | 645 | 2380 | 450 | 145 | 10 | 320 | 155 | 225 | 30 |
| Medical records specialists : 29-2072 / 3515 | 1740 | 145 | 1595 | 135 | 1025 | 0 | 340 | 10 | 175 | 0 | 55 |
| Other healthcare support occupations : 31-9000 / 3630 | 17240 | 2185 | 15055 | 1290 | 9015 | 390 | 1705 | 335 | 3995 | 170 | 340 |
| Other health technologists and technicians : 29-20XX / 3300 | 26844 | 5560 | 21284 | 3030 | 14150 | 1225 | 3905 | 870 | 2390 | 435 | 839 |
| Teaching assistants : 25-9040 / 2545 | 19685 | 3055 | 16630 | 1740 | 11615 | 605 | 2390 | 295 | 2005 | 415 | 620 |
| TOTAL | 69224 | 14015 | 55209 | 8575 | 36255 | 2365 | 8350 | 1830 | 8720 | 1245 | 1884 |
| PERCENTAGE | 100.0 | 20.2 | 79.8 | 12.4 | 52.4 | 3.4 | 12.1 | 2.6 | 12.6 | 1.8 | 2.7 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Clinic Office Assistant | 188 | 1 | 187 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 |
| Medical Records Clerk | 20 | 1 | 19 | 0 | 15 | 1 | 3 | 0 | 1 | 0 | 0 |
| Dental Assistant | 37 | 1 | 36 | 0 | 19 | 0 | 3 | 1 | 13 | 0 | 1 |
| TOTAL | 245 | 3 | 242 | 0 | 130 | 1 | 30 | 2 | 77 | 0 | 5 |
| PERCENTAGE | 100.0 | 1.2 | 98.8 | 0.0 | 53.1 | 0.4 | 12.2 | 0.8 | 31.4 | 0.0 | 2.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5D. MEDICAL ASSISTANT

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|-----------------|------|-----|-------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 12.7 | 0.90 | 11.4 | 87.3 | 0.90 | 78.6 | 7.5 | 0.90 | 6.7 | 52.3 | 0.90 | 47.1 | 2.3 | 0.90 | 2.0 | 9.9 | 0.90 | 8.9 |
| Promotable Pool | 0.5 | 0.10 | 0.1 | 99.5 | 0.10 | 9.9 | 0.0 | 0.10 | 0.0 | 51.1 | 0.10 | 5.1 | 0.0 | 0.10 | 0.0 | 12.8 | 0.10 | 1.3 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 11.5 | | | 88.5 | | | 6.7 | | | 52.2 | | | 2.0 | | | 10.2 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 1.9 | 0.90 | 1.7 | 23.2 | 0.90 | 20.9 | 1.0 | 0.90 | 0.9 | 2.0 | 0.90 | 1.8 | | | | | | |
| Promotable Pool | 0.5 | 0.10 | 0.1 | 33.5 | 0.10 | 3.4 | 0.0 | 0.10 | 0.0 | 2.1 | 0.10 | 0.2 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 1.8 | | | 24.3 | | | 0.9 | | | 2.0 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 90% Recruitment is on the state level. | | | | | | | |
| Promotion/Transfer | Employees in the Clinic Office Assitant classification could be promoted into this category. | | | | | | | | | | 10% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
Title: 5D. MEDICAL ASSISTANT

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|--------------|-------------|-------------|------------|-------------|------------|------------|------------|-------------|----------------|----------------|
| Other healthcare support occupations : 31-9000 / 3630 | 17240 | 2185 | 15055 | 1290 | 9015 | 390 | 1705 | 335 | 3995 | 170 | 340 |
| TOTAL | 17240 | 2185 | 15055 | 1290 | 9015 | 390 | 1705 | 335 | 3995 | 170 | 340 |
| PERCENTAGE | 100.0 | 12.7 | 87.3 | 7.5 | 52.3 | 2.3 | 9.9 | 1.9 | 23.2 | 1.0 | 2.0 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-------------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Clinic Office Assistant | 188 | 1 | 187 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 |
| TOTAL | 188 | 1 | 187 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 |
| PERCENTAGE | 100.0 | 0.5 | 99.5 | 0.0 | 51.1 | 0.0 | 12.8 | 0.5 | 33.5 | 0.0 | 2.1 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

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OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5E. PARAPROFESSIONAL/ADMINISTRATIVE

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|----------------|------|------|------------------|---|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 40.4 | 0.65 | 26.3 | 59.6 | 0.65 | 38.7 | 28.2 | 0.65 | 18.3 | 40.8 | 0.65 | 26.5 | 3.4 | 0.65 | 2.2 | 7.2 | 0.65 | 4.7 |
| Promotable Pool | 3.0 | 0.35 | 1.0 | 97.0 | 0.35 | 34.0 | 1.6 | 0.35 | 0.6 | 49.7 | 0.35 | 17.4 | 0.5 | 0.35 | 0.2 | 12.5 | 0.35 | 4.4 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 27.3 | | | 72.7 | | | 18.9 | | | 43.9 | | | 2.4 | | | 9.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 4.7 | 0.65 | 3.0 | 8.6 | 0.65 | 5.6 | 4.1 | 0.65 | 2.7 | 2.9 | 0.65 | 1.9 | | | | | | |
| Promotable Pool | 0.7 | 0.35 | 0.2 | 31.7 | 0.35 | 11.1 | 0.2 | 0.35 | 0.1 | 3.2 | 0.35 | 1.1 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 3.2 | | | 16.7 | | | 2.8 | | | 3.0 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | 65% Recruitment is on the state level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 35% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: SE. PARAPROFESSIONAL/ADMINISTRATIVE

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|--------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Information and record clerks, except customer service representatives : 43-4XXX / 5200 | 28630 | 5295 | 23335 | 3415 | 15605 | 665 | 3005 | 930 | 3860 | 285 | 865 |
| Medical records specialists : 29-2072 / 3515 | 1740 | 145 | 1595 | 135 | 1025 | 0 | 340 | 10 | 175 | 0 | 55 |
| Other computer occupations : 15-12YY / 1050 | 18125 | 13930 | 4195 | 9715 | 2995 | 1025 | 385 | 1325 | 265 | 1865 | 550 |
| Other healthcare practitioners and technical occupations : 29-9000 / 3550 | 945 | 450 | 495 | 390 | 380 | 15 | 50 | 30 | 50 | 15 | 15 |
| Other media and communication workers : 27-30XX / 2805 | 3830 | 1700 | 2130 | 1370 | 1745 | 120 | 60 | 200 | 245 | 10 | 80 |
| TOTAL | 53270 | 21520 | 31750 | 15025 | 21750 | 1825 | 3840 | 2495 | 4595 | 2175 | 1565 |
| PERCENTAGE | 100.0 | 40.4 | 59.6 | 28.2 | 40.8 | 3.4 | 7.2 | 4.7 | 8.6 | 4.1 | 2.9 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---------------------------|--------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
| Clinical Office Assistant | 188 | 1 | 187 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 |
| Medical Assistant | 251 | 12 | 239 | 7 | 122 | 2 | 31 | 2 | 76 | 1 | 10 |
| TOTAL | 439 | 13 | 426 | 7 | 218 | 2 | 55 | 3 | 139 | 1 | 14 |
| PERCENTAGE | 100.0 | 3.0 | 97.0 | 1.6 | 49.7 | 0.5 | 12.5 | 0.7 | 31.7 | 0.2 | 3.2 |

UNIVERSITY OF CONNECTICUT HEALTH
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MAY 31, 2024

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5F. DENTAL ASSISTANTS

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|---|------|------|-----------------|------|------|-----------------|------|-----|-------------------|------|------|---|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 14.5 | 1.00 | 14.5 | 85.5 | 1.00 | 85.5 | 9.2 | 1.00 | 9.2 | 51.7 | 1.00 | 51.7 | 2.2 | 1.00 | 2.2 | 9.7 | 1.00 | 9.7 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 14.5 | | | 85.5 | | | 9.2 | | | 51.7 | | | 2.2 | | | 9.7 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 2.0 | 1.00 | 2.0 | 22.2 | 1.00 | 22.2 | 1.0 | 1.00 | 1.0 | 2.0 | 1.00 | 2.0 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 2.0 | | | 22.2 | | | 1.0 | | | 2.0 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography State (List of sources attached) | | | | | | | | | | | | 100% Recruitment is on the state level. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5F. DENTAL ASSISTANTS

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|-------|---------|---------|------|------|-----|------|-----|------|----------------|----------------|
| Other healthcare practitioners and technical occupations : 29-9000 / 3550 | 945 | 450 | 495 | 390 | 380 | 15 | 50 | 30 | 50 | 15 | 15 |
| Other healthcare support occupations : 31-9000 / 3630 | 17240 | 2185 | 15055 | 1290 | 9015 | 390 | 1705 | 335 | 3995 | 170 | 340 |
| TOTAL | 18185 | 2635 | 15550 | 1680 | 9395 | 405 | 1755 | 365 | 4045 | 185 | 355 |
| PERCENTAGE | 100.0 | 14.5 | 85.5 | 9.2 | 51.7 | 2.2 | 9.7 | 2.0 | 22.2 | 1.0 | 2.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 6. SKILLED CRAFT WORKERS
TITLE: 6A. QUALIFIED CRAFT WORKERS

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|-----|----------------|------|------|------------------|---|-----|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 96.4 | 0.70 | 67.4 | 3.6 | 0.70 | 2.6 | 70.1 | 0.70 | 49.1 | 1.9 | 0.70 | 1.3 | 9.8 | 0.70 | 6.9 | 0.3 | 0.70 | 0.2 |
| Promotable Pool | 100.0 | 0.30 | 30.0 | 0.0 | 0.30 | 0.0 | 40.0 | 0.30 | 12.0 | 0.0 | 0.30 | 0.0 | 0.0 | 0.30 | 0.0 | 0.0 | 0.30 | 0.0 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 97.4 | | | 2.6 | | | 61.1 | | | 1.3 | | | 6.9 | | | 0.2 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNPI MALE | | | AAIANHNPI FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 15.2 | 0.70 | 10.6 | 1.3 | 0.70 | 0.9 | 1.2 | 0.70 | 0.9 | 0.2 | 0.70 | 0.1 | | | | | | |
| Promotable Pool | 60.0 | 0.30 | 18.0 | 0.0 | 0.30 | 0.0 | 0.0 | 0.30 | 0.0 | 0.0 | 0.30 | 0.0 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 28.6 | | | 0.9 | | | 0.9 | | | 0.1 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | 70% Recruitment is on the county level. | | | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | 30% Based on the history of promotions. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 6. SKILLED CRAFT WORKERS
TITLE: 6A. QUALIFIED CRAFT WORKERS

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--|--------------|--------------|------------|--------------|------------|-------------|------------|-------------|------------|----------------|----------------|
| Carpenters : 47-2031 / 6230 | 3675 | 3570 | 105 | 2870 | 85 | 250 | 0 | 450 | 20 | 0 | 0 |
| Electricians : 47-2111 / 6355 | 2300 | 2280 | 20 | 1835 | 0 | 280 | 0 | 165 | 20 | 0 | 0 |
| Other installation, maintenance, and repair workers : 49-XXXX / 7010 | 6505 | 6135 | 370 | 4150 | 145 | 705 | 50 | 1100 | 150 | 180 | 25 |
| Painters and paperhangers : 47-2140 / 6410 | 1285 | 1240 | 45 | 740 | 45 | 80 | 0 | 420 | 0 | 0 | 0 |
| Pipelayers, plumbers, pipefitters, and steamfitters : 47-2150 / 6441 | 1030 | 1030 | 0 | 775 | 0 | 140 | 0 | 115 | 0 | 0 | 0 |
| TOTAL | 14795 | 14255 | 540 | 10370 | 275 | 1455 | 50 | 2250 | 190 | 180 | 25 |
| PERCENTAGE | 100.0 | 96.4 | 3.6 | 70.1 | 1.9 | 9.8 | 0.3 | 15.2 | 1.3 | 1.2 | 0.2 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|-----------------------|--------------|---------------|------------|-------------|------------|------------|------------|-------------|------------|----------------|----------------|
| Maintainer | 4 | 4 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 |
| General Trades Worker | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 5 | 5 | 0 | 2 | 0 | 0 | 0 | 3 | 0 | 0 | 0 |
| PERCENTAGE | 100.0 | 100.00 | 0.0 | 40.0 | 0.0 | 0.0 | 0.0 | 60.0 | 0.0 | 0.0 | 0.0 |

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

MAY 31, 2024

OCC. CATEGORY: 7. PROTECTIVE SERVICES
TITLE: 7A. PROTECTIVE SERVICES

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|---------------------|---|------|------|-----------------|------|------|-----------------|------|------|-------------------|--|------|------------|------|------|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 79.7 | 1.00 | 79.7 | 20.3 | 1.00 | 20.3 | 38.9 | 1.00 | 38.9 | 12.1 | 1.00 | 12.1 | 23.6 | 1.00 | 23.6 | 4.4 | 1.00 | 4.4 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 79.7 | | | 20.3 | | | 38.9 | | | 12.1 | | | 23.6 | | | 4.4 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 16.2 | 1.00 | 16.2 | 3.9 | 1.00 | 3.9 | 1.0 | 1.00 | 1.0 | 0.0 | 1.00 | 0.0 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 16.2 | | | 3.9 | | | 1.0 | | | 0.0 | | | | | | 100.1 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | 100% Recruitment is on the county level. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 7. PROTECTIVE SERVICES
TITLE: 7A. PROTECTIVE SERVICES

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|------------|----------------|----------------|
| Private detectives, investigators, security guards and gaming surveillance officers : 33-90XX / 3910 | 2985 | 2380 | 605 | 1160 | 360 | 705 | 130 | 485 | 115 | 30 | 0 |
| TOTAL | 2985 | 2380 | 605 | 1160 | 360 | 705 | 130 | 485 | 115 | 30 | 0 |
| PERCENTAGE | 100.0 | 79.7 | 20.3 | 38.9 | 12.1 | 23.6 | 4.4 | 16.2 | 3.9 | 1.0 | 0.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 7. SERVICE/MAINTENANCE
TITLE: 7B. CUSTODIAN

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|-----------------|------|------|-------------------|--|------|------------|------|-----|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 58.0 | 0.50 | 29.0 | 42.0 | 0.50 | 21.0 | 29.3 | 0.50 | 14.6 | 16.1 | 0.50 | 8.0 | 9.0 | 0.50 | 4.5 | 5.3 | 0.50 | 2.6 |
| Part-Time Workforce | 7.1 | 0.50 | 3.6 | 92.9 | 0.50 | 46.4 | 0.0 | 0.50 | 0.0 | 57.1 | 0.50 | 28.6 | 7.1 | 0.50 | 3.6 | 0.0 | 0.50 | 0.0 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 32.6 | | | 67.4 | | | 14.6 | | | 36.6 | | | 8.1 | | | 2.6 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 19.0 | 0.50 | 9.5 | 19.8 | 0.50 | 9.9 | 0.7 | 0.50 | 0.4 | 0.9 | 0.50 | 0.4 | | | | | | |
| Part-Time Workforce | 0.0 | 0.50 | 0.0 | 35.7 | 0.50 | 17.9 | 0.0 | 0.50 | 0.0 | 0.0 | 0.50 | 0.0 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 9.5 | | | 27.8 | | | 0.4 | | | 0.4 | | | | | | 100.0 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | 50% Recruitment is on the county level. | | | | | | | |
| Part-Time Workforce | Custodian title | | | | | | | | | | 50% Bases on history of hiring done from part-time titles. | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 7. SERVICE/MAINTENANCE
TITLE: 7B. CUSTODIAN

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|----------------|----------------|
| Building cleaning workers : 37-2010 / 4220 | 10950 | 6180 | 4770 | 3005 | 1815 | 1025 | 600 | 2090 | 2255 | 60 | 100 |
| First-line supervisors of mechanics, installers, and repairers : 49-1011 / 7000 | 448 | 429 | 19 | 330 | 15 | 4 | 4 | 75 | 0 | 20 | 0 |
| TOTAL | 11398 | 6609 | 4789 | 3335 | 1830 | 1029 | 604 | 2165 | 2255 | 80 | 100 |
| PERCENTAGE | 100.0 | 58.0 | 42.0 | 29.3 | 16.1 | 9.0 | 5.3 | 19.0 | 19.8 | 0.7 | 0.9 |

| | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|----------------------------|--------------|------------|-------------|------------|-------------|------------|------------|------------|-------------|----------------|----------------|
| Part-Time Workforce | | | | | | | | | | | |
| Custodian | 14 | 1 | 13 | 0 | 8 | 1 | 0 | 0 | 5 | 0 | 0 |
| TOTAL | 14 | 1 | 13 | 0 | 8 | 1 | 0 | 0 | 5 | 0 | 0 |
| PERCENTAGE | 100.0 | 7.1 | 92.9 | 0.0 | 57.1 | 7.1 | 0.0 | 0.0 | 35.7 | 0.0 | 0.0 |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

OCC. CATEGORY: 7. SERVICE/MAINTENANCE
TITLE: 7C. OTHER SERVICE MAINTENANCE

| FACTOR | TOTAL MALE | | | TOTAL FEMALE | | | WHITE MALE | | | WHITE FEMALE | | | BLACK MALE | | | BLACK FEMALE | | |
|----------------------------|--|------|------|-----------------|------|------|-----------------|------|------|-------------------|------|------|---|------|------|--------------|------|-------|
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF |
| Employment | 71.0 | 0.90 | 63.9 | 29.0 | 0.90 | 26.1 | 41.8 | 0.90 | 37.6 | 12.5 | 0.90 | 11.2 | 10.7 | 0.90 | 9.6 | 3.4 | 0.90 | 3.0 |
| Promotable Pool | 52.5 | 0.10 | 5.3 | 47.5 | 0.10 | 4.8 | 33.8 | 0.10 | 3.4 | 28.8 | 0.10 | 2.9 | 5.0 | 0.10 | 0.5 | 2.5 | 0.10 | 0.3 |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 69.2 | | | 30.9 | | | 41.0 | | | 14.1 | | | 10.1 | | | 3.3 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | HISPANIC MALE | | | HISPANIC FEMALE | | | AAIANHNP I MALE | | | AAIANHNP I FEMALE | | | | | | | | |
| | RS | VW | WF | RS | VW | WF | RS | VW | WF | RS | VW | WF | | | | | | |
| Employment | 17.1 | 0.90 | 15.4 | 12.4 | 0.90 | 11.2 | 1.4 | 0.90 | 1.3 | 0.8 | 0.90 | 0.7 | | | | | | |
| Promotable Pool | 13.8 | 0.10 | 1.4 | 13.8 | 0.10 | 1.4 | 0.0 | 0.10 | 0.0 | 2.5 | 0.10 | 0.3 | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| FINAL AVAIL. FACTOR | | | 16.8 | | | 12.6 | | | 1.3 | | | 1.0 | | | | | | 100.2 |
| | | | | | | | | | | | | | | | | | | |
| FACTOR | SOURCE OF STATISTIC | | | | | | | | | | | | REASON FOR WEIGHTING THE FACTOR | | | | | |
| Employment | 2014-2018 Census EEO Tabulation Occupation Codes EEO-ALL01R/ALL01RC - Occupation by Sex & Race/Ethnicity for Residence Geography Hartford County (List of sources attached) | | | | | | | | | | | | 90% Recruitment is on the county level. | | | | | |
| Promotion/Transfer | Promotions filled from positions within the university, from the list of job titles that are attached. | | | | | | | | | | | | 10% Based on the history of promotions. | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM**

MAY 31, 2024

AVAILABILITY ANALYSIS WORKSHEET -EMPLOYMENT DATA

OCC. CATEGORY: 7. SERVICE/MAINTENANCE
TITLE: 7C. OTHER SERVICE MAINTENANCE

| 2014-2018 Census | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|---|--------------|--------------|-------------|--------------|-------------|-------------|------------|-------------|-------------|----------------|----------------|
| Building cleaning workers : 37-2010 / 4220 | 10950 | 6180 | 4770 | 3005 | 1815 | 1025 | 600 | 2090 | 2255 | 60 | 100 |
| First-line supervisors of landscaping, lawn service, and groundskeeping workers : 37-1012 / 4210 | 575 | 575 | 0 | 520 | 0 | 20 | 0 | 35 | 0 | 0 | 0 |
| First-line supervisors of mechanics, installers, and repairers : 49-1011 / 7000 | 448 | 429 | 19 | 330 | 15 | 4 | 4 | 75 | 0 | 20 | 0 |
| Material recording, scheduling, dispatching, and distributing workers : 43- 5XXX / 5500 | 4570 | 2930 | 1640 | 1640 | 965 | 700 | 100 | 545 | 545 | 45 | 30 |
| Other installation, maintenance, and repair workers : 49-XXXX / 7010 | 6505 | 6135 | 370 | 4150 | 145 | 705 | 50 | 1100 | 150 | 180 | 25 |
| Other transportation workers : 53-6000 / 9350 | 925 | 780 | 145 | 380 | 45 | 105 | 50 | 255 | 20 | 40 | 30 |
| TOTAL | 23973 | 17029 | 6944 | 10025 | 2985 | 2559 | 804 | 4100 | 2970 | 345 | 185 |
| PERCENTAGE | 100.0 | 71.0 | 29.0 | 41.8 | 12.5 | 10.7 | 3.4 | 17.1 | 12.4 | 1.4 | 0.8 |

| Promotional Pool | Total | Total M | Total F | WM | WF | BM | BF | HM | HF | AAIANHN PIM | AAIANHN PIF |
|--------------------------|--------------|-------------|-------------|-------------|-------------|------------|------------|-------------|-------------|----------------|----------------|
| Custodian | 50 | 12 | 38 | 2 | 23 | 3 | 2 | 7 | 11 | 0 | 2 |
| Qual Crft Wrkr-A&E Mech | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Qual Crft Wrkr-Carpenter | 6 | 6 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 |
| Qual Crft Wrkr-Elect | 6 | 6 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Qual Crft Wrkr-HVACR | 8 | 8 | 0 | 7 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Qual Crft Wrkr-Plumber | 6 | 6 | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Skilled Maintainer | 3 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| TOTAL | 80 | 42 | 38 | 27 | 23 | 4 | 2 | 11 | 11 | 0 | 2 |
| PERCENTAGE | 100.0 | 52.5 | 47.5 | 33.8 | 28.8 | 5.0 | 2.5 | 13.8 | 13.8 | 0.0 | 2.5 |

and/or (d) description of administrative contributions to program development or maintenance, as well as other factors deemed relevant by the department chair.

D. Tenure

Tenure in the professorial ranks will be granted only to persons of outstanding achievement. In general, the qualifications for tenure will be equivalent to those for promotion or appointment at senior rank. The review for tenure shall be concerned with assurance that the faculty member will continue a high level of performance consistent with senior rank.

The awarding of tenure requires a level of excellence in faculty performance commensurate with a permanent appointment to the faculty.

Faculty members in the Medical Educator and Medical Researcher professional categories are not eligible for tenure.

E. Duration in Rank for Appointment, Promotion, or Receiving Tenure

1. Maximum time to promotion for In-Residence faculty

Assistant professors *in-residence* (hired after February 1985) in the Investigator, Clinician-Investigator, Clinician-Scholar, and Clinical Xology professional categories must be promoted to Associate Professor by the end of the ninth year of the appointment as Assistant Professor. Assistant Professors *in-residence* who work part-time have the same nine year requirement, pro-rated by percent effort worked.

If not promoted, an appointment for a terminal tenth year appointment is at the discretion of the department chair. This promotion requirement does not apply to the Medical Educator and Medical Researcher professional categories. If, however, an individual selects the Medical Educator or Medical Researcher categories and later transfers to another category, the allowed nine years includes the time served in the Medical Educator or Medical Researcher category.

2. Minimum and maximum times for achieving promotion and tenure for Tenure Track faculty

Consistent with the University Laws and Bylaws, only full-time faculty members may have tenure track positions or positions with tenure.

Service at another institution may be credited towards tenure. The amount of credit should be agreed upon by the Dean, department chair, and candidate at the time of appointment. For junior faculty appointments, the amount of credit towards tenure should not exceed three years.

The probationary period for tenure track faculty begins September 1 of the calendar year of the initial appointment. Ordinarily, Assistant Professors may be nominated for tenure and promotion as early as the end of the fifth, but not later than the end of the seventh, probationary year after initial appointment. Promotion and tenure shall

take effect at the beginning of the appointment year following a positive decision by the Board of Directors.

If tenure is not approved by the end of the eighth year, the terminal year is defined by the University Laws and Bylaws. A faculty member denied tenure then may not transfer to the in-residence track.

Appointment to senior rank with or without tenure may be granted by the Board of Directors upon arrival at the University. This requires SAPC review and approval. In all other circumstances, the University requires new appointees to serve a probationary period of at least one year. Continuous tenure may be granted at any time thereafter and before the expiration of the maximum probationary period by vote of the Board of Directors.

3. Interruption of Progression to Promotion and Tenure

Significant life events may be allowed to increase the probationary period leading to promotion and, where applicable, tenure, for a maximum of twenty-four months. A faculty member may request an increase in the probationary period to promotion and, where applicable, a congruent increase in the probationary period to tenure when the faculty member's productivity is affected by a significant life event. Such requests must be approved by the Department Chair and the Dean's Office. An increase in the probationary period leading to promotion and/or tenure is automatically awarded when the faculty member takes leave documented and approved under the Federal Family Medical Leave Act, the State of Connecticut Family Medical Leave Act, or the State of Connecticut Workers' Compensation Act.

Extension of the tenure probationary period does not alter the standards by which the faculty member will be judged for promotion to senior rank or for tenure.

F. Changing Professional Category or Track

Change of professional category can and should occur if a change in job description involves duties that better fit a different professional category. Change of professional category can occur at any time, but must occur at least two years before consideration for promotion and must be signed by the faculty member and approved by the department chair and the Dean.

Assistant Professors may transfer into the Medical Educator or Medical Researcher professional categories (if appropriate) only through the end of the eighth year. Assistant Professors may transfer into professional categories with a promotion clock only through the end of the sixth year.

Full-time faculty members who leave the in-residence track for an appointment in the tenure track may then be eligible for tenure according to the University of Connecticut Laws and By-Laws. Transfers from either the tenure to the non-tenure track or from the non-tenure to the tenure track can be made on one occasion only, and such a change is irreversible.

UNIVERSITY OF CONNECTICUT SCHOOL OF DENTAL MEDICINE

Senior Appointments and Promotions Committee

Principles, Guidelines and Procedures for Appointment, Promotion and Tenure

I. FACULTY HOLDING TENURIAL APPOINTMENT

A. PRINCIPLES GOVERNING PROMOTION

The primary requirement for attaining the senior rank of Associate Professor or Professor is the demonstration of substantive, creative and independent scholarship in academic endeavors (teaching, research, health care, academically related professional development activities). The discovery, transmission and application of new facts, insights and relationships and their integration into existing knowledge constitute evidence of scholarship. In its evaluation of nominations for promotion and for tenure, the Senior Appointments and Promotions Committee (SAPC) will weigh the distribution of effort among the endeavors specified for the particular track. In general, however, promotion to the rank of Associate Professor requires evidence of steady growth in scholarly activity and of leadership or excellence in one or more endeavor(s). Promotion to the rank of Professor requires evidence of sustained or increased scholarly activity, generally for a period of five years, and of leadership or of excellence in many endeavors.

The nominees' contributions to the advancement of their disciplines must be documented by records amenable to objective evaluation by the SAPC. Evidence of both competent teaching and original scholarship-in any of their diverse forms and consistent in quantity with the percentage allocation of time for the particular faculty track-are required for promotion to senior rank and for the award of tenure.

B. FACULTY TRACKS

The Dentist-Scientist, Research-Scientist and Clinician-Scholar faculty tracks can lead to the award of tenure in the School of Dental Medicine, consistent with University and School of Dental Medicine policy in the (University of Connecticut Laws and By-Laws, Article XV-C, 1985, Guidelines of the University of Connecticut School of Dental Medicine, Section 1, Article 2.1, 10/11/74, and Appendix E, 2/11/94). The actual activities and apportionment of effort constituting academically related professional development activities may be adjusted for individual faculty through discussions with and the concurrence of the head of the department in which the faculty member holds the primary appointment. In the absence of documentation to the contrary, faculty efforts in the various tracks will be weighted according to the following minimum allocations of time:

Dentist-Scientist and Research Scientist: 50% research, 20% teaching, 15% institutional service, 15% other academically related professional development activities.

Clinician-Scholars: 50% teaching, 15% institutional service, 35% other academically related professional development activities.

Leadership: The Dentist-Scientist, Research-Scientist and Clinician-Scholar tracks with appropriate additions to institutional service for administrative contributions, not to exceed 65% for Dean, 50% for Associate/Assistant Dean, 35% for Department Head and 15% for others, as determined by the Dean in consultation with the Department Head.

C. GUIDELINES FOR SCHOLARSHIP

In each area of scholarship below-teaching, research, health care and academically related professional development activities-representative examples of achievement are offered as guidelines to help evaluate suitability for nomination for promotion. The percentage representation of each area varies by specific faculty track and, possibly, by virtue of a (long-standing) documented agreement between the nominee and the head of the department in which the primary appointment is held. Evidence offered in support of one area of scholarship may also support another.

¹See Addendum I-Faculty Holding Non-Tenurial Clinical Category Appointment, Page 13, approved by the Board of Directors on June 14, 2004.

| UConn Hire | Title Category | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----------------------------|-----------|-----------|----------|----------|-----------|-----------|-----------|-----------|----|----------|----------|-------------|
| 1974 | Assistant Professor | | 1 | | | | | | | | | | 1 |
| 1989 | Assistant Professor | | 1 | | | | | | | | | | 1 |
| 1996 | Assistant Professor | 1 | | | | | | | | | | | 1 |
| 1997 | Assistant Professor | 2 | 1 | | | | | | | | | | 3 |
| 2000 | Assistant Professor | 1 | | | | | | | | | | | 1 |
| 2001 | Assistant Professor | 1 | 2 | | | | | | 1 | | | | 4 |
| 2002 | Assistant Professor | | | | | | | | 3 | | | | 3 |
| 2003 | Assistant Professor | | | | | 1 | 1 | | | | | | 2 |
| 2004 | Assistant Professor | 1 | | | | | | | | | | | 1 |
| 2005 | Assistant Professor | | 1 | | | | | | | | | | 1 |
| 2006 | Assistant Professor | | 1 | | | | | | | | | | 1 |
| 2007 | Assistant Professor | 2 | | | | | | | | | | | 2 |
| 2008 | Assistant Professor | | 1 | | | | | | 2 | | | | 3 |
| 2009 | Assistant Professor | 3 | | | | | | | 3 | | | | 6 |
| 2010 | Assistant Professor | 3 | 1 | | | | | | 1 | | | | 5 |
| 2011 | Assistant Professor | | 1 | | | | | | 2 | | | | 3 |
| 2012 | Assistant Professor | 2 | 1 | | | 1 | | 1 | | | | | 5 |
| 2013 | Assistant Professor | 3 | 4 | | | | | 1 | 1 | | | | 9 |
| 2014 | Assistant Professor | 3 | 2 | | | 1 | 1 | | 2 | | | | 9 |
| 2015 | Assistant Professor | 1 | 4 | | 1 | | 1 | 1 | 2 | | | | 10 |
| 2016 | Assistant Professor | 4 | 8 | 2 | 1 | | 3 | 3 | 3 | | | | 24 |
| 2017 | Assistant Professor | 2 | 7 | | 1 | 1 | | 2 | 2 | | | | 15 |
| 2018 | Assistant Professor | 10 | 6 | | | 2 | | 3 | 3 | | | | 24 |
| 2019 | Assistant Professor | 4 | 5 | | | | | 4 | 5 | | | | 18 |
| Subtotal | Tenure Eligible | 43 | 47 | 2 | 3 | 6 | 6 | 15 | 30 | | | | 152 |
| 2020 | Assistant Professor | 6 | 8 | | 1 | 1 | | 6 | 5 | | | | 27 |
| 2021 | Assistant Professor | 6 | 10 | 1 | | | 1 | 7 | 7 | | 1 | | 33 |
| 2022 | Assistant Professor | 7 | 6 | | 1 | 1 | 3 | 8 | 9 | | 1 | | 36 |
| 2023 | Assistant Professor | 10 | 11 | | 2 | 2 | 2 | 4 | 5 | | 1 | 2 | 39 |
| 2024 | Assistant Professor | 2 | 5 | | | | 2 | 2 | | | | | 11 |
| Subtotal | Non Tenure Eligible | 31 | 40 | 1 | 4 | 4 | 8 | 27 | 26 | | 3 | 2 | 146 |
| Grand Total | Tenure + Non Tenure | 74 | 87 | 3 | 7 | 10 | 14 | 42 | 56 | | 3 | 2 | 298 |

United States
EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography
2014-2018 ACS 5-Year EEO Estimates

| Occupation Label: SOC / Census Code | Grand Total | White Male | White Female | Black or African American Male | Black or African American Female | Hispanic or Latino Male | Hispanic or Latino Female | AIANANHPI Male | AIANANHPI Female |
|---|-------------|------------|--------------|--------------------------------|----------------------------------|-------------------------|---------------------------|----------------|------------------|
| Administrative services and facilities managers : 11-3010 / 0101 | 151690 | 73350 | 42465 | 7860 | 5350 | 9590 | 6680 | 3550 | 2845 |
| Architectural and engineering managers : 11-9041 / 0300 | 159870 | 115480 | 10510 | 4185 | 980 | 8650 | 1025 | 16665 | 2375 |
| Computer and information systems managers : 11-3021 / 0110 | 598285 | 312375 | 123955 | 21370 | 14450 | 28615 | 10305 | 66540 | 20675 |
| Dentists : 29-1020 / 3010 | 163589 | 89690 | 30115 | 2645 | 2960 | 5555 | 4075 | 15204 | 13345 |
| Education and childcare administrators : 11-9030 / 0230 | 928715 | 245495 | 428570 | 37935 | 83960 | 31005 | 63595 | 13005 | 25150 |
| Emergency management directors : 11-9161 / 0425 | 8754 | 4495 | 1820 | 655 | 420 | 725 | 295 | 204 | 140 |
| Financial managers : 11-3031 / 0120 | 1180055 | 414910 | 443165 | 34310 | 60135 | 60770 | 74860 | 44630 | 47275 |
| Lawyers, judges, and related workers : 23-1000 / 2100 | 1146640 | 627245 | 331825 | 26955 | 35340 | 37565 | 30990 | 26565 | 30155 |
| Logisticians : 13-1081 / 0700 | 138465 | 58865 | 30030 | 13680 | 7625 | 12165 | 6505 | 5325 | 4270 |
| Medical and health services managers : 11-9111 / 0350 | 684465 | 138300 | 349640 | 22045 | 62725 | 20110 | 49315 | 14860 | 27470 |
| Other managers : 11-91XX / 0440 | 3778780 | 1900345 | 946560 | 145470 | 131005 | 258420 | 131135 | 166460 | 99385 |
| Physicians and surgeons : 29-12XX / 3090 | 913855 | 409270 | 201845 | 22785 | 23870 | 37550 | 22955 | 112770 | 82810 |
| Postsecondary teachers : 25-1000 / 2205 | 1436575 | 523120 | 521745 | 40015 | 54765 | 50690 | 53530 | 109625 | 83085 |
| Purchasing managers : 11-3061 / 0150 | 199725 | 81425 | 71660 | 7570 | 9905 | 8825 | 8045 | 6235 | 6060 |
| Top executives : 11-10XX / 0010 | 2146275 | 1291210 | 459535 | 62085 | 40265 | 122000 | 51605 | 84475 | 35100 |
| Transportation, storage, and distribution managers : 11-3071 / 0160 | 242310 | 140745 | 32585 | 19220 | 4685 | 29110 | 6125 | 7520 | 2320 |
| Veterinarians : 29-1131 / 3250 | 82099 | 29180 | 44610 | 395 | 965 | 1530 | 2000 | 1375 | 2044 |

Connecticut
EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography
2014-2018 ACS 5-Year EEO Estimates

| Occupation Label: SOC / Census Code | Grand Total | White Male | White Female | Black or African American Male | Black or African American Female | Hispanic or Latino Male | Hispanic or Latino Female | AIANANHPI Male | AIANANHPI Female |
|---|-------------|------------|--------------|--------------------------------|----------------------------------|-------------------------|---------------------------|----------------|------------------|
| Accountants and auditors : 13-2011 / 0800 | 28355 | 10905 | 11590 | 955 | 1175 | 740 | 1065 | 830 | 1095 |
| Bioengineers, biomedical and agricultural engineers : 17-20XX / 1340 | 195 | 125 | 55 | 15 | 0 | 0 | 0 | 0 | 0 |
| Biological scientists : 19-1020 / 1610 | 855 | 335 | 395 | 0 | 30 | 0 | 0 | 30 | 65 |
| Budget analysts : 13-2031 / 0820 | 345 | 75 | 240 | 0 | 0 | 10 | 10 | 0 | 10 |
| Business operations specialists, all other : 13-1199 / 0750 | 3060 | 1085 | 1210 | 10 | 60 | 100 | 395 | 145 | 55 |
| Compliance officers : 13-1041 / 0565 | 3095 | 1205 | 1435 | 35 | 65 | 100 | 170 | 55 | 30 |
| Computer and information research scientists and analysts : 15-12XX / 1005 | 8050 | 3465 | 2150 | 290 | 195 | 350 | 165 | 1020 | 415 |
| Computer and information systems managers : 11-3021 / 0110 | 10305 | 5145 | 2135 | 415 | 105 | 400 | 220 | 1420 | 465 |
| Counselors, social workers, and other community and social service specialists : 21-10XX / 2001 | 31519 | 4275 | 15525 | 2155 | 4515 | 1215 | 3350 | 109 | 375 |
| Database and network administrators and architects : 15-1240 / 1065 | 4924 | 2735 | 970 | 145 | 45 | 220 | 4 | 605 | 200 |
| Dentists : 29-1020 / 3010 | 2325 | 1285 | 405 | 85 | 10 | 65 | 70 | 220 | 185 |
| Drafters, engineering technicians, and mapping technicians : 17-3000 / 1541 | 7290 | 4875 | 940 | 350 | 155 | 460 | 60 | 345 | 105 |
| Education and childcare administrators : 11-9030 / 0230 | 13709 | 4070 | 7020 | 445 | 535 | 440 | 730 | 205 | 264 |
| Biological scientists : 19-1020 / 1610 | 855 | 335 | 395 | 0 | 30 | 0 | 0 | 30 | 65 |
| Electrical and electronics engineers : 17-2070 / 1410 | 2435 | 1735 | 90 | 280 | 0 | 75 | 10 | 200 | 45 |
| Financial managers : 11-3031 / 0120 | 19779 | 9105 | 6990 | 335 | 530 | 845 | 890 | 720 | 364 |

Connecticut
EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography
2014-2018 ACS 5-Year EEO Estimates

| Occupation Label: SOC / Census Code | Grand Total | White Male | White Female | Black or African American Male | Black or African American Female | Hispanic or Latino Male | Hispanic or Latino Female | AIANANHPI Male | AIANANHPI Female |
|---|-------------|------------|--------------|--------------------------------|----------------------------------|-------------------------|---------------------------|----------------|------------------|
| First-line supervisors of office and administrative support workers : 43-1011 / 5000 | 15025 | 4060 | 7790 | 665 | 670 | 420 | 855 | 275 | 290 |
| Human resources workers : 13-1070 / 0630 | 9844 | 2180 | 5555 | 150 | 855 | 220 | 640 | 14 | 230 |
| Industrial engineers, including health and safety : 17-2110 / 1430 | 3715 | 2380 | 450 | 145 | 10 | 320 | 155 | 225 | 30 |
| Information and record clerks, except customer service representatives : 43-4XXX / 5200 | 28630 | 3415 | 15605 | 665 | 3005 | 930 | 3860 | 285 | 865 |
| Lawyers, judges, and related workers : 23-1000 / 2100 | 18125 | 11435 | 5415 | 275 | 230 | 250 | 175 | 205 | 140 |
| Legal support workers : 23-2000 / 2145 | 6980 | 680 | 5265 | 45 | 320 | 85 | 515 | 30 | 40 |
| Librarians, curators, and archivists : 25-4000 / 2400 | 5040 | 830 | 3670 | 65 | 175 | 80 | 65 | 30 | 125 |
| Life, physical, and social science technicians : 19-4000 / 1900 | 3800 | 1735 | 1210 | 230 | 25 | 75 | 175 | 195 | 155 |
| Medical records specialists : 29-2072 / 3515 | 1740 | 135 | 1025 | 0 | 340 | 10 | 175 | 0 | 55 |
| Mathematical science occupations : 15-2000 / 1200 | 4255 | 1920 | 1365 | 75 | 20 | 75 | 50 | 345 | 405 |
| Medical and health services managers : 11-9111 / 0350 | 9725 | 2200 | 5105 | 275 | 755 | 230 | 735 | 90 | 335 |
| Miscellaneous healthcare diagnosing or treating practitioners : 29-1290 / 3261 | 2955 | 95 | 2355 | 10 | 60 | 10 | 235 | 40 | 150 |
| Nursing, psychiatric, and home health aides : 31-1100 / 3601 | 50365 | 2550 | 16305 | 3500 | 16520 | 1335 | 9085 | 100 | 970 |

Connecticut
EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography
2014-2018 ACS 5-Year EEO Estimates

| Occupation Label: SOC / Census Code | Grand Total | White Male | White Female | Black or African American Male | Black or African American Female | Hispanic or Latino Male | Hispanic or Latino Female | AIANANHPI Male | AIANANHPI Female |
|---|-------------|------------|--------------|--------------------------------|----------------------------------|-------------------------|---------------------------|----------------|------------------|
| Occupational health and safety specialists and technicians : 19-5010 / 1980 | 860 | 390 | 255 | 55 | 10 | 65 | 45 | 0 | 40 |
| Other computer occupations : 15-12YY / 1050 | 18125 | 9715 | 2995 | 1025 | 385 | 1325 | 265 | 1865 | 550 |
| Other financial specialists : 13-20XX / 0810 | 19190 | 9600 | 6565 | 520 | 515 | 610 | 585 | 455 | 340 |
| Other healthcare practitioners and technical occupations : 29-9000 / 3550 | 945 | 390 | 380 | 15 | 50 | 30 | 50 | 15 | 15 |
| Other healthcare support occupations : 31-9000 / 3630 | 17240 | 1290 | 9015 | 390 | 1705 | 335 | 3995 | 170 | 340 |
| Other health technologists and technicians : 29-20XX / 3300 | 26844 | 3030 | 14150 | 1225 | 3905 | 870 | 2390 | 435 | 839 |
| Other media and communication equipment workers : 27-40XX / 2905 | 944 | 780 | 25 | 20 | 0 | 100 | 4 | 15 | 0 |
| Other media and communication workers : 27-30XX / 2805 | 3830 | 1370 | 1745 | 120 | 60 | 200 | 245 | 10 | 80 |
| Other office and administrative support workers : 43-9000 / 5810 | 36129 | 5585 | 20840 | 905 | 3285 | 1100 | 3145 | 344 | 925 |
| Other nurses : 29-11XX / 3256 | 2785 | 150 | 2030 | 30 | 305 | 35 | 150 | 20 | 65 |
| Other social scientists and related workers, including urban and regional planners : 19-30XX / 1840 | 555 | 220 | 245 | 0 | 0 | 10 | 10 | 55 | 15 |
| Other teachers and instructors, education, training, and library workers : 25-XXXX / 2350 | 15650 | 3740 | 8005 | 405 | 990 | 530 | 1235 | 285 | 460 |
| Other therapists : 29-112X / 3150 | 5595 | 540 | 3955 | 65 | 445 | 40 | 390 | 35 | 125 |
| Pharmacists : 29-1051 / 3050 | 3360 | 1115 | 1405 | 85 | 120 | 25 | 110 | 215 | 285 |
| Physical therapists : 29-1123 / 3160 | 3679 | 755 | 2670 | 0 | 15 | 4 | 100 | 40 | 95 |

Connecticut
EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography
2014-2018 ACS 5-Year EEO Estimates

| Occupation Label: SOC / Census Code | Grand Total | White Male | White Female | Black or African American Male | Black or African American Female | Hispanic or Latino Male | Hispanic or Latino Female | AIANANHPI Male | AIANANHPI Female |
|---|-------------|------------|--------------|--------------------------------|----------------------------------|-------------------------|---------------------------|----------------|------------------|
| Physicians and surgeons : 29-12XX / 3090 | 13805 | 6065 | 3290 | 230 | 385 | 530 | 300 | 1440 | 1565 |
| Physician assistants : 29-1071 / 3110 | 1834 | 345 | 1170 | 60 | 70 | 45 | 90 | 4 | 50 |
| Preschool and kindergarten teachers : 25-2010 / 2300 | 8325 | 60 | 6090 | 10 | 820 | 90 | 1125 | 0 | 130 |
| Project management specialists : 13-1082 / 0705 | 10065 | 4725 | 3585 | 180 | 315 | 280 | 330 | 485 | 165 |
| Purchasing agents, except wholesale, retail, and farm products : 13-1023 / 0530 | 3519 | 1460 | 1400 | 135 | 200 | 185 | 80 | 55 | 4 |
| Radiation therapists : 29-1124 / 3200 | 185 | 45 | 140 | 0 | 0 | 0 | 0 | 0 | 0 |
| Registered nurses : 29-1141 / 3255 | 39100 | 2225 | 28875 | 545 | 3100 | 455 | 1960 | 340 | 1600 |
| Religious workers : 21-2000 / 2040 | 4420 | 2070 | 1400 | 465 | 90 | 190 | 65 | 120 | 20 |
| Secretaries and administrative assistants : 43-6010 / 5710 | 41540 | 1520 | 32255 | 230 | 2670 | 375 | 3600 | 155 | 735 |
| Software and web developers, programmers, and testers : 15-1250 / 1010 | 22920 | 10190 | 3390 | 710 | 305 | 870 | 270 | 5640 | 1545 |
| Speech-language pathologists : 29-1127 / 3230 | 2225 | 50 | 1955 | 15 | 25 | 0 | 150 | 0 | 30 |
| Teaching assistants : 25-9040 / 2545 | 19685 | 1740 | 11615 | 605 | 2390 | 295 | 2005 | 415 | 620 |
| Training and development specialists : 13-1151 / 0650 | 1400 | 490 | 680 | 75 | 100 | 35 | 0 | 0 | 20 |

Hartford County
EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography
2014-2018 ACS 5-Year EEO Estimates

| Occupation Label: SOC / Census Code | Grand Total | White Male | White Female | Black or African American Male | Black or African American Female | Hispanic or Latino Male | Hispanic or Latino Female | AIANANHPI Male | AIANANHPI Female |
|--|-------------|------------|--------------|--------------------------------|----------------------------------|-------------------------|---------------------------|----------------|------------------|
| Bookkeeping, accounting, and auditing clerks : 43-3031 / 5120 | 3375 | 310 | 2430 | 55 | 240 | 60 | 250 | 0 | 30 |
| Building cleaning workers : 37-2010 / 4220 | Male | 3005 | 1815 | 1025 | 600 | 2090 | 2255 | 60 | 100 |
| Carpenters : 47-2031 / 6230 | 3675 | 2870 | 85 | 250 | 0 | 450 | 20 | 0 | 0 |
| Electricians : 47-2111 / 6355 | 2300 | 1835 | 0 | 280 | 0 | 165 | 20 | 0 | 0 |
| Financial clerks, except bookkeeping, accounting, and auditing clerks : 43-30XX / 5100 | 3675 | 415 | 2285 | 20 | 315 | 30 | 380 | 40 | 190 |
| First-line supervisors of landscaping, lawn service, and groundskeeping workers : 37-1012 / 4210 | 575 | 520 | 0 | 20 | 0 | 35 | 0 | 0 | 0 |
| First-line supervisors of mechanics, installers, and repairers : 49-1011 / 7000 | 448 | 330 | 15 | 4 | 4 | 75 | 0 | 20 | 0 |
| First-line supervisors of office and administrative support workers : 43-1011 / 5000 | 4415 | 1180 | 2140 | 75 | 340 | 220 | 325 | 60 | 75 |
| Helpers, construction trades : 47-3010 / 6600 | 25 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Information and record clerks, except customer service representatives : 43-4XXX / 5200 | 7325 | 925 | 3530 | 265 | 1000 | 305 | 1065 | 80 | 155 |
| Material recording, scheduling, dispatching, and distributing workers : 43-5XXX / 5500 | 4570 | 1640 | 965 | 700 | 100 | 545 | 545 | 45 | 30 |
| Medical records specialists : 29-2072 / 3515 | 405 | 25 | 185 | 0 | 140 | 0 | 55 | 0 | 0 |
| Other healthcare support occupations : 31-9000 / 3630 | 4530 | 355 | 2050 | 45 | 575 | 100 | 1225 | 35 | 145 |
| Other installation, maintenance, and repair workers : 49-XXXX / 7010 | 6505 | 4150 | 145 | 705 | 50 | 1100 | 150 | 180 | 25 |

Hartford County
EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography
2014-2018 ACS 5-Year EEO Estimates

| Occupation Label: SOC / Census Code | Grand Total | White Male | White Female | Black or African American Male | Black or African American Female | Hispanic or Latino Male | Hispanic or Latino Female | AIANANHPI Male | AIANANHPI Female |
|--|-------------|------------|--------------|--------------------------------|----------------------------------|-------------------------|---------------------------|----------------|------------------|
| Other office and administrative support workers : 43-9000 / 5810 | 10484 | 1650 | 5290 | 500 | 1265 | 355 | 985 | 165 | 274 |
| Other transportation workers : 53-6000 / 9350 | 925 | 380 | 45 | 105 | 50 | 255 | 20 | 40 | 30 |
| Painters and paperhangers : 47-2140 / 6410 | 1285 | 740 | 45 | 80 | 0 | 420 | 0 | 0 | 0 |
| Pipelayers, plumbers, pipefitters, and steamfitters : 47-2150 / 6441 | 1030 | 775 | 0 | 140 | 0 | 115 | 0 | 0 | 0 |
| Private detectives, investigators, security guards and gaming surveillance officers : 33-90XX / 3910 | 2985 | 1160 | 360 | 705 | 130 | 485 | 115 | 30 | 0 |
| Secretaries and administrative assistants : 43-6010 / 5710 | 9730 | 350 | 7150 | 45 | 735 | 75 | 1095 | 55 | 225 |
| Supervisors of transportation and material moving workers : 53-1000 / 9005 | 499 | 190 | 55 | 135 | 0 | 105 | 0 | 4 | 10 |
| Vehicle and mobile equipment mechanics, installers, and repairers : 49-3000 / 7140 | 4254 | 2965 | 70 | 305 | 0 | 805 | 40 | 65 | 4 |

| | | | | | |
|--|------------------|------------------|----------------|-----------------|------------------|
| Table 314.40. Employees in degree-granting postsecondary institutions, by race/ethnicity, sex, employment status, control and level of institution, and primary occupation: Fall 2022 | | | | | |
| Occupation | Total | White | Black | Hispanic | AAIANHNPI |
| Males | 2,119,442 | 1,537,735 | 182,820 | 183,746 | 215,141 |
| Faculty (instruction/research/public service) | 648,042 | 486,912 | 43,158 | 43,923 | 74,049 |
| Instruction | 600,297 | 453,814 | 41,138 | 40,761 | 64,584 |
| Research | 33,435 | 22,739 | 1,155 | 2,207 | 7,334 |
| Public service | 14,310 | 10,359 | 865 | 955 | 2,131 |
| Graduate assistants | 103,653 | 69,092 | 6,812 | 11,927 | 15,822 |
| Librarians, curators, and archivists | 10,637 | 8,496 | 652 | 901 | 588 |
| Student and academic affairs and other education services | 49,100 | 33,885 | 6,511 | 5,757 | 2,947 |
| Management | 108,794 | 83,304 | 11,040 | 8,273 | 6,177 |
| Business and financial operations | 60,367 | 42,613 | 6,206 | 6,785 | 4,763 |
| Computer, engineering, and science | 127,363 | 91,483 | 8,426 | 11,964 | 15,490 |
| Community, social service, legal, arts, design, entertainment, sports, and media | 82,046 | 60,236 | 11,098 | 7,447 | 3,265 |
| Healthcare practitioners and technicians | 28,179 | 18,209 | 2,547 | 2,968 | 4,455 |
| Service occupations | 116,342 | 64,780 | 25,673 | 19,800 | 6,089 |
| Sales and related occupations | 3,236 | 2,132 | 545 | 391 | 168 |
| Office and administrative support | 61,651 | 36,927 | 9,147 | 10,900 | 4,677 |
| Natural resources, construction, and maintenance | 58,669 | 43,947 | 5,721 | 7,029 | 1,972 |
| Production, transportation, and material moving | 13,321 | 8,807 | 2,126 | 1,758 | 630 |
| | | | | | |
| Females | 2,639,330 | 1,834,615 | 308,364 | 259,214 | 237,137 |
| Faculty (instruction/research/public service) | 699,233 | 512,417 | 68,897 | 49,615 | 68,304 |
| Instruction | 653,254 | 481,913 | 65,529 | 45,801 | 60,011 |
| Research | 29,427 | 19,050 | 1,730 | 2,587 | 6,060 |
| Public service | 16,552 | 11,454 | 1,638 | 1,227 | 2,233 |
| Graduate assistants | 128,924 | 84,686 | 11,480 | 15,526 | 17,232 |
| Librarians, curators, and archivists | 24,914 | 19,246 | 2,099 | 1,814 | 1,755 |
| Student and academic affairs and other education services | 111,117 | 75,178 | 16,278 | 13,425 | 6,236 |
| Management | 154,506 | 111,043 | 20,633 | 14,151 | 8,679 |
| Business and financial operations | 165,862 | 111,057 | 20,908 | 19,523 | 14,374 |
| Computer, engineering, and science | 89,500 | 57,564 | 7,759 | 9,061 | 15,116 |
| Community, social service, legal, arts, design, entertainment, sports, and media | 108,811 | 75,948 | 13,206 | 13,315 | 6,342 |
| Healthcare practitioners and technicians | 75,276 | 49,337 | 9,201 | 7,955 | 8,783 |
| Service occupations | 89,373 | 41,978 | 21,826 | 20,066 | 5,503 |
| Sales and related occupations | 6,493 | 3,939 | 1,284 | 927 | 343 |
| Office and administrative support | 277,831 | 174,487 | 44,413 | 43,178 | 15,753 |
| Natural resources, construction, and maintenance | 5,314 | 3,558 | 798 | 672 | 286 |
| Production, transportation, and material moving | 2,943 | 1,760 | 685 | 371 | 127 |
| | | | | | |
| SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Human Resources component, Spring 2023 (provisional data). (This table was prepared December 2023.) | | | | | |

| Table 315.20. Full-time faculty in degree-granting postsecondary institutions, by race/ethnicity, sex, and academic rank: Fall 2022 | | | | | |
|---|----------------|----------------|---------------|---------------|---------------|
| Occupation | Total | White | Black | Hispanic | AAIANHNPI |
| Males | 382,367 | 282,700 | 20,477 | 23,685 | 55,505 |
| Professors | 115,213 | 89,250 | 4,307 | 4,891 | 16,765 |
| Associate professors | 79,037 | 58,080 | 4,224 | 4,515 | 12,218 |
| Assistant professors | 68,065 | 46,595 | 4,797 | 4,740 | 11,933 |
| Instructors | 36,944 | 27,612 | 2,625 | 3,805 | 2,902 |
| Lecturers | 18,477 | 14,530 | 1,055 | 1,488 | 1,404 |
| Other faculty | 64,631 | 46,633 | 3,469 | 4,246 | 10,283 |
| | | | | | |
| Females | 366,708 | 267,616 | 28,977 | 24,983 | 45,132 |
| Professors | 66,878 | 52,171 | 3,513 | 3,326 | 7,868 |
| Associate professors | 72,885 | 53,856 | 5,291 | 4,131 | 9,607 |
| Assistant professors | 85,021 | 59,075 | 8,106 | 5,663 | 12,177 |
| Instructors | 50,176 | 36,597 | 4,674 | 4,872 | 4,033 |
| Lecturers | 24,169 | 18,399 | 1,434 | 2,144 | 2,192 |
| Other faculty | 67,579 | 47,518 | 5,959 | 4,847 | 9,255 |

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Human Resources component Fall Staff section, Spring 2021 through Spring 2022 (final data) and Spring 2023 (provisional data). (This table was prepared November 2023.)

Table 324.30. Doctor's degrees conferred to males by postsecondary institutions, by race/ethnicity and field of study: Academic year 2021-22

| Occupation: Males | Total | White | Black | Hispanic | AAIANHNPI |
|--|---------------|---------------|--------------|-----------------|------------------|
| All fields, total | 71,638 | 48,540 | 5,928 | 7,275 | 9,895 |
| Agriculture and natural resources | 999 | 814 | 42 | 89 | 54 |
| Architecture and related services | 57 | 35 | 7 | 4 | 11 |
| Area, ethnic, cultural, gender, and group studies | 89 | 42 | 25 | 15 | 7 |
| Biological and biomedical sciences | 2,819 | 2,000 | 139 | 306 | 374 |
| Business | 1,760 | 923 | 552 | 140 | 145 |
| Communication, journalism, and related programs | 140 | 120 | 2 | 10 | 8 |
| Communications technologies | 0 | 0 | 0 | 0 | 0 |
| Computer and information sciences and support services | 827 | 504 | 110 | 61 | 152 |
| Education | 3,970 | 2,450 | 872 | 456 | 192 |
| Engineering | 3,271 | 2,351 | 137 | 275 | 508 |
| Engineering technologies | 68 | 34 | 14 | 2 | 18 |
| English language and literature/letters | 383 | 316 | 17 | 34 | 16 |
| Family and consumer sciences/human sciences | 45 | 32 | 9 | 1 | 3 |
| Foreign languages, literatures, and linguistics | 259 | 198 | 5 | 41 | 15 |
| Health professions and related programs | 30,892 | 19,450 | 2,013 | 2,969 | 6,460 |
| Homeland security, law enforcement, and firefighting | 122 | 70 | 33 | 15 | 4 |
| Legal professions and studies | 15,430 | 11,486 | 994 | 1,872 | 1,078 |
| Liberal arts and sciences, general studies, and humanities | 36 | 28 | 4 | 3 | 1 |
| Library science | 5 | 4 | 1 | 0 | 0 |
| Mathematics and statistics | 701 | 530 | 26 | 55 | 90 |
| Military technologies and applied sciences | 0 | 0 | 0 | 0 | 0 |
| Multi/interdisciplinary studies | 308 | 200 | 41 | 30 | 37 |
| Parks, recreation, leisure, fitness, and kinesiology | 116 | 91 | 12 | 5 | 8 |
| Philosophy and religious studies | 339 | 277 | 19 | 24 | 19 |
| Physical sciences and science technologies | 2,318 | 1,817 | 59 | 216 | 226 |
| Precision production | 0 | 0 | 0 | 0 | 0 |
| Psychology | 1,420 | 1,008 | 150 | 167 | 95 |
| Public administration and social services | 393 | 229 | 113 | 34 | 17 |
| Social sciences and history | 1,407 | 1,076 | 76 | 150 | 105 |
| Social sciences | 1,088 | 816 | 60 | 120 | 92 |
| History | 319 | 260 | 16 | 30 | 13 |
| Theology and religious vocations | 1,450 | 888 | 350 | 99 | 113 |
| Transportation and materials moving | 13 | 12 | 0 | 1 | 0 |
| Visual and performing arts | 594 | 479 | 30 | 51 | 34 |
| Other and not classified | 0 | 0 | 0 | 0 | 0 |

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Completions component, Fall 2021 (final data) and Fall 2022 (provisional data). (This table was prepared September 2023.)

Table 324.35. Doctor's degrees conferred to females by postsecondary institutions, by race/ethnicity and field of study: Academic year 2021-22

| Occupation: Females | Total | White | Black | Hispanic | AAIANHNPI |
|--|----------------|---------------|---------------|-----------------|------------------|
| All fields, total | 116,994 | 66,157 | 12,785 | 10,679 | 27,373 |
| Agriculture and natural resources | 3,316 | 2,610 | 93 | 291 | 322 |
| Architecture and related services | 70 | 30 | 7 | 8 | 25 |
| Area, ethnic, cultural, gender, and group studies | 198 | 91 | 31 | 37 | 39 |
| Biological and biomedical sciences | 3,904 | 2,407 | 203 | 410 | 884 |
| Business | 1,996 | 811 | 790 | 137 | 258 |
| Communication, journalism, and related programs | 277 | 194 | 29 | 15 | 39 |
| Communications technologies | 0 | 0 | 0 | 0 | 0 |
| Computer and information sciences and support services | 344 | 173 | 44 | 13 | 114 |
| Education | 10,135 | 5,670 | 2,551 | 1,066 | 848 |
| Engineering | 1,660 | 931 | 76 | 144 | 509 |
| Engineering technologies | 46 | 26 | 6 | 0 | 14 |
| English language and literature/letters | 668 | 496 | 49 | 44 | 79 |
| Family and consumer sciences/human sciences | 180 | 107 | 34 | 17 | 22 |
| Foreign languages, literatures, and linguistics | 376 | 248 | 9 | 69 | 50 |
| Health professions and related programs | 60,717 | 31,864 | 5,229 | 4,521 | 19,103 |
| Homeland security, law enforcement, and firefighting | 144 | 92 | 28 | 12 | 12 |
| Legal professions and studies | 19,831 | 12,247 | 1,896 | 2,618 | 3,070 |
| Liberal arts and sciences, general studies, and humanities | 64 | 43 | 9 | 6 | 6 |
| Library science | 8 | 7 | 0 | 1 | 0 |
| Mathematics and statistics | 292 | 189 | 6 | 17 | 80 |
| Military technologies and applied sciences | 2 | 2 | 0 | 0 | 0 |
| Multi/interdisciplinary studies | 541 | 342 | 57 | 47 | 95 |
| Parks, recreation, leisure, fitness, and kinesiology | 124 | 100 | 11 | 9 | 4 |
| Philosophy and religious studies | 179 | 129 | 23 | 17 | 10 |
| Physical sciences and science technologies | 1,508 | 1,056 | 56 | 108 | 288 |
| Precision production | 0 | 0 | 0 | 0 | 0 |
| Psychology | 4,950 | 3,114 | 623 | 582 | 631 |
| Public administration and social services | 1,010 | 446 | 335 | 117 | 112 |
| Social sciences and history | 1,561 | 1,026 | 147 | 142 | 246 |
| Social sciences | 1,280 | 814 | 124 | 118 | 224 |
| History | 281 | 212 | 23 | 24 | 22 |
| Theology and religious vocations | 639 | 263 | 273 | 29 | 74 |
| Transportation and materials moving | 4 | 4 | 0 | 0 | 0 |
| Visual and performing arts | 689 | 413 | 23 | 60 | 193 |
| Other and not classified | 0 | 0 | 0 | 0 | 0 |

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Completions component, Fall 2021 (final data) and Fall 2022 (provisional data). (This table was prepared September 2023.)

**UTILIZATION ANALYSIS and
HIRING AND PROMOTION GOALS**
(Section 46a-68-85)
September 2024

This section was found to be in compliance in the previous submission and there were no proposals/recommendations.

Subsection (a)

Utilization analyses were performed to determine the full and fair utilization of protected classes. Persons of the protected groups in the workforce were compared to the availability of such persons for employment.

Comparisons of the workforce and the calculated availability base were completed for occupational categories and for job titles for which a separate base was calculated. Analyses for each relevant labor market were completed on forms made available for this purpose by the Commission.

Utilization Analysis was performed for thirty-eight (38) position classifications. The previous utilization, previous hiring/promotional and upward mobility goals, current hires/promotions and upward mobility, and achievement percentage of goals are included.

In this year's analysis, job category 5G Licensed Practical Nurse was deleted and will no longer be a category for future analysis. This category included one title of Licensed Practical Nurse. The title and category had been utilized solely for employees when UConn Health's workforce included Correction Managed Healthcare. Once this workforce was transferred to the Department of Corrections, one employee remained in the Licensed Practical Nurse title until their retirement, which was reported in the 2023 Affirmative Action Plan in the Employment Process Analysis.

Subsection (b)

For each instance of underutilization identified in the Utilization Analysis, employment or promotional goals have been set to increase the representation of protected class members in the workforce. UConn Health has set its goals to be meaningful, measurable, and reasonably attainable. All promotions within the category are reflected on the bottom of Form #86 A.

As discussed in the October 17, 2023, technical assistance meeting with CHRO AA Supervisor Neva Vigezzi and HRO Trainee Jase Olavarria, changes were made in the calculation of the promotional pool. In previous *Plans*, seventy-five (75) percent of workforce in the promotional pools were considered in calculating the Raw Score (RS). This arbitrary percentage had been agreed upon between CHRO and UConn Health numerous years ago for currently indiscernible reasons. Considering only seventy-five percent of the employees eligible for promotion resulted in inaccurate availability calculations and goal setting. Beginning with this *Plan*, entire promotional pools are used in calculating availability.

Due to this calculation change and a review and update of sources and promotional pools, the net utilization in several job categories varies significantly from the previous year. Additional review of these categories ensured the net utilization was calculated correctly.

Subsection (c)

Where the underutilization of race and sex groups, considered individually, did not rise to the level to require a hiring or promotion goal, but where the underutilization of race and sex groups, considered collectively was fifty percent (50%) or greater, a goal, was set based on the race and sex group most underutilized or the race and sex group with the highest availability base. These goals are indicated by an underline of the number.

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **NATIONAL**

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE**

POSITION CLASSIFICATION: **1A. EXECUTIVE**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 45.7 | 54.3 | 40.0 | 45.7 | 2.9 | 8.6 | 0.0 | 0.0 | 2.9 | 0.0 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 38.6 | 61.4 | 30.7 | 48.1 | 3.5 | 6.3 | 2.9 | 4.3 | 1.5 | 2.7 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 35 | 16 | 19 | 14 | 16 | 1 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | | 35.0 | 13.5 | 21.5 | 10.7 | 16.8 | 1.2 | 2.2 | 1.0 | 1.5 | 0.5 | 0.9 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | 2.5 | -2.5 | 3.3 | -0.8 | -0.2 | 0.8 | -1.0 | -1.5 | 0.5 | -0.9 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | -0.5 | 0.5 | 1.0 | 0.4 | -1.5 | 2.6 | -0.6 | -1.2 | 0.6 | -1.3 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 3 | 2 | 1 | | | 1 | | 1 | 1 | | | | | | G |
| | Current Hires | 3 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 3 | 1 | 2 | | | | | 1 | 2 | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 2 | 1 | 1 | | | 1 | | | | | 1 | | | | J |
| | Current Promos | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 2 | 0 | 2 | | 1 | | | | | | 1 | | | | L |
| Promotion Within Category | | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **NATIONAL**

CATEGORY OR CLASS: **EXECUTIVE/ADMINISTRATIVE**

JOB GROUP: **1B. UNIVERSITY DIRECTOR**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 31.1 | 68.9 | 26.4 | 58.5 | 2.8 | 4.7 | 1.9 | 2.8 | 0.0 | 1.9 | 0.0 | 0.9 | 0.0 | A |
| WORKFORCE PARITY % | | 100.1 | 33.4 | 66.7 | 25.9 | 50.8 | 2.9 | 7.4 | 2.8 | 4.2 | 1.8 | 4.3 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 106 | 33 | 73 | 28 | 62 | 3 | 5 | 2 | 3 | 0 | 2 | 0 | 1 | 0 | C |
| WORKFORCE PARITY # | | 106.1 | 35.4 | 70.7 | 27.5 | 53.8 | 3.1 | 7.8 | 3.0 | 4.5 | 1.9 | 4.6 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | -0.1 | -2.4 | 2.3 | 0.5 | 8.2 | -0.1 | -2.8 | -1.0 | -1.5 | -1.9 | -2.6 | 0.0 | 1.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | 3.3 | -3.3 | 4.7 | -3.7 | 1.2 | 1.1 | -1.5 | -1.0 | -1.2 | -0.7 | 0.0 | 1.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 5 | 3 | 2 | | | | | 2 | 1 | 1 | 1 | | | | G |
| | Current Hires | 8 | 2 | 6 | 1 | 5 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 6 | 2 | 4 | | | | 1 | | 1 | 2 | 2 | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 4 | 0 | 4 | | 4 | | | | | | | | | | J |
| | Current Promos | 16 | 3 | 13 | 2 | 10 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | K |
| | Current Goals | 5 | 1 | 4 | | | | 2 | 1 | 1 | | 1 | | | | L |
| Promotion Within Category | | 5 | 1 | 4 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **NATIONAL**

CATEGORY OR CLASS: **EXECUTIVE/ADMINISTRATIVE**

DATE: **May 31, 2024**

JOB GROUP: **1C. MANAGERS**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 99.0 | 16.7 | 82.4 | 15.7 | 69.6 | 1.0 | 3.9 | 0.0 | 4.9 | 0.0 | 2.9 | 0.0 | 1.0 | 1.0 | A |
| WORKFORCE PARITY % | | 100.0 | 18.2 | 81.8 | 13.6 | 63.8 | 1.8 | 4.8 | 1.5 | 8.1 | 1.3 | 5.1 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 102 | 17 | 84 | 16 | 71 | 1 | 4 | 0 | 5 | 0 | 3 | 0 | 1 | 1 | C |
| WORKFORCE PARITY # | | 102.0 | 18.6 | 83.4 | 13.9 | 65.1 | 1.8 | 4.9 | 1.5 | 8.3 | 1.3 | 5.2 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -1.6 | 0.6 | 2.1 | 5.9 | -0.8 | -0.9 | -1.5 | -3.3 | -1.3 | -2.2 | 0.0 | 1.0 | 1.0 | E |
| PREVIOUS UTILIZATION | | 0.1 | -5.8 | 5.9 | -1.3 | 11.7 | -1.0 | -0.7 | -2.0 | -2.9 | -1.5 | -2.1 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 5 | 4 | 1 | | | 1 | | 2 | 1 | 1 | | | | | G |
| | Current Hires | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | H |
| | Current Goals | 3 | 3 | 0 | | | | | 2 | | 1 | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 7 | 2 | 5 | 1 | | | 1 | | 2 | 1 | 2 | | | | J |
| | Current Promos | 14 | 0 | 14 | 0 | 9 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | K |
| | Current Goals | 7 | 1 | 6 | | | 1 | 1 | | 3 | | 2 | | | | L |
| Promotion Within Category | | 3 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **NATIONAL**
CATEGORY OR CLASS: **FACULTY**
JOB GROUP: **2A. HEAD OF DEPARTMENT**

DATE: **May 31, 2024**

| | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | 100.0 | 85.0 | 15.0 | 75.0 | 15.0 | 0.0 | 0.0 | 5.0 | 0.0 | 5.0 | 0.0 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | 92.4 | 64.8 | 27.6 | 45.8 | 23.7 | 2.3 | 2.2 | 3.9 | 1.7 | 12.8 | 0.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | 20 | 17 | 3 | 15 | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | 18.5 | 13.0 | 5.5 | 9.2 | 4.7 | 0.5 | 0.4 | 0.8 | 0.3 | 2.6 | 0.0 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | 1.5 | 4.0 | -2.5 | 5.8 | -1.7 | -0.5 | -0.4 | 0.2 | -0.3 | -1.6 | 0.0 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | 1.1 | 2.4 | -1.4 | 3.6 | -0.6 | -0.4 | -0.4 | 0.4 | -0.4 | -1.1 | 0.0 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 1 | 1 | 0 | | | <u>1</u> | | | | | | | | G |
| | Current Hires | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 3 | 2 | 1 | | | 1 | <u>1</u> | | | 1 | | | | I |
| | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 2 | 1 | 1 | | 1 | | | | 1 | | | | | J |
| | Current Promos | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 3 | 1 | 2 | | 2 | | | | 1 | | | | | L |
| Promotion Within Category | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **NATIONAL**
CATEGORY OR CLASS: **FACULTY**
JOB GROUP: **2B. PROFESSOR**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 66.4 | 33.6 | 43.5 | 19.8 | 3.1 | 2.3 | 4.6 | 1.5 | 15.3 | 9.9 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 91.8 | 61.3 | 30.5 | 39.4 | 25.0 | 1.7 | 2.7 | 3.0 | 2.8 | 17.2 | 0.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 131 | 87 | 44 | 57 | 26 | 4 | 3 | 6 | 2 | 20 | 13 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | | 120.3 | 80.3 | 40.0 | 51.6 | 32.8 | 2.2 | 3.5 | 3.9 | 3.7 | 22.5 | 0.0 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 10.7 | 6.7 | 4.0 | 5.4 | -6.8 | 1.8 | -0.5 | 2.1 | -1.7 | -2.5 | 13.0 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 10.5 | 9.5 | 1.0 | 11.0 | -6.6 | 1.4 | -1.1 | -0.3 | -0.3 | -2.7 | 9.0 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 4 | 1 | 3 | | 2 | | 1 | | | 1 | | | | | G |
| | Current Hires | 3 | 2 | 1 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 3 | 2 | 1 | | | | | | 1 | 2 | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 8 | 3 | 5 | | 5 | | | 1 | | 2 | | | | | J |
| | Current Promos | 15 | 9 | 6 | 1 | 2 | 0 | 0 | 2 | 0 | 6 | 4 | 0 | 0 | 0 | K |
| | Current Goals | 10 | 1 | 9 | | 7 | | 1 | | 1 | 1 | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **NATIONAL**
CATEGORY OR CLASS: **FACULTY**
JOB GROUP: **2C. ASSOCIATE PROFESSOR**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 60.6 | 39.4 | 36.6 | 23.9 | 1.4 | 2.8 | 2.8 | 2.8 | 19.0 | 9.9 | 0.7 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 99.9 | 46.7 | 53.2 | 31.5 | 30.7 | 1.6 | 2.2 | 3.8 | 3.7 | 9.8 | 16.6 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 142 | 86 | 56 | 52 | 34 | 2 | 4 | 4 | 4 | 27 | 14 | 1 | 0 | 0 | C |
| WORKFORCE PARITY # | | 141.9 | 66.3 | 75.5 | 44.7 | 43.6 | 2.3 | 3.1 | 5.4 | 5.3 | 13.9 | 23.6 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.1 | 19.7 | -19.5 | 7.3 | -9.6 | -0.3 | 0.9 | -1.4 | -1.3 | 13.1 | -9.6 | 1.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 22.4 | 14.2 | 8.2 | 9.3 | -2.7 | 0.2 | -0.5 | -1.4 | -3.6 | 5.1 | 15.0 | 1.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 2 | 0 | 2 | | 1 | | | | 1 | | | | | | G |
| | Current Hires | 8 | 3 | 5 | 2 | 1 | 0 | 1 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | H |
| | Current Goals | 5 | 1 | 4 | | 1 | | | 1 | | | 3 | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 7 | 1 | 6 | | 2 | | 1 | 1 | 3 | | | | | | J |
| | Current Promos | 21 | 15 | 6 | 5 | 2 | 0 | 0 | 2 | 2 | 8 | 2 | 0 | 0 | 0 | K |
| | Current Goals | 17 | 0 | 17 | | 9 | | | | 1 | | 7 | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **NATIONAL**
CATEGORY OR CLASS: **FACULTY**
JOB GROUP: **2D. ASSISTANT PROFESSOR**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 99.3 | 43.3 | 56.0 | 24.8 | 29.2 | 1.0 | 2.3 | 3.4 | 4.7 | 14.1 | 18.8 | 0.0 | 1.0 | 0.7 | A |
| WORKFORCE PARITY % | | 100.0 | 42.9 | 57.1 | 28.4 | 35.2 | 2.6 | 4.8 | 3.4 | 4.3 | 8.5 | 12.8 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 298 | 129 | 167 | 74 | 87 | 3 | 7 | 10 | 14 | 42 | 56 | 0 | 3 | 2 | C |
| WORKFORCE PARITY # | | 298 | 128 | 170 | 85 | 105 | 8 | 14 | 10 | 13 | 25 | 38 | 0 | 0 | 0 | D |
| NET UTILIZATION (+/-) | | 0.0 | 1.2 | -3.2 | -10.6 | -17.9 | -4.7 | -7.3 | -0.1 | 1.2 | 16.7 | 17.9 | 0.0 | 3.0 | 2.0 | E |
| PREVIOUS UTILIZATION | | 14.7 | 4.9 | 9.7 | -13.4 | -31.1 | -5.3 | -7.8 | 2.3 | 1.7 | 21.5 | 43.9 | 0.0 | 3.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 54 | 17 | 37 | 12 | 29 | 5 | 8 | | | | | | | | G |
| | Current Hires | 47 | 20 | 27 | 12 | 16 | 1 | 2 | 2 | 3 | 5 | 5 | 0 | 1 | 2 | H |
| | Current Goals | 39 | 15 | 24 | 10 | 17 | 5 | 7 | | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 3 | 1 | 2 | 1 | 2 | | | | | | | | | | J |
| | Current Promos | 5 | 2 | 3 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 2 | 1 | 1 | 1 | 1 | | | | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **NATIONAL**
CATEGORY OR CLASS: **FACULTY**
JOB GROUP: **2E. INSTRUCTOR**

DATE: **May 31, 2024**

| | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | 100.0 | 41.4 | 58.6 | 17.2 | 27.6 | 0.0 | 0.0 | 6.9 | 10.3 | 17.2 | 20.7 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | 99.7 | 55.1 | 44.6 | 39.3 | 27.4 | 2.4 | 3.5 | 3.9 | 3.4 | 9.5 | 10.3 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | 29 | 12 | 17 | 5 | 8 | 0 | 0 | 2 | 3 | 5 | 6 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | 28.9 | 16.0 | 12.9 | 11.4 | 7.9 | 0.7 | 1.0 | 1.1 | 1.0 | 2.8 | 3.0 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | 0.1 | -4.0 | 4.1 | -6.4 | 0.1 | -0.7 | -1.0 | 0.9 | 2.0 | 2.2 | 3.0 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | 0.0 | -3.8 | 3.8 | -4.5 | 2.3 | -0.7 | -1.2 | -1.0 | -0.1 | 2.5 | 2.7 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 7 | 6 | 1 | 4 | | 1 | 1 | 1 | | | | | | G |
| | Current Hires | 10 | 4 | 6 | 1 | 1 | 0 | 0 | 2 | 2 | 1 | 3 | 0 | 0 | H |
| | Current Goals | 8 | 7 | 1 | 6 | | 1 | 1 | | | | | | | I |
| | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 1 | 1 | 0 | 1 | | | | | | | | | | J |
| | Current Promos | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 0 | 0 | 0 | | | | | | | | | | | L |
| Promotion Within Category | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3A. REGISTERED NURSE

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 99.5 | 15.0 | 84.6 | 11.2 | 59.8 | 0.5 | 9.3 | 0.9 | 9.3 | 1.4 | 5.6 | 0.9 | 0.5 | 0.5 | A |
| WORKFORCE PARITY % | | 100.0 | 9.2 | 90.8 | 5.7 | 73.8 | 1.4 | 7.9 | 1.2 | 5.0 | 0.9 | 4.1 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 214 | 32 | 181 | 24 | 128 | 1 | 20 | 2 | 20 | 3 | 12 | 2 | 1 | 1 | C |
| WORKFORCE PARITY # | | 214.0 | 19.7 | 194.3 | 12.2 | 157.9 | 3.0 | 16.9 | 2.6 | 10.7 | 1.9 | 8.8 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | 12.3 | -13.3 | 11.8 | -29.9 | -2.0 | 3.1 | -0.6 | 9.3 | 1.1 | 3.2 | 2.0 | 1.0 | 1.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | 15.1 | -15.1 | 12.1 | -19.7 | -1.4 | 1.3 | 0.9 | 3.4 | 1.4 | -0.1 | 2.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 21 | 1 | 20 | | 20 | 1 | | | | | | | | | G |
| | Current Hires | 66 | 5 | 61 | 4 | 40 | 0 | 7 | 0 | 8 | 1 | 5 | 0 | 1 | 1 | H |
| | Current Goals | 33 | 3 | 30 | | 30 | 2 | | 1 | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 0 | 0 | 0 | | | | | | | | | | | | J |
| | Current Promos | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 0 | 0 | 0 | | | | | | | | | | | | L |
| Promotion Within Category | | 6 | 2 | 4 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3B. NURSING SUPERVISOR

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 8.3 | 91.7 | 8.3 | 79.2 | 0.0 | 0.0 | 0.0 | 8.3 | 0.0 | 4.2 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 14.0 | 86.0 | 10.5 | 65.2 | 1.1 | 8.7 | 1.2 | 7.1 | 1.2 | 5.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 24 | 2 | 22 | 2 | 19 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | | 24.0 | 3.4 | 20.6 | 2.5 | 15.6 | 0.3 | 2.1 | 0.3 | 1.7 | 0.3 | 1.2 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -1.4 | 1.4 | -0.5 | 3.4 | -0.3 | -2.1 | -0.3 | 0.3 | -0.3 | -0.2 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | 0.1 | 0.0 | 1.1 | 1.8 | -0.3 | -1.1 | -0.4 | -0.6 | -0.3 | 0.0 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 2 | 1 | 1 | | | | | <u>1</u> | 1 | | | | | | G |
| | Current Hires | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 2 | 1 | 1 | | | | 1 | <u>1</u> | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 1 | 0 | 1 | | | | 1 | | | | | | | | J |
| | Current Promos | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 2 | 1 | 1 | 1 | | | 1 | | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3C. SPECIALIZED NURSES

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 98.7 | 11.8 | 86.8 | 10.5 | 67.1 | 0.0 | 2.6 | 1.3 | 7.9 | 0.0 | 7.9 | 0.0 | 1.3 | 1.3 | A |
| WORKFORCE PARITY % | | 100.2 | 11.2 | 89.0 | 7.9 | 69.6 | 1.1 | 8.5 | 1.1 | 6.3 | 1.1 | 4.6 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 76 | 9 | 66 | 8 | 51 | 0 | 2 | 1 | 6 | 0 | 6 | 0 | 1 | 1 | C |
| WORKFORCE PARITY # | | 76.2 | 8.5 | 67.6 | 6.0 | 52.9 | 0.8 | 6.5 | 0.8 | 4.8 | 0.8 | 3.5 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | -0.2 | 0.5 | -1.6 | 2.0 | -1.9 | -0.8 | -4.5 | 0.2 | 1.2 | -0.8 | 2.5 | 0.0 | 1.0 | 1.0 | E |
| PREVIOUS UTILIZATION | | -0.2 | -1.3 | 1.0 | 1.6 | -0.2 | -0.9 | -5.3 | -1.1 | 2.6 | -0.9 | 2.0 | 0.0 | 2.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 5 | 3 | 2 | | | 1 | 2 | 1 | | 1 | | | | | G |
| | Current Hires | 10 | 2 | 8 | 2 | 7 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | H |
| | Current Goals | 6 | 2 | 4 | | | 1 | 4 | | | 1 | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 3 | 0 | 3 | | | | 3 | | | | | | | | J |
| | Current Promos | 4 | 1 | 3 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | K |
| | Current Goals | 3 | 0 | 3 | | 2 | | 1 | | | | | | | | L |
| Promotion Within Category | | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3D. CLINICAL SUPERVISORS

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 45.0 | 55.0 | 35.0 | 55.0 | 10.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.1 | 22.8 | 77.3 | 18.9 | 58.8 | 1.4 | 7.7 | 1.2 | 5.3 | 1.3 | 5.5 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 20 | 9 | 11 | 7 | 11 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | | 20.0 | 4.6 | 15.5 | 3.8 | 11.8 | 0.3 | 1.5 | 0.2 | 1.1 | 0.3 | 1.1 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | 4.4 | -4.5 | 3.2 | -0.8 | 1.7 | -1.5 | -0.2 | -1.1 | -0.3 | -1.1 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | 3.6 | -3.6 | 2.4 | 0.1 | 1.7 | -1.4 | -0.3 | -1.1 | -0.3 | -1.2 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 3 | 1 | 2 | | | | 1 | | 1 | <u>1</u> | | | | | G |
| | Current Hires | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 3 | 1 | 2 | | | | 1 | | 1 | <u>1</u> | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 2 | 0 | 2 | | | | 1 | | | | 1 | | | | J |
| | Current Promos | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 3 | 0 | 3 | | 1 | | 1 | | | | 1 | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3E. CLINICAL GROUP

DATE: May 31, 2024

| | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | 100.0 | 31.1 | 68.9 | 26.7 | 54.7 | 0.0 | 0.6 | 0.6 | 6.2 | 3.1 | 6.8 | 2.0 | 0.9 | 0.0 | A |
| WORKFORCE PARITY % | 100.1 | 17.0 | 83.1 | 13.6 | 69.0 | 1.1 | 4.9 | 0.7 | 5.5 | 1.6 | 3.7 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | 161 | 50 | 111 | 43 | 88 | 0 | 1 | 1 | 10 | 5 | 11 | 1 | 1 | 0 | C |
| WORKFORCE PARITY # | 161.2 | 27.4 | 133.8 | 21.9 | 111.1 | 1.8 | 7.9 | 1.1 | 8.9 | 2.6 | 6.0 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | -0.2 | 22.6 | -22.8 | 21.1 | -23.1 | -1.8 | -6.9 | -0.1 | 1.1 | 2.4 | 5.0 | 1.0 | 1.0 | 0.0 | E |
| PREVIOUS UTILIZATION | 0.2 | 5.0 | -4.8 | 10.9 | 3.6 | -5.3 | -13.4 | -2.2 | -0.5 | 0.6 | 4.5 | 1.0 | 1.0 | 0.0 | F |
| | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 20 | 7 | 13 | | | 5 | 12 | 2 | 1 | | | | | G |
| | Current Hires | 27 | 12 | 15 | 10 | 10 | 0 | 0 | 1 | 3 | 1 | 2 | 0 | 0 | H |
| | Current Goals | 30 | 2 | 28 | | 21 | 2 | 7 | | | | | | | I |
| | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 1 | 0 | 1 | | | | 1 | | | | | | | J |
| | Current Promos | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 2 | 0 | 2 | | 2 | | | | | | | | | L |
| Promotion Within Category | 4 | 2 | 2 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **STATE**

CATEGORY OR CLASS: **PROFESSIONAL/NON-FACULTY**

JOB GROUP: **3F. RESEARCH**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 99.4 | 27.8 | 71.6 | 14.2 | 42.6 | 3.1 | 6.2 | 3.1 | 8.0 | 7.4 | 13.6 | 0.0 | 1.2 | 0.6 | A |
| WORKFORCE PARITY % | | 100.0 | 38.5 | 61.5 | 35.3 | 44.9 | 0.0 | 3.2 | 0.0 | 3.3 | 3.2 | 10.1 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 162 | 45 | 116 | 23 | 69 | 5 | 10 | 5 | 13 | 12 | 22 | 0 | 2 | 1 | C |
| WORKFORCE PARITY # | | 162.0 | 62.4 | 99.6 | 57.2 | 72.7 | 0.0 | 5.2 | 0.0 | 5.3 | 5.2 | 16.4 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -17.4 | 16.4 | -34.2 | -3.7 | 5.0 | 4.8 | 5.0 | 7.7 | 6.8 | 5.6 | 0.0 | 2.0 | 1.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | -24.9 | 24.9 | -37.6 | 0.8 | 4.0 | 3.7 | 4.0 | 13.0 | 4.7 | 7.4 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 38 | 38 | 0 | 38 | | | | | | | | | | | G |
| | Current Hires | 30 | 9 | 21 | 4 | 13 | 1 | 1 | 1 | 1 | 3 | 4 | 0 | 2 | 1 | H |
| | Current Goals | 36 | 34 | 2 | 34 | 2 | | | | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 0 | 0 | 0 | | | | | | | | | | | | J |
| | Current Promos | 4 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | K |
| | Current Goals | 2 | 0 | 2 | | 2 | | | | | | | | | | L |
| Promotion Within Category | | 13 | 3 | 10 | 2 | 5 | 0 | 1 | 0 | 2 | 1 | 2 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3G. CLINICAL TECHNOLOGIST

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 22.6 | 77.4 | 17.0 | 58.5 | 1.9 | 3.8 | 0.0 | 1.9 | 3.8 | 9.4 | 0.0 | 3.8 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 20.7 | 79.3 | 11.3 | 52.7 | 4.6 | 14.6 | 3.2 | 8.9 | 1.6 | 3.1 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 53 | 12 | 41 | 9 | 31 | 1 | 2 | 0 | 1 | 2 | 5 | 0 | 2 | 0 | C |
| WORKFORCE PARITY # | | 53.0 | 11.0 | 42.0 | 6.0 | 27.9 | 2.4 | 7.7 | 1.7 | 4.7 | 0.8 | 1.6 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | 1.0 | -1.0 | 3.0 | 3.1 | -1.4 | -5.7 | -1.7 | -3.7 | 1.2 | 3.4 | 0.0 | 2.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | 0.1 | -0.1 | 2.6 | 3.7 | -2.2 | -6.0 | -1.5 | -2.3 | 1.2 | 3.5 | 0.0 | 1.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 12 | 4 | 8 | | | 2 | 6 | 2 | 2 | | | | | | G |
| | Current Hires | 11 | 3 | 8 | 2 | 6 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | H |
| | Current Goals | 13 | 3 | 10 | | | 1 | 6 | 2 | 4 | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 0 | 0 | 0 | | | | | | | | | | | | J |
| | Current Promos | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | K |
| | Current Goals | 0 | 0 | 0 | | | | | | | | | | | | L |
| Promotion Within Category | | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3H. FINANCE GROUP

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 20.5 | 79.5 | 11.5 | 55.1 | 2.6 | 7.7 | 3.8 | 9.0 | 2.6 | 6.4 | 0.0 | 1.3 | 0.0 | A |
| WORKFORCE PARITY % | | 100.1 | 26.5 | 73.6 | 20.4 | 45.8 | 2.2 | 10.5 | 2.4 | 14.2 | 1.5 | 3.1 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 78 | 16 | 62 | 9 | 43 | 2 | 6 | 3 | 7 | 2 | 5 | 0 | 1 | | C |
| WORKFORCE PARITY # | | 78.1 | 20.7 | 57.4 | 15.9 | 35.7 | 1.7 | 8.2 | 1.9 | 11.1 | 1.2 | 2.4 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | -0.1 | -4.7 | 4.6 | -6.9 | 7.3 | 0.3 | -2.2 | 1.1 | -4.1 | 0.8 | 2.6 | 0.0 | 1.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.8 | -10.5 | 11.3 | -10.4 | 10.2 | 0.3 | -2.1 | 1.1 | -3.4 | -1.4 | 4.6 | 0.0 | 2.0 | 0.0 | F |
| HIRING GOALS | Previous Goals | 9 | 6 | 3 | 5 | | | 1 | | 2 | 1 | | | | | G |
| | Current Hires | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 6 | 5 | 1 | 5 | | | | | 1 | | | | | | I |
| PROMO GOALS | Previous Goals | 7 | 5 | 2 | 5 | | | 1 | | 1 | | | | | | J |
| | Current Promos | 8 | 3 | 5 | 1 | 2 | 0 | 1 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 7 | 2 | 5 | 2 | | | 2 | | 3 | | | | | | L |
| Promotion Within Category | | 13 | 0 | 13 | 0 | 11 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3I. ADMINISTRATIVE GROUP

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 15.8 | 84.2 | 10.5 | 64.3 | 1.2 | 8.2 | 1.2 | 7.0 | 2.9 | 4.7 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 99.8 | 19.1 | 80.7 | 15.1 | 62.7 | 1.8 | 6.7 | 1.4 | 8.6 | 0.8 | 2.7 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 171 | 27 | 144 | 18 | 110 | 2 | 14 | 2 | 12 | 5 | 8 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | | 170.7 | 32.7 | 138.0 | 25.8 | 107.2 | 3.1 | 11.5 | 2.4 | 14.7 | 1.4 | 4.6 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.3 | -5.7 | 6.0 | -7.8 | 2.8 | -1.1 | 2.5 | -0.4 | -2.7 | 3.6 | 3.4 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | -0.3 | -12.7 | 12.4 | -13.2 | 10.1 | -1.6 | 0.3 | -1.3 | -1.6 | 3.4 | 2.6 | 0.0 | 1.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 13 | 13 | 0 | 11 | | 1 | | 1 | | | | | | | G |
| | Current Hires | 16 | 3 | 13 | 2 | 6 | 0 | 4 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | H |
| | Current Goals | 7 | 7 | 0 | 6 | | 1 | | | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 5 | 3 | 2 | 2 | | 1 | | | 2 | | | | | | J |
| | Current Promos | 10 | 1 | 9 | 1 | 8 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 5 | 2 | 3 | 2 | | | | | 3 | | | | | | L |
| Promotion Within Category | | 4 | 0 | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3J. ADMINISTRATIVE PROGRAM COORDINATOR

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 5.2 | 94.8 | 3.2 | 72.7 | 0.6 | 4.5 | 0.0 | 10.4 | 0.6 | 4.5 | 0.6 | 2.6 | 0.0 | A |
| WORKFORCE PARITY % | | 99.9 | 11.7 | 88.2 | 8.4 | 69.3 | 0.4 | 5.8 | 2.6 | 9.8 | 0.3 | 3.3 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 154 | 8 | 146 | 5 | 112 | 1 | 7 | 0 | 16 | 1 | 7 | 1 | 4 | 0 | C |
| WORKFORCE PARITY # | | 153.8 | 18.0 | 135.8 | 12.9 | 106.7 | 0.6 | 8.9 | 4.0 | 15.1 | 0.5 | 5.1 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.2 | -10.0 | 10.2 | -7.9 | 5.3 | 0.4 | -1.9 | -4.0 | 0.9 | 0.5 | 1.9 | 1.0 | 4.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | -0.1 | -26.7 | 26.6 | -20.6 | 22.2 | 1.0 | -1.3 | -2.4 | 4.8 | -4.8 | -0.1 | 0.0 | 1.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 24 | 24 | 0 | 19 | | | | | | 5 | | | | | G |
| | Current Hires | 9 | 2 | 7 | 0 | 5 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | H |
| | Current Goals | 6 | 6 | 0 | 5 | | | | 1 | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 5 | 4 | 1 | 2 | | | 1 | 2 | | | | | | | J |
| | Current Promos | 18 | 0 | 18 | 0 | 10 | 0 | 2 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | K |
| | Current Goals | 8 | 6 | 2 | 3 | | | 2 | 3 | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3K. SOCIAL WORKER

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 10.3 | 89.7 | 10.3 | 72.4 | 0.0 | 13.8 | 0.0 | 3.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 24.6 | 75.4 | 13.6 | 49.3 | 6.8 | 14.3 | 3.9 | 10.6 | 0.3 | 1.2 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 29 | 3 | 26 | 3 | 21 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | | C |
| WORKFORCE PARITY # | | 29.0 | 7.1 | 21.9 | 3.9 | 14.3 | 2.0 | 4.1 | 1.1 | 3.1 | 0.1 | 0.3 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -4.1 | 4.1 | -0.9 | 6.7 | -2.0 | -0.1 | -1.1 | -2.1 | -0.1 | -0.3 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.2 | -3.2 | 3.4 | -0.4 | 5.7 | -1.7 | 0.4 | -1.0 | -2.7 | -0.1 | -0.1 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 7 | 4 | 3 | 1 | | 2 | | 1 | 3 | | | | | | G |
| | Current Hires | 5 | 0 | 5 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 7 | 4 | 3 | 1 | | 2 | | 1 | 2 | | 1 | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 0 | 0 | 0 | | | | | | | | | | | | J |
| | Current Promos | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 0 | 0 | 0 | | | | | | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

JOB GROUP: 3L. TECHNICAL PROFESSIONAL

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 55.1 | 44.9 | 43.1 | 34.7 | 5.8 | 3.6 | 4.4 | 1.8 | 1.8 | 4.9 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 63.4 | 36.6 | 45.0 | 26.4 | 4.5 | 4.4 | 4.9 | 1.8 | 9.0 | 4.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 225 | 124 | 101 | 97 | 78 | 13 | 8 | 10 | 4 | 4 | 11 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | | 225.0 | 142.7 | 82.4 | 101.3 | 59.4 | 10.1 | 9.9 | 11.0 | 4.1 | 20.3 | 9.0 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -18.7 | 18.7 | -4.3 | 18.6 | 2.9 | -1.9 | -1.0 | 0.0 | -16.3 | 2.0 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | -0.2 | -24.5 | 24.3 | 2.3 | 14.5 | 1.9 | 1.8 | -11.0 | 1.4 | -17.7 | 6.7 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 23 | 23 | 0 | | | | | 7 | | 16 | | | | | G |
| | Current Hires | 15 | 7 | 8 | 6 | 4 | 0 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | H |
| | Current Goals | 15 | 15 | 0 | | | | | | | 15 | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 6 | 6 | 0 | | | | | 4 | | 2 | | | | | J |
| | Current Promos | 8 | 5 | 3 | 4 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 8 | 6 | 2 | 4 | | | 2 | 1 | | 1 | | | | | L |
| Promotion Within Category | | 17 | 11 | 6 | 9 | 4 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: PROFESSIONAL/NON-FACULTY

DATE: May 31, 2024

JOB GROUP: 3M. NURSE PRACTITIONER

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 5.0 | 95.0 | 4.0 | 79.2 | 0.0 | 6.9 | 1.0 | 2.0 | 0.0 | 6.9 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 8.8 | 91.2 | 5.9 | 72.5 | 1.0 | 10.6 | 1.2 | 5.6 | 0.7 | 2.5 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 101 | 5 | 96 | 4 | 80 | 0 | 7 | 1 | 2 | 0 | 7 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | | 101.0 | 8.9 | 92.1 | 6.0 | 73.2 | 1.0 | 10.7 | 1.2 | 5.7 | 0.7 | 2.5 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -3.9 | 3.9 | -2.0 | 6.8 | -1.0 | -3.7 | -0.2 | -3.7 | -0.7 | 4.5 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | -0.1 | -0.6 | 0.5 | 0.4 | 2.0 | -0.3 | 3.8 | 0.6 | -5.6 | -1.3 | 0.3 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 6 | 1 | 5 | | | | | | 5 | 1 | | | | | G |
| | Current Hires | 19 | 0 | 19 | 0 | 13 | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | H |
| | Current Goals | 11 | 4 | 7 | 2 | | 1 | 4 | | 3 | 1 | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 1 | 0 | 1 | | | | | | 1 | | | | | | J |
| | Current Promos | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 1 | 0 | 1 | | | | | | 1 | | | | | | L |
| Promotion Within Category | | 4 | 0 | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **SECRETARIAL/CLERICAL**

JOB GROUP: **4A. OFFICE ASSISTANT**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 7.9 | 92.1 | 0.0 | 52.4 | 4.8 | 17.5 | 3.2 | 17.5 | 0.0 | 0.0 | 0.0 | 4.8 | 0.0 | A |
| WORKFORCE PARITY % | | 100.1 | 22.8 | 77.3 | 15.0 | 46.0 | 3.8 | 16.1 | 2.7 | 10.7 | 1.3 | 4.5 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 63 | 5 | 58 | 0 | 33 | 3 | 11 | 2 | 11 | 0 | 0 | 0 | 3 | 0 | C |
| WORKFORCE PARITY # | | 63.1 | 14.4 | 48.7 | 9.5 | 29.0 | 2.4 | 10.1 | 1.7 | 6.7 | 0.8 | 2.8 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | -0.1 | -9.4 | 9.3 | -9.5 | 4.0 | 0.6 | 0.9 | 0.3 | 4.3 | -0.8 | -2.8 | 0.0 | 3.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | -10.6 | 10.6 | -10.0 | 3.1 | 0.3 | 1.3 | 0.1 | 5.7 | -0.9 | -2.4 | 0.0 | 3.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 11 | 10 | 1 | 9 | | | | | | 1 | 1 | | | | G |
| | Current Hires | 10 | 1 | 9 | 0 | 7 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 11 | 10 | 1 | 9 | | | | | | 1 | 1 | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 2 | 1 | 1 | 1 | | | | | | | 1 | | | | J |
| | Current Promos | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 3 | 1 | 2 | 1 | | | | | | | 2 | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **SECRETARIAL/CLERICAL**

DATE: **May 31, 2024**

JOB GROUP: **4B. PATIENT SERVICES REPRESENTATIVE**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 2.7 | 97.3 | 1.8 | 51.8 | 0.0 | 13.4 | 0.0 | 26.8 | 0.9 | 4.5 | 0.0 | 0.9 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 18.6 | 81.4 | 11.0 | 50.9 | 3.7 | 12.6 | 2.8 | 15.6 | 1.1 | 2.3 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 112 | 3 | 109 | 2 | 58 | 0 | 15 | 0 | 30 | 1 | 5 | 0 | 1 | 0 | C |
| WORKFORCE PARITY # | | 112.0 | 20.8 | 91.2 | 12.3 | 57.0 | 4.1 | 14.1 | 3.1 | 17.5 | 1.2 | 2.6 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -17.8 | 17.8 | -10.3 | 1.0 | -4.1 | 0.9 | -3.1 | 12.5 | -0.2 | 2.4 | 0.0 | 1.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.1 | -16.8 | 16.9 | -9.3 | -2.1 | -4.0 | 3.2 | -3.0 | 14.2 | -0.5 | 1.6 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 13 | 13 | 0 | 9 | | 3 | | 1 | | | | | | | G |
| | Current Hires | 5 | 0 | 5 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | H |
| | Current Goals | 13 | 13 | 0 | 10 | | 3 | | | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 6 | 4 | 2 | | 2 | 1 | | 2 | | 1 | | | | | J |
| | Current Promos | 3 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 4 | 4 | 0 | | | 1 | | 3 | | | | | | | L |
| Promotion Within Category | | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **SECRETARIAL/CLERICAL**

JOB GROUP: **4C. CLERK AND CLERK TYPIST**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 96.2 | 11.5 | 84.6 | 11.5 | 26.9 | 0.0 | 30.8 | 0.0 | 15.4 | 0.0 | 11.5 | 0.0 | 0.0 | 3.8 | A |
| WORKFORCE PARITY % | | 100.1 | 30.4 | 69.7 | 22.6 | 50.4 | 3.8 | 9.7 | 2.7 | 7.5 | 1.3 | 2.1 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 26 | 3 | 22 | 3 | 7 | 0 | 8 | 0 | 4 | 0 | 3 | 0 | 0 | 1 | C |
| WORKFORCE PARITY # | | 26.0 | 7.9 | 18.1 | 5.9 | 13.1 | 1.0 | 2.5 | 0.7 | 2.0 | 0.3 | 0.5 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -4.9 | 3.9 | -2.9 | -6.1 | -1.0 | 5.5 | -0.7 | 2.1 | -0.3 | 2.5 | 0.0 | 0.0 | 1.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | -3.8 | 3.8 | -2.0 | -3.6 | -0.9 | 6.7 | -0.6 | 0.2 | -0.3 | 0.5 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 8 | 4 | 4 | 2 | 4 | 1 | | 1 | | | | | | | G |
| | Current Hires | 4 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | H |
| | Current Goals | 9 | 4 | 5 | 2 | 5 | 1 | | 1 | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 0 | 0 | 0 | | | | | | | | | | | | J |
| | Current Promos | 11 | 2 | 9 | 2 | 3 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | K |
| | Current Goals | 2 | 1 | 1 | 1 | 1 | | | | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **SECRETARIAL/CLERICAL**

JOB GROUP: **4D. SECRETARIAL/CLERICAL**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 99.5 | 10.7 | 88.8 | 4.4 | 52.7 | 1.0 | 18.5 | 2.9 | 16.1 | 2.4 | 1.0 | 0.0 | 0.5 | 0.5 | A |
| WORKFORCE PARITY % | | 99.9 | 18.1 | 81.8 | 11.0 | 55.0 | 3.3 | 10.4 | 3.0 | 13.9 | 0.8 | 2.5 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 205 | 22 | 182 | 9 | 108 | 2 | 38 | 6 | 33 | 5 | 2 | 0 | 1 | 1 | C |
| WORKFORCE PARITY # | | 204.8 | 37.1 | 167.7 | 22.6 | 112.8 | 6.8 | 21.3 | 6.2 | 28.5 | 1.6 | 5.1 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.2 | -15.1 | 14.3 | -13.6 | -4.8 | -4.8 | 16.7 | -0.2 | 4.5 | 3.4 | -3.1 | 0.0 | 1.0 | 1.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | -14.3 | 14.3 | -11.2 | -0.9 | -3.5 | 13.3 | -1.7 | 1.4 | 2.2 | -0.5 | 0.0 | 1.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 15 | 15 | 0 | 10 | | 3 | | 2 | | | | | | | G |
| | Current Hires | 46 | 5 | 41 | 3 | 19 | 0 | 12 | 2 | 9 | 0 | 0 | 0 | 1 | 1 | H |
| | Current Goals | 21 | 18 | 3 | 13 | 1 | 5 | | | | | 2 | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 4 | 2 | 2 | 1 | 1 | 1 | | | | | 1 | | | | J |
| | Current Promos | 10 | 1 | 9 | 0 | 3 | 0 | 2 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 6 | 1 | 5 | 1 | 4 | | | | | | 1 | | | | L |
| Promotion Within Category | | 13 | 3 | 10 | 1 | 5 | 1 | 3 | 1 | 2 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **SECRETARIAL/CLERICAL**

DATE: **May 31, 2024**

JOB GROUP: **4E. ADMINISTRATIVE PROGRAM ASSISTANT 1**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 8.3 | 91.7 | 8.3 | 58.3 | 0.0 | 8.3 | 0.0 | 25.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 99.9 | 21.4 | 78.5 | 14.6 | 43.7 | 3.3 | 18.0 | 2.4 | 11.4 | 1.1 | 5.4 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 12 | 1 | 11 | 1 | 7 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | | 12.0 | 2.6 | 9.4 | 1.8 | 5.2 | 0.4 | 2.2 | 0.3 | 1.4 | 0.1 | 0.6 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -1.6 | 1.6 | -0.8 | 1.8 | -0.4 | -1.2 | -0.3 | 1.6 | -0.1 | -0.6 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.2 | -1.5 | 1.7 | -1.5 | 1.1 | -0.5 | -0.9 | 0.6 | 0.6 | -0.1 | -0.1 | 0.0 | 1.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 3 | 3 | 0 | 2 | | 1 | | | | | | | | | G |
| | Current Hires | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 3 | 2 | 1 | 1 | | 1 | | | | | 1 | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 1 | 0 | 1 | | | | 1 | | | | | | | | J |
| | Current Promos | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 1 | 0 | 1 | | | | 1 | | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **SECRETARIAL/CLERICAL**

DATE: **May 31, 2024**

JOB GROUP: **4F. ADMINISTRATIVE PROGRAM ASSISTANT 2**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 3.6 | 96.4 | 1.8 | 72.7 | 0.0 | 5.5 | 1.8 | 12.7 | 0.0 | 5.5 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 14.4 | 85.6 | 8.8 | 50.5 | 2.6 | 12.2 | 2.0 | 19.9 | 1.0 | 3.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 55 | 2 | 53 | 1 | 40 | 0 | 3 | 1 | 7 | 0 | 3 | 0 | 0 | | C |
| WORKFORCE PARITY # | | 55.0 | 7.9 | 47.1 | 4.8 | 27.8 | 1.4 | 6.7 | 1.1 | 10.9 | 0.6 | 1.7 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -5.9 | 5.9 | -3.8 | 12.2 | -1.4 | -3.7 | -0.1 | -3.9 | -0.6 | 1.4 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | -0.1 | -5.7 | 5.7 | -3.8 | 11.9 | -1.2 | -3.2 | -0.3 | -5.4 | -0.5 | 1.5 | 0.0 | 1.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 6 | 4 | 2 | 2 | | 1 | 1 | | 1 | 1 | | | | | G |
| | Current Hires | 9 | 1 | 8 | 1 | 7 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | H |
| | Current Goals | 7 | 4 | 3 | 2 | | 1 | 2 | | 1 | 1 | | | | | I |
| 1 | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 8 | 2 | 6 | 2 | | | 2 | | 4 | | | | | | J |
| | Current Promos | 5 | 0 | 5 | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 7 | 2 | 5 | 2 | | | 2 | | 3 | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **SECRETARIAL/CLERICAL**

JOB GROUP: **4G. CLINIC OFFICE ASSISTANT**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 99.5 | 1.0 | 98.5 | 0.0 | 49.5 | 0.0 | 12.4 | 0.5 | 32.5 | 0.0 | 2.1 | 0.5 | 2.1 | 0.5 | A |
| WORKFORCE PARITY % | | 97.7 | 10.7 | 87.0 | 6.9 | 46.2 | 1.2 | 14.6 | 2.0 | 25.6 | 0.6 | 0.6 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 194 | 2 | 191 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 | 1 | 4 | 1 | C |
| WORKFORCE PARITY # | | 189.5 | 20.8 | 168.8 | 13.4 | 89.6 | 2.3 | 28.3 | 3.9 | 49.7 | 1.2 | 1.2 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 4.5 | -18.8 | 22.2 | -13.4 | 6.4 | -2.3 | -4.3 | -2.9 | 13.3 | -1.2 | 2.8 | 1.0 | 4.0 | 1.0 | E |
| PREVIOUS UTILIZATION | | 3.6 | -17.7 | 21.4 | -11.5 | 2.6 | -2.4 | -3.8 | -3.8 | 17.6 | -0.1 | 1.9 | 0.0 | 3.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 16 | 14 | 2 | 10 | | 1 | 2 | 3 | | | | | | | G |
| | Current Hires | 41 | 2 | 39 | 0 | 19 | 0 | 5 | 1 | 13 | 0 | 2 | 1 | 0 | 1 | H |
| | Current Goals | 18 | 17 | 1 | 11 | | 2 | 1 | 3 | | 1 | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 6 | 4 | 2 | 2 | | 1 | 2 | 1 | | | | | | | J |
| | Current Promos | 4 | 0 | 4 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | K |
| | Current Goals | 5 | 2 | 3 | 2 | | | 3 | | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: TECHNICAL/PARAPROFESSIONAL

DATE: May 31, 2024

JOB GROUP: 5A. CLINICAL/PARAPROFESSIONAL

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 98.2 | 17.5 | 80.7 | 7.0 | 40.4 | 8.8 | 12.3 | 1.8 | 21.1 | 0.0 | 5.3 | 0.0 | 1.8 | 1.8 | A |
| WORKFORCE PARITY % | | 100.0 | 17.1 | 82.9 | 9.8 | 52.7 | 4.0 | 12.4 | 2.4 | 15.3 | 0.9 | 2.5 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 57 | 10 | 46 | 4 | 23 | 5 | 7 | 1 | 12 | 0 | 3 | 0 | 1 | 1 | C |
| WORKFORCE PARITY # | | 57.0 | 9.7 | 47.3 | 5.6 | 30.0 | 2.3 | 7.1 | 1.4 | 8.7 | 0.5 | 1.4 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | 0.3 | -1.3 | -1.6 | -7.0 | 2.7 | -0.1 | -0.4 | 3.3 | -0.5 | 1.6 | 0.0 | 1.0 | 1.0 | E |
| PREVIOUS UTILIZATION | | -0.1 | -2.5 | 2.4 | -1.8 | -5.6 | 1.5 | -1.3 | -1.1 | 7.3 | -1.1 | 1.0 | 0.0 | 1.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 9 | 4 | 5 | 2 | 4 | | 1 | 1 | | 1 | | | | | G |
| | Current Hires | 14 | 2 | 12 | 1 | 6 | 1 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | H |
| | Current Goals | 9 | 4 | 5 | 2 | 5 | | | 1 | | 1 | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 2 | 0 | 2 | | 2 | | | | | | | | | | J |
| | Current Promos | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 2 | 0 | 2 | | 2 | | | | | | | | | | L |
| Promotion Within Category | | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: TECHNICAL/PARAPROFESSIONAL

DATE: May 31, 2024

JOB GROUP: 5B. TECHNICAL/PARAPROFESSIONAL

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 98.9 | 31.7 | 67.2 | 20.6 | 51.1 | 3.3 | 5.6 | 6.7 | 6.7 | 1.1 | 3.9 | 0.0 | 0.0 | 1.1 | A |
| WORKFORCE PARITY % | | 100.1 | 16.9 | 83.2 | 9.7 | 52.0 | 3.4 | 12.5 | 2.6 | 15.9 | 1.2 | 2.8 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 180 | 57 | 121 | 37 | 92 | 6 | 10 | 12 | 12 | 2 | 7 | 0 | 0 | 2 | C |
| WORKFORCE PARITY # | | 180.2 | 30.4 | 149.8 | 17.5 | 93.6 | 6.1 | 22.5 | 4.7 | 28.6 | 2.2 | 5.0 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | -0.2 | 26.6 | -28.8 | 19.5 | -1.6 | -0.1 | -12.5 | 7.3 | -16.6 | -0.2 | 2.0 | 0.0 | 0.0 | 2.0 | E |
| PREVIOUS UTILIZATION | | -0.2 | 15.3 | -15.5 | 7.7 | 7.4 | 0.5 | -13.4 | 7.8 | -11.8 | -0.6 | 2.3 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 23 | 1 | 22 | | | | 11 | | 11 | 1 | | | | | G |
| | Current Hires | 27 | 3 | 24 | 2 | 18 | 1 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 2 | H |
| | Current Goals | 28 | 0 | 28 | | | | 13 | | 15 | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 3 | 0 | 3 | | | | 2 | | 1 | | | | | | J |
| | Current Promos | 3 | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | K |
| | Current Goals | 4 | 0 | 4 | | 2 | | | | 2 | | | | | | L |
| Promotion Within Category | | 3 | 2 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: TECHNICAL/PARAPROFESSIONAL

JOB GROUP: 5C. HEALTH CARE SUPPORT

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 96.4 | 21.4 | 75.0 | 13.4 | 42.9 | 1.8 | 9.8 | 4.5 | 16.1 | 1.8 | 4.5 | 0.0 | 1.8 | 3.6 | A |
| WORKFORCE PARITY % | | 99.8 | 18.3 | 81.5 | 11.1 | 52.4 | 3.1 | 12.1 | 2.5 | 14.4 | 1.6 | 2.6 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 112 | 24 | 84 | 15 | 48 | 2 | 11 | 5 | 18 | 2 | 5 | 0 | 2 | 4 | C |
| WORKFORCE PARITY # | | 111.8 | 20.5 | 91.3 | 12.4 | 58.7 | 3.5 | 13.6 | 2.8 | 16.1 | 1.8 | 2.9 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.2 | 3.5 | -7.3 | 2.6 | -10.7 | -1.5 | -2.6 | 2.2 | 1.9 | 0.2 | 2.1 | 0.0 | 2.0 | 4.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | 4.6 | -4.6 | 3.6 | -10.1 | -1.0 | -0.5 | 1.7 | 1.4 | 0.4 | 2.6 | 0.0 | 2.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 11 | 1 | 10 | | 9 | 1 | 1 | | | | | | | | G |
| | Current Hires | 30 | 2 | 28 | 1 | 15 | 0 | 3 | 1 | 9 | 0 | 1 | 0 | 0 | 3 | H |
| | Current Goals | 14 | 2 | 12 | | 9 | 2 | 3 | | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 1 | 0 | 1 | | 1 | | | | | | | | | | J |
| | Current Promos | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 2 | 0 | 2 | | 2 | | | | | | | | | | L |
| Promotion Within Category | | 5 | 3 | 2 | 2 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **STATE**

CATEGORY OR CLASS: **TECHNICAL/PARAPROFESSIONAL**

JOB GROUP: **5D. MEDICAL ASSISTANTS**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 99.2 | 4.7 | 94.5 | 2.7 | 47.8 | 0.8 | 12.2 | 0.8 | 29.8 | 0.4 | 3.9 | 0.0 | 0.8 | 0.8 | A |
| WORKFORCE PARITY % | | 100.1 | 11.4 | 88.7 | 6.7 | 52.2 | 2.0 | 10.2 | 1.8 | 24.3 | 0.9 | 2.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 255 | 12 | 241 | 7 | 122 | 2 | 31 | 2 | 76 | 1 | 10 | 0 | 2 | 2 | C |
| WORKFORCE PARITY # | | 255.3 | 29.1 | 226.2 | 17.1 | 133.1 | 5.1 | 26.0 | 4.6 | 62.0 | 2.3 | 5.1 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | -0.3 | -17.1 | 14.8 | -10.1 | -11.1 | -3.1 | 5.0 | -2.6 | 14.0 | -1.3 | 4.9 | 0.0 | 2.0 | 2.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | -94.1 | 94.1 | -84.3 | 21.4 | -2.3 | 15.2 | -4.9 | 52.0 | -2.6 | 3.4 | 0.0 | 2.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 93 | 93 | 0 | 84 | | 2 | | 5 | | 2 | | | | | G |
| | Current Hires | 29 | 5 | 24 | 4 | 12 | 1 | 2 | 0 | 8 | 0 | 2 | 0 | 0 | 2 | H |
| | Current Goals | 25 | 17 | 8 | 10 | 8 | 3 | | 3 | | 1 | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 1 | 1 | 0 | | | | | | | 1 | | | | | J |
| | Current Promos | 8 | 0 | 8 | 0 | 1 | 0 | 2 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | K |
| | Current Goals* | 3 | 0 | 3 | | 3 | | | | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: TECHNICAL/PARAPROFESSIONAL

JOB GROUP: 5E. PARAPROFESSIONAL/ADMINISTRATIVE

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 96.7 | 33.0 | 63.7 | 24.2 | 42.9 | 3.3 | 7.7 | 3.3 | 8.8 | 1.1 | 1.1 | 1.1 | 3.3 | 3.3 | A |
| WORKFORCE PARITY % | | 100.0 | 27.3 | 72.7 | 18.9 | 43.9 | 2.4 | 9.1 | 3.2 | 16.7 | 2.8 | 3.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 91 | 30 | 58 | 22 | 39 | 3 | 7 | 3 | 8 | 1 | 1 | 1 | 3 | 3 | C |
| WORKFORCE PARITY # | | 91.0 | 24.8 | 66.2 | 17.2 | 39.9 | 2.2 | 8.3 | 2.9 | 15.2 | 2.5 | 2.7 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | 5.2 | -8.2 | 4.8 | -0.9 | 0.8 | -1.3 | 0.1 | -7.2 | -1.5 | -1.7 | 1.0 | 3.0 | 3.0 | E |
| PREVIOUS UTILIZATION | | 0.1 | 5.5 | -5.5 | 2.9 | 1.6 | 1.0 | -0.8 | 1.1 | -8.8 | 0.5 | -0.5 | 0.0 | 3.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 7 | 0 | 7 | | | | 1 | | 5 | | 1 | | | | G |
| | Current Hires | 11 | 4 | 7 | 4 | 4 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 4 | H |
| | Current Goals | 8 | 2 | 6 | | | | 1 | | 3 | 2 | 2 | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 4 | 0 | 4 | | | | | | 4 | | | | | | J |
| | Current Promos | 6 | 1 | 5 | 1 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 5 | 0 | 5 | | 1 | | | | 4 | | | | | | L |
| Promotion Within Category | | 5 | 0 | 5 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: STATE

CATEGORY OR CLASS: TECHNICAL/PARAPROFESSIONAL

JOB GROUP: 5F. DENTAL ASSISTANT

DATE: May 31, 2024

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 6.1 | 93.9 | 4.1 | 55.1 | 0.0 | 10.2 | 2.0 | 26.5 | 0.0 | 2.0 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 14.4 | 85.6 | 9.2 | 51.7 | 2.2 | 9.7 | 2.0 | 22.2 | 1.0 | 2.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 49 | 3 | 46 | 2 | 27 | 0 | 5 | 1 | 13 | 0 | 1 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | | 49.0 | 7.1 | 41.9 | 4.5 | 25.3 | 1.1 | 4.8 | 1.0 | 10.9 | 0.5 | 1.0 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -4.1 | 4.1 | -2.5 | 1.7 | -1.1 | 0.2 | 0.0 | 2.1 | -0.5 | 0.0 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | -3.9 | 3.9 | -2.4 | 2.2 | -1.1 | 1.3 | 0.0 | 0.3 | -0.5 | 0.0 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 4 | 4 | 0 | 2 | | 1 | | | | 1 | | | | | G |
| | Current Hires | 4 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 5 | 5 | 0 | 3 | | 1 | | | | 1 | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 0 | 0 | 0 | | | | | | | | | | | | J |
| | Current Promos | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 0 | 0 | 0 | | | | | | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **SKILLED CRAFT**

JOB GROUP: **6A. QUALIFIED CRAFT WORKERS**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 97.1 | 2.9 | 80.0 | 2.9 | 5.7 | 0.0 | 11.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 97.5 | 2.5 | 61.1 | 1.3 | 6.9 | 0.2 | 28.6 | 0.9 | 0.9 | 0.1 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 35 | 34 | 1 | 28 | 1 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | | C |
| WORKFORCE PARITY # | | 35.0 | 34.1 | 0.9 | 21.4 | 0.5 | 2.4 | 0.1 | 10.0 | 0.3 | 0.3 | 0.0 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -0.1 | 0.1 | 6.6 | 0.5 | -0.4 | -0.1 | -6.0 | -0.3 | -0.3 | 0.0 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.0 | 4.1 | -4.2 | 7.5 | -2.1 | -0.9 | -0.4 | -2.1 | -1.4 | -0.3 | -0.3 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 6 | 2 | 4 | | 2 | 1 | <u>1</u> | 1 | 1 | | | | | | G |
| | Current Hires | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 5 | 5 | 0 | | | <u>1</u> | | 4 | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 1 | 1 | 0 | | | | | 1 | | | | | | | J |
| | Current Promos | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 2 | 2 | 0 | | | | | 2 | | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **PROTECTIVE SERVICES**

JOB GROUP: **7A. PROTECTIVE SERVICES**

DATE: **May 31, 2024**

| | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | 100.0 | 100.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 100.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | 100.1 | 79.7 | 20.4 | 38.9 | 12.1 | 23.6 | 4.4 | 16.2 | 3.9 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| WORKFORCE PARITY # | 1.0 | 0.8 | 0.2 | 0.4 | 0.1 | 0.2 | 0.0 | 0.2 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | 0.0 | 0.2 | -0.2 | -0.4 | -0.1 | -0.2 | 0.0 | 0.8 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | 0.0 | 0.4 | -0.4 | 0.2 | -0.2 | -0.5 | -0.1 | 0.7 | -0.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 1 | 1 | 0 | | | 1 | | | | | | | | G |
| | Current Hires | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 1 | 1 | 0 | 1 | | | | | | | | | | I |
| | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 0 | 0 | 0 | | | | | | | | | | | J |
| | Current Promos | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 0 | 0 | 0 | | | | | | | | | | | L |
| Promotion Within Category | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**
CATEGORY OR CLASS: **SERVICE/MAINTENANCE**
JOB GROUP: **7B. CUSTODIAN**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 100.0 | 28.8 | 71.2 | 5.1 | 45.8 | 6.8 | 3.4 | 16.9 | 18.6 | 0.0 | 3.4 | 0.0 | 0.0 | 0.0 | A |
| WORKFORCE PARITY % | | 100.0 | 32.6 | 67.4 | 14.6 | 36.6 | 8.1 | 2.6 | 9.5 | 27.8 | 0.4 | 0.4 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 59 | 17 | 42 | 3 | 27 | 4 | 2 | 10 | 11 | 0 | 2 | 0 | 0 | | C |
| WORKFORCE PARITY # | | 59.0 | 19.2 | 39.8 | 8.6 | 21.6 | 4.8 | 1.5 | 5.6 | 16.4 | 0.2 | 0.2 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | 0.0 | -2.2 | 2.2 | -5.6 | 5.4 | -0.8 | 0.5 | 4.4 | -5.4 | -0.2 | 1.8 | 0.0 | 0.0 | 0.0 | E |
| PREVIOUS UTILIZATION | | 0.1 | -9.0 | 9.0 | -5.6 | 10.5 | -4.6 | 0.5 | 1.4 | -3.7 | -0.2 | 1.8 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 10 | 9 | 1 | 6 | | 3 | | | 1 | | | | | | G |
| | Current Hires | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | H |
| | Current Goals | 6 | 6 | 0 | 6 | | | | | | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 5 | 2 | 3 | | | 2 | | | 3 | | | | | | J |
| | Current Promos | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 6 | 1 | 5 | | | 1 | | | 5 | | | | | | L |
| Promotion Within Category | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | M |

UConn Health
Utilization Analysis
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**

CATEGORY OR CLASS: **SERVICE/MAINTENANCE**

JOB GROUP: **7C. OTHER SERVICES/MAINTENANCE**

DATE: **May 31, 2024**

| | | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | Unknown | |
|---------------------------|----------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|---------|---|
| WORKFORCE % | | 99.1 | 75.5 | 23.6 | 50.0 | 12.3 | 8.5 | 1.9 | 15.1 | 7.5 | 1.9 | 0.9 | 0.0 | 0.9 | 0.9 | A |
| WORKFORCE PARITY % | | 100.2 | 69.2 | 31.0 | 41.0 | 14.1 | 10.1 | 3.3 | 16.8 | 12.6 | 1.3 | 1.0 | 0.0 | 0.0 | 0.0 | B |
| WORKFORCE # | | 106 | 80 | 25 | 53 | 13 | 9 | 2 | 16 | 8 | 2 | 1 | 0 | 1 | 1 | C |
| WORKFORCE PARITY # | | 106.2 | 73.4 | 32.9 | 43.5 | 14.9 | 10.7 | 3.5 | 17.8 | 13.4 | 1.4 | 1.1 | 0.0 | 0.0 | 0.0 | D |
| NET UTILIZATION (+/-) | | -0.2 | 6.6 | -7.9 | 9.5 | -1.9 | -1.7 | -1.5 | -1.8 | -5.4 | 0.6 | -0.1 | 0.0 | 1.0 | 1.0 | E |
| PREVIOUS UTILIZATION | | -0.1 | 15.0 | -15.1 | 12.9 | -7.9 | 0.1 | -1.7 | 1.1 | -5.9 | 0.9 | 0.5 | 0.0 | 0.0 | 0.0 | F |
| | | | | | | | | | | | | | | | | |
| HIRING GOALS | Previous Goals | 13 | 0 | 13 | | 6 | | 2 | | 5 | | | | | | G |
| | Current Hires | 13 | 7 | 6 | 6 | 3 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | H |
| | Current Goals | 12 | 3 | 9 | | 2 | 2 | 2 | 1 | 5 | | | | | | I |
| | | | | | | | | | | | | | | | | |
| PROMO GOALS | Previous Goals | 3 | 0 | 3 | | 2 | | | | 1 | | | | | | J |
| | Current Promos | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| | Current Goals | 1 | 1 | 0 | | | | | 1 | | | | | | | L |
| Promotion Within Category | | 2 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | | M |

EMPLOYMENT ANALYSES

(Sec. 46a-68-86)

September 2024

This section was in compliance in the previous submission and there were no proposals or recommendations.

In this section, a comprehensive review of the employment process was completed to identify policies and practices that perpetuate barriers to equal employment opportunity. Separate analyses of personnel activity were prepared for each occupational category.

With the merger of numerous departments across UConn Health and the University of Connecticut, employees in those departments frequently work and have responsibilities across both locations. Departmental needs and budgetary considerations may necessitate the move of employees between UConn Health and University of Connecticut workforces. As in previous Plans, these employee movements between campuses are reported as transfers and noted in both *Plans*. In this Plan, there are no such transfers.

1. Employment Process Analysis

UConn Health determined the increase or decrease of the number of persons employed in an occupational category or position classification employing a significant number of persons from the previous reporting period. Hiring, termination, and other personnel activities were considered.

Promotions within an occupational category are reflected on the bottom of the form. These promotions do not change the employee totals of the category but reflect increased responsibilities, which are important to UConn Health and need to be represented.

Changes from one job group into another job group that are not promotions or demotions are reflected as Lateral Transfers.

Data adjustments were entered to reflect corrections made to personnel records by Human Resources. Comments were added to each chart in the Employment Process Analysis, explaining these adjustments.

In this year's analysis, job category 5G Licensed Practical Nurse was deleted and will no longer be a category for future analysis. This category included one title of Licensed Practical Nurse. The title and category had been utilized solely for employees when UConn Health's workforce included Correction Managed Healthcare. Once this workforce was transferred to the Department of Corrections, one employee remained in the Licensed Practical Nurse title until their retirement, which was reported in the 2023 Affirmative Action Plan in the Employment Process Analysis.

2. Applicant Flow Analysis

In the Applicant Flow Analysis, applicants were tracked through the process of hiring or promotion. The step during which these applicants were no longer considered candidates for employment was determined. Information was provided on the required Applicant Flow Analysis Forms.

Some appointments or “hires” had no applicant pools, *e.g.*, reclassifications, promotions of incumbents, *etc.* To maintain the integrity of the data base, each employment action such as hires, reclassifications, moves from part-time to full-time, or promotions is counted as one (1) throughout the Applicant Flow Analysis in the applicable lines, *i.e.*, “Intra-Agency,” “Total Applicants,” “Total Qualified Applicants,” “Total Interviews,” “Offered Position,” and “Total Increases.”

3. Personnel Evaluation Analysis

The Personnel Evaluation section of the Employment Analyses was completed with data provided by the Department of Human Resources. Service ratings for all employees were received and reviewed for accuracy and collective bargaining unit guidelines by the Department of Human Resources. Information was reported for all full-time employees receiving performance evaluation during the reporting period.

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: Grand Total

DATE: May 31, 2024

POSITION OR POSITION CLASSIFICATION: Grand Total

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|-----------|---|
| Workforce Number Current Filing | 3943 | 1045 | 2876 | 700 | 1889 | 79 | 282 | 115 | 434 | 144 | 236 | 7 | 35 | 22 | A |
| Workforce Number Prior Filing | 3727 | 999 | 2725 | 670 | 1807 | 76 | 268 | 107 | 406 | 142 | 215 | 4 | 29 | 3 | B |
| Net Change(+or-) | 216 | 46 | 151 | 30 | 82 | 3 | 14 | 8 | 28 | 2 | 21 | 3 | 6 | 19 | C |
| HIRES | 517 | 104 | 393 | 72 | 225 | 5 | 52 | 13 | 74 | 12 | 35 | 2 | 7 | 20 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | E |
| LATERAL TRANSFER | 7 | 0 | 7 | 0 | 3 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | F |
| PROMOTIONS INTO CATEGORY | 196 | 54 | 141 | 26 | 75 | 0 | 17 | 9 | 29 | 19 | 16 | 0 | 4 | 1 | G |
| PT TO FT STAFF | 46 | 10 | 34 | 5 | 24 | 2 | 5 | 2 | 1 | 1 | 2 | 0 | 2 | 2 | H |
| VOL. DEMO INTO CATEGORY | 7 | 1 | 6 | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | I |
| DATA ADJUSTMENT | 11 | 2 | 8 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 2 | 1 | 3 | 1 | J |
| TOTAL INCREASES | 784 | 171 | 589 | 105 | 333 | 7 | 75 | 24 | 108 | 32 | 56 | 3 | 17 | 24 | K |
| DECEASED | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | L |
| DISMISSALS | 24 | 2 | 21 | 1 | 7 | 0 | 8 | 1 | 6 | 0 | 0 | 0 | 0 | 1 | M |
| FT TO PT STAFF | 60 | 14 | 46 | 11 | 26 | 0 | 5 | 1 | 8 | 2 | 6 | 0 | 1 | 0 | N |
| INVOL. DEMOTION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| LATERAL TRANSFER | 7 | 0 | 7 | 0 | 3 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | P |
| LAYOFFS | 4 | 2 | 2 | 0 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | Q |
| PROMO. OUT OF CATEGORY | 196 | 54 | 141 | 26 | 75 | 0 | 17 | 9 | 29 | 19 | 16 | 0 | 4 | 1 | R |
| RESIGNATIONS | 177 | 32 | 142 | 17 | 85 | 3 | 20 | 5 | 30 | 7 | 6 | 0 | 1 | 3 | S |
| RETIREMENTS | 48 | 14 | 34 | 14 | 26 | 0 | 4 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | T |
| TRANSFERS | 34 | 4 | 30 | 4 | 21 | 0 | 5 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | U |
| VOL. DEMOTION OUT OF CATEGORY | 7 | 1 | 6 | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | V |
| DATA ADJUSTMENT | 10 | 2 | 8 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 3 | 0 | 3 | 0 | W |
| TOTAL REDUCTIONS | 568 | 125 | 438 | 75 | 251 | 4 | 61 | 16 | 80 | 30 | 35 | 0 | 11 | 5 | X |
| PROMOTIONS WITHIN CATEGORY | 105 | 30 | 75 | 22 | 53 | 3 | 8 | 2 | 11 | 2 | 3 | 1 | 0 | 0 | Y |
| VOL. DEMO. WITHIN CATEGORY | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

DATE: May 31, 2024

OCCUPATIONAL CATEGORY: EXECUTIVE/ADMINISTRATIVE
POSITION OR POSITION CLASSIFICATION: 1A. EXECUTIVE

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 35 | 16 | 19 | 14 | 16 | 1 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 31 | 13 | 18 | 12 | 14 | 0 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | B |
| Net Change(+or-) | 4 | 3 | 1 | 2 | 2 | 1 | -1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 3 | 3 | 0 | 2 | | 1 | | | | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| TRANSFERS IN (Storrs) | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 3 | 1 | 2 | 1 | 2 | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 6 | 4 | 2 | 3 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 1 | 0 | 1 | | | | 1 | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | R |
| RESIGNATIONS | 0 | 0 | 0 | | | | | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 1 | 1 | 0 | 1 | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 1 | 0 | 1 | | | | 1 | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE**
POSITION OR POSITION CLASSIFICATION: **1B. UNIVERSITY DIRECTOR**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 106 | 33 | 73 | 28 | 62 | 3 | 5 | 2 | 3 | 0 | 2 | 0 | 1 | 0 | A |
| Workforce Number Prior Filing | 89 | 29 | 60 | 26 | 52 | 3 | 4 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | B |
| Net Change(+or-) | 17 | 4 | 13 | 2 | 10 | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 8 | 2 | 6 | 1 | 5 | | | 1 | 1 | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 16 | 3 | 13 | 2 | 10 | | 1 | 1 | 1 | | 1 | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 1 | 1 | 0 | 1 | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL INCREASES | 25 | 6 | 19 | 4 | 15 | 0 | 1 | 2 | 2 | 0 | 1 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 3 | 1 | 2 | 1 | 2 | | | | | | | | | | R |
| RESIGNATIONS | 1 | 0 | 1 | | 1 | | | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 3 | 1 | 2 | 1 | 1 | | | | | | 1 | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 8 | 2 | 6 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 5 | 1 | 4 | 1 | 4 | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

DATE: May 31, 2024

OCCUPATIONAL CATEGORY: EXECUTIVE/ADMINISTRATIVE
POSITION OR POSITION CLASSIFICATION: 1C. MANAGERS

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|---------|---|
| Workforce Number Current Filing | 102 | 17 | 84 | 16 | 71 | 1 | 4 | 0 | 5 | 0 | 3 | 0 | 1 | 1 | A |
| Workforce Number Prior Filing | 91 | 17 | 74 | 16 | 65 | 1 | 4 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | B |
| Net Change(+or-) | 11 | 0 | 10 | 0 | 6 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 1 | 1 | C |
| HIRES | 3 | 1 | 1 | 1 | 1 | | | | | | | | | 1 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 14 | 0 | 14 | | 9 | | 1 | | 2 | | 1 | | 1 | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 18 | 1 | 16 | 1 | 11 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 1 | 1 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 4 | 1 | 3 | 1 | 2 | | 1 | | | | | | | | R |
| RESIGNATIONS | 2 | 0 | 2 | | 2 | | | | | | | | | | S |
| RETIREMENTS | 1 | 0 | 1 | | 1 | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 7 | 1 | 6 | 1 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 3 | 0 | 3 | | 2 | | | | 1 | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **FACULTY**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **2A. HEAD OF DEPARTMENT**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 20 | 17 | 3 | 15 | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 19 | 15 | 4 | 13 | 4 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | B |
| Net Change(+or-) | 1 | 2 | -1 | 2 | -1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 1 | 1 | 0 | 1 | | | | | | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 2 | 2 | 0 | 2 | | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 2 | 1 | 1 | 1 | 1 | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | R |
| RESIGNATIONS | 0 | 0 | 0 | | | | | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **FACULTY**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **2B. PROFESSOR**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 131 | 87 | 44 | 57 | 26 | 4 | 3 | 6 | 2 | 20 | 13 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 123 | 84 | 39 | 60 | 26 | 4 | 2 | 4 | 2 | 16 | 9 | 0 | 0 | 0 | B |
| Net Change(+or-) | 8 | 3 | 5 | -3 | 0 | 0 | 1 | 2 | 0 | 4 | 4 | 0 | 0 | 0 | C |
| HIRES | 2 | 1 | 1 | 1 | | | 1 | | | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 15 | 9 | 6 | 1 | 2 | | | 2 | | 6 | 4 | | | | G |
| PT TO FT STAFF | 1 | 1 | 0 | 1 | | | | | | | | | | | |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 18 | 11 | 7 | 3 | 2 | 0 | 1 | 2 | 0 | 6 | 4 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 3 | 3 | 0 | 2 | | | | | | 1 | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 2 | 2 | 0 | 2 | | | | | | | | | | | R |
| RESIGNATIONS | 1 | 1 | 0 | | | | | | | 1 | | | | | S |
| RETIREMENTS | 4 | 2 | 2 | 2 | 2 | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 10 | 8 | 2 | 6 | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **FACULTY**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **2C. ASSOCIATE PROFESSOR**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 142 | 86 | 56 | 52 | 34 | 2 | 4 | 4 | 4 | 27 | 14 | 1 | 0 | 0 | A |
| Workforce Number Prior Filing | 136 | 81 | 55 | 49 | 35 | 2 | 3 | 4 | 2 | 25 | 15 | 1 | 0 | 0 | B |
| Net Change(+or-) | 6 | 5 | 1 | 3 | -1 | 0 | 1 | 0 | 2 | 2 | -1 | 0 | 0 | 0 | C |
| HIRES | 7 | 3 | 4 | 2 | 1 | | | | | 1 | 3 | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 21 | 15 | 6 | 5 | 2 | | | 2 | 2 | 8 | 2 | | | | G |
| PT TO FT STAFF | 1 | 0 | 1 | | | | 1 | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 29 | 18 | 11 | 7 | 3 | 0 | 1 | 2 | 2 | 9 | 5 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 3 | 1 | 2 | 1 | 1 | | | | | | 1 | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 16 | 10 | 6 | 1 | 2 | | | 2 | | 7 | 4 | | | | R |
| RESIGNATIONS | 3 | 2 | 1 | 2 | | | | | | | 1 | | | | S |
| RETIREMENTS | 1 | 0 | 1 | | 1 | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 23 | 13 | 10 | 4 | 4 | 0 | 0 | 2 | 0 | 7 | 6 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UConn Health
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **FACULTY**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **2D. ASSISTANT PROFESSOR**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|------------------|---------------|-----------------|----------|---|
| Workforce Number Current Filing | 298 | 129 | 167 | 74 | 87 | 3 | 7 | 10 | 14 | 42 | 56 | 0 | 3 | 2 | A |
| Workforce Number Prior Filing | 282 | 131 | 151 | 72 | 73 | 2 | 6 | 11 | 13 | 46 | 56 | 0 | 3 | 0 | B |
| Net Change(+or-) | 16 | -2 | 16 | 2 | 14 | 1 | 1 | -1 | 1 | -4 | 0 | 0 | 0 | 2 | C |
| HIRES | 43 | 17 | 25 | 11 | 15 | | 2 | 1 | 3 | 5 | 4 | | 1 | 1 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 5 | 2 | 3 | 2 | 3 | | | | | | | | | | G |
| PT TO FT STAFF | 6 | 3 | 2 | 1 | 1 | 1 | | 1 | | | 1 | | | 1 | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 2 | 0 | 2 | | 1 | | | | | | 1 | | | | |
| TOTAL INCREASES | 56 | 22 | 32 | 14 | 20 | 1 | 2 | 2 | 3 | 5 | 6 | 0 | 1 | 2 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 1 | 1 | 0 | 1 | | | | | | | | | | | M |
| FT TO PT STAFF | 4 | 2 | 2 | 2 | | | | | | | 2 | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 1 | 1 | 0 | | | | | | | 1 | | | | | Q |
| PROMO. OUT OF CATEGORY | 20 | 14 | 6 | 5 | 2 | | | 2 | 2 | 7 | 2 | | | | R |
| RESIGNATIONS | 10 | 6 | 4 | 4 | 3 | | 1 | 1 | | 1 | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 2 | 0 | 2 | | 1 | | | | | | 1 | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 2 | 0 | 2 | | | | | | | | 1 | | 1 | | W |
| TOTAL REDUCTIONS | 40 | 24 | 16 | 12 | 6 | 0 | 1 | 3 | 2 | 9 | 6 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

Data Adjustment: 1 TF changed to 1 AF per updated employee demographic profile

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **FACULTY**
POSITION OR POSITION CLASSIFICATION: **2E. INSTRUCTOR**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 29 | 12 | 17 | 5 | 8 | 0 | 0 | 2 | 3 | 5 | 6 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 28 | 11 | 17 | 6 | 11 | 0 | 0 | 0 | 1 | 5 | 5 | 0 | 0 | 0 | B |
| Net Change(+or-) | 1 | 1 | 0 | -1 | -3 | 0 | 0 | 2 | 2 | 0 | 1 | 0 | 0 | 0 | C |
| HIRES | 10 | 4 | 6 | 1 | 1 | | | 2 | 2 | 1 | 3 | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 10 | 4 | 6 | 1 | 1 | 0 | 0 | 2 | 2 | 1 | 3 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 1 | 1 | 0 | 1 | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 3 | 1 | 2 | 1 | 2 | | | | | | | | | | R |
| RESIGNATIONS | 4 | 1 | 3 | | 2 | | | | | 1 | 1 | | | | S |
| RETIREMENTS | 1 | 0 | 1 | | | | | | | | 1 | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 9 | 3 | 6 | 2 | 4 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UConn Health
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3A. REGISTERED NURSE**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|------------------|---------------|-----------------|----------|---|
| Workforce Number Current Filing | 214 | 32 | 181 | 24 | 128 | 1 | 20 | 2 | 20 | 3 | 12 | 2 | 1 | 1 | A |
| Workforce Number Prior Filing | 174 | 31 | 142 | 22 | 108 | 1 | 15 | 3 | 12 | 3 | 7 | 2 | 0 | 1 | B |
| Net Change(+or-) | 40 | 1 | 39 | 2 | 20 | 0 | 5 | -1 | 8 | 0 | 5 | 0 | 1 | 0 | C |
| HIRES | 57 | 3 | 53 | 2 | 34 | | 6 | | 8 | 1 | 4 | | 1 | 1 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | G |
| PT TO FT STAFF | 10 | 2 | 8 | 2 | 6 | | 1 | | | | 1 | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 67 | 5 | 61 | 4 | 40 | 0 | 7 | 0 | 8 | 1 | 5 | 0 | 1 | 1 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 6 | 1 | 5 | 1 | 4 | | 1 | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 5 | 2 | 3 | | 3 | | | 1 | | 1 | | | | | R |
| RESIGNATIONS | 15 | 1 | 13 | 1 | 12 | | 1 | | | | | | | 1 | S |
| RETIREMENTS | 1 | 0 | 1 | | 1 | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 27 | 4 | 22 | 2 | 20 | 0 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | X |
| PROMOTIONS WITHIN CATEGORY | 6 | 2 | 4 | 1 | 3 | | 1 | | | | | 1 | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3B. NURSING SUPERVISOR**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 24 | 2 | 22 | 2 | 19 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 26 | 4 | 22 | 4 | 19 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | B |
| Net Change(+or-) | -2 | -2 | 0 | -2 | 0 | 0 | -1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 1 | 0 | 1 | | | | | | 1 | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 1 | 0 | 1 | | 1 | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 1 | 0 | 1 | | | | 1 | | | | | | | | R |
| RESIGNATIONS | 1 | 1 | 0 | 1 | | | | | | | | | | | S |
| RETIREMENTS | 1 | 1 | 0 | 1 | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 4 | 2 | 2 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UConn Health
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3C. SPECIALIZED NURSES**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|------------------|---------------|-----------------|----------|---|
| Workforce Number Current Filing | 76 | 9 | 66 | 8 | 51 | 0 | 2 | 1 | 6 | 0 | 6 | 0 | 1 | 1 | A |
| Workforce Number Prior Filing | 76 | 8 | 68 | 8 | 53 | 0 | 1 | 0 | 7 | 0 | 5 | 0 | 2 | 0 | B |
| Net Change(+or-) | 0 | 1 | -2 | 0 | -2 | 0 | 1 | 1 | -1 | 0 | 1 | 0 | -1 | 1 | C |
| HIRES | 9 | 2 | 6 | 2 | 5 | | 1 | | | | | | | 1 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 4 | 1 | 3 | | 2 | | | 1 | | | 1 | | | | G |
| PT TO FT STAFF | 2 | 0 | 2 | | 2 | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 1 | 0 | 1 | | 1 | | | | | | | | | | |
| TOTAL INCREASES | 16 | 3 | 12 | 2 | 10 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 2 | 1 | 1 | 1 | 1 | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 1 | 0 | 1 | | 1 | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 2 | 0 | 2 | | 2 | | | | | | | | | | R |
| RESIGNATIONS | 7 | 0 | 7 | | 6 | | | | 1 | | | | | | S |
| RETIREMENTS | 1 | 1 | 0 | 1 | | | | | | | | | | | T |
| TRANSFERS | 2 | 0 | 2 | | 2 | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 1 | 0 | 1 | | | | | | | | | | 1 | | W |
| TOTAL REDUCTIONS | 16 | 2 | 14 | 2 | 12 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

Data Adjustment: 1 TF changed to 1 WF per updated employee demographic profile

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3D. CLINICAL SUPERVISORS**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 20 | 9 | 11 | 7 | 11 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 21 | 9 | 12 | 7 | 12 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| Net Change(+or-) | -1 | 0 | -1 | 0 | -1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 0 | 0 | 0 | | | | | | | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 2 | 1 | 1 | 1 | 1 | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 3 | 1 | 2 | 1 | 2 | | | | | | | | | | R |
| RESIGNATIONS | 0 | 0 | 0 | | | | | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UConn Health
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3E. CLINICAL GROUP**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|------------------|---------------|-----------------|----------|---|
| Workforce Number Current Filing | 161 | 50 | 111 | 43 | 88 | 0 | 1 | 1 | 10 | 5 | 11 | 1 | 1 | 0 | A |
| Workforce Number Prior Filing | 156 | 46 | 110 | 38 | 85 | 0 | 1 | 2 | 11 | 5 | 12 | 1 | 1 | 0 | B |
| Net Change(+or-) | 5 | 4 | 1 | 5 | 3 | 0 | 0 | -1 | -1 | 0 | -1 | 0 | 0 | 0 | C |
| HIRES | 27 | 12 | 15 | 10 | 10 | | | 1 | 3 | 1 | 2 | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 1 | 1 | 0 | | | | | | | 1 | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 28 | 13 | 15 | 10 | 10 | 0 | 0 | 1 | 3 | 2 | 2 | 0 | 0 | 0 | K |
| DECEASED | 1 | 0 | 1 | | 1 | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 1 | 0 | 1 | | | | | | 1 | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 3 | 0 | 3 | | 1 | | | | 1 | | 1 | | | | R |
| RESIGNATIONS | 16 | 7 | 9 | 3 | 5 | | | 2 | 2 | 2 | 2 | | | | S |
| RETIREMENTS | 1 | 1 | 0 | 1 | | | | | | | | | | | T |
| TRANSFERS | 1 | 1 | 0 | 1 | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 23 | 9 | 14 | 5 | 7 | 0 | 0 | 2 | 4 | 2 | 3 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 4 | 2 | 2 | 2 | 1 | | | | 1 | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3F. RESEARCH**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 162 | 45 | 116 | 23 | 69 | 5 | 10 | 5 | 13 | 12 | 22 | 0 | 2 | 1 | A |
| Workforce Number Prior Filing | 152 | 40 | 112 | 22 | 71 | 4 | 9 | 4 | 13 | 10 | 19 | 0 | 0 | 0 | B |
| Net Change(+or-) | 10 | 5 | 4 | 1 | -2 | 1 | 1 | 1 | 0 | 2 | 3 | 0 | 2 | 1 | C |
| HIRES | 29 | 8 | 20 | 4 | 12 | 1 | 1 | 1 | 1 | 2 | 4 | | 2 | 1 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 4 | 1 | 3 | | 1 | | | | 1 | 1 | 1 | | | | G |
| PT TO FT STAFF | 2 | 1 | 1 | | 1 | | | | | 1 | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 35 | 10 | 24 | 4 | 14 | 1 | 1 | 1 | 2 | 4 | 5 | 0 | 2 | 1 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 7 | 2 | 5 | 1 | 4 | | | | | 1 | 1 | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 2 | 0 | 2 | | 2 | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 4 | 1 | 3 | 1 | 2 | | | | 1 | | | | | | R |
| RESIGNATIONS | 9 | 2 | 7 | 1 | 5 | | | | 1 | 1 | 1 | | | | S |
| RETIREMENTS | 1 | 0 | 1 | | 1 | | | | | | | | | | T |
| TRANSFERS | 1 | 0 | 1 | | 1 | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 25 | 5 | 20 | 3 | 16 | 0 | 0 | 0 | 2 | 2 | 2 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 13 | 3 | 10 | 2 | 5 | | 1 | | 2 | 1 | 2 | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **3G. CLINICAL TECHNOLOGIST**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 53 | 12 | 41 | 9 | 31 | 1 | 2 | 0 | 1 | 2 | 5 | 0 | 2 | 0 | A |
| Workforce Number Prior Filing | 48 | 10 | 38 | 8 | 29 | 0 | 1 | 0 | 2 | 2 | 5 | 0 | 1 | 0 | B |
| Net Change(+or-) | 5 | 2 | 3 | 1 | 2 | 1 | 1 | 0 | -1 | 0 | 0 | 0 | 1 | 0 | C |
| HIRES | 11 | 3 | 8 | 2 | 6 | 1 | 1 | | | | 1 | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 1 | 0 | 1 | | | | | | | | | | 1 | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 12 | 3 | 9 | 2 | 6 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 2 | 1 | 1 | 1 | 1 | | | | | | | | | | R |
| RESIGNATIONS | 4 | 0 | 4 | | 2 | | | | 1 | | 1 | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 7 | 1 | 6 | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 3 | 1 | 2 | 1 | 2 | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3H. FINANCE GROUP**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 78 | 16 | 62 | 9 | 43 | 2 | 6 | 3 | 7 | 2 | 5 | 0 | 1 | 0 | A |
| Workforce Number Prior Filing | 76 | 15 | 61 | 10 | 43 | 2 | 5 | 3 | 5 | 0 | 6 | 0 | 2 | 0 | B |
| Net Change(+or-) | 2 | 1 | 1 | -1 | 0 | 0 | 1 | 0 | 2 | 2 | -1 | 0 | -1 | 0 | C |
| HIRES | 2 | 0 | 2 | | 2 | | | | | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 8 | 3 | 5 | 1 | 2 | | 1 | | 2 | 2 | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 10 | 3 | 7 | 1 | 4 | 0 | 1 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 1 | 0 | 1 | | | | | | | | 1 | | | | R |
| RESIGNATIONS | 3 | 2 | 1 | 2 | | | | | | | | | 1 | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 4 | 0 | 4 | | 4 | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 8 | 2 | 6 | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 13 | 0 | 13 | | 11 | | | | 2 | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3I. ADMINISTRATIVE GROUP**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 171 | 27 | 144 | 18 | 110 | 2 | 14 | 2 | 12 | 5 | 8 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 164 | 24 | 140 | 15 | 111 | 2 | 11 | 2 | 11 | 5 | 6 | 0 | 1 | 0 | B |
| Net Change(+or-) | 7 | 3 | 4 | 3 | -1 | 0 | 3 | 0 | 1 | 0 | 2 | 0 | -1 | 0 | C |
| HIRES | 15 | 3 | 12 | 2 | 5 | | 4 | 1 | 1 | | 2 | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 10 | 1 | 9 | 1 | 8 | | | | 1 | | | | | | G |
| PT TO FT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 26 | 4 | 22 | 3 | 14 | 0 | 4 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 10 | 1 | 9 | | 7 | | | 1 | 1 | | | | 1 | | R |
| RESIGNATIONS | 5 | 0 | 5 | | 5 | | | | | | | | | | S |
| RETIREMENTS | 2 | 0 | 2 | | 2 | | | | | | | | | | T |
| TRANSFERS | 1 | 0 | 1 | | | | 1 | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 19 | 1 | 18 | 0 | 15 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 4 | 0 | 4 | | 4 | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **3J. ADMINISTRATIVE PROGRAM COORDINATOR**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 154 | 8 | 146 | 5 | 112 | 1 | 7 | 0 | 16 | 1 | 7 | 1 | 4 | 0 | A |
| Workforce Number Prior Filing | 146 | 8 | 138 | 5 | 112 | 1 | 7 | 1 | 13 | 1 | 5 | 0 | 1 | 0 | B |
| Net Change(+or-) | 8 | 0 | 8 | 0 | 0 | 0 | 0 | -1 | 3 | 0 | 2 | 1 | 3 | 0 | C |
| HIRES | 7 | 2 | 5 | | 3 | | | 1 | 1 | | | 1 | 1 | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 18 | 0 | 18 | | 10 | | 2 | | 2 | | 3 | | 1 | | G |
| PT TO FT STAFF | 2 | 0 | 2 | | 2 | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 2 | 0 | 2 | | | | | | 1 | | | | 1 | | |
| TOTAL INCREASES | 29 | 2 | 27 | 0 | 15 | 0 | 2 | 1 | 4 | 0 | 3 | 1 | 3 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 10 | 1 | 9 | | 8 | | | 1 | 1 | | | | | | R |
| RESIGNATIONS | 1 | 1 | 0 | | | | | 1 | | | | | | | S |
| RETIREMENTS | 5 | 0 | 5 | | 4 | | 1 | | | | | | | | T |
| TRANSFERS | 3 | 0 | 3 | | 2 | | 1 | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 2 | 0 | 2 | | 1 | | | | | | 1 | | | | W |
| TOTAL REDUCTIONS | 21 | 2 | 19 | 0 | 15 | 0 | 2 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

Data Adjustment: 1 AF changed to 1 TF per updated employee demographic profile

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3K. SOCIAL WORKER**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 29 | 3 | 26 | 3 | 21 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 25 | 3 | 22 | 3 | 18 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| Net Change(+or-) | 4 | 0 | 4 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 5 | 0 | 5 | | 4 | | | | 1 | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 5 | 0 | 5 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | R |
| RESIGNATIONS | 1 | 0 | 1 | | 1 | | | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **3L. TECHNICAL PROFESSIONAL**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 225 | 124 | 101 | 97 | 78 | 13 | 8 | 10 | 4 | 4 | 11 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 214 | 118 | 96 | 92 | 74 | 13 | 5 | 8 | 5 | 5 | 12 | 0 | 0 | 0 | B |
| Net Change(+or-) | 11 | 6 | 5 | 5 | 4 | 0 | 3 | 2 | -1 | -1 | -1 | 0 | 0 | 0 | C |
| HIRES | 14 | 6 | 8 | 5 | 4 | | 3 | 1 | | | 1 | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 1 | 0 | 1 | | 1 | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 8 | 5 | 3 | 4 | 3 | | | 1 | | | | | | | G |
| PT TO FT STAFF | 1 | 1 | 0 | 1 | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 24 | 12 | 12 | 10 | 8 | 0 | 3 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 2 | 1 | 1 | 1 | | | | | 1 | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 4 | 1 | 3 | 1 | 2 | | | | | | 1 | | | | R |
| RESIGNATIONS | 3 | 2 | 1 | 1 | 1 | | | | | 1 | | | | | S |
| RETIREMENTS | 2 | 2 | 0 | 2 | | | | | | | | | | | T |
| TRANSFERS | 1 | 0 | 1 | | 1 | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 1 | 0 | 1 | | | | | | | | 1 | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 13 | 6 | 7 | 5 | 4 | 0 | 0 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 17 | 11 | 6 | 9 | 4 | 2 | | | 1 | | 1 | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3M. NURSE PRACTITIONER**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 101 | 5 | 96 | 4 | 80 | 0 | 7 | 1 | 2 | 0 | 7 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 95 | 5 | 90 | 4 | 77 | 0 | 6 | 1 | 2 | 0 | 5 | 0 | 0 | 0 | B |
| Net Change(+or-) | 6 | 0 | 6 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | C |
| HIRES | 15 | 0 | 15 | | 10 | | 2 | | | | 3 | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | G |
| PT TO FT STAFF | 4 | 0 | 4 | | 3 | | 1 | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 20 | 0 | 20 | 0 | 14 | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 6 | 0 | 6 | | 5 | | | | | | 1 | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 3 | 0 | 3 | | 3 | | | | | | | | | | R |
| RESIGNATIONS | 5 | 0 | 5 | | 3 | | 2 | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 14 | 0 | 14 | 0 | 11 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 4 | 0 | 4 | | 4 | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **4A. OFFICE ASSISTANT**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 63 | 5 | 58 | 0 | 33 | 3 | 11 | 2 | 11 | 0 | 0 | 0 | 3 | 0 | A |
| Workforce Number Prior Filing | 72 | 5 | 67 | 0 | 36 | 3 | 15 | 2 | 13 | 0 | 0 | 0 | 3 | 0 | B |
| Net Change(+or-) | -9 | 0 | -9 | 0 | -3 | 0 | -4 | 0 | -2 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 9 | 1 | 8 | | 6 | | 2 | | | 1 | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 2 | 0 | 2 | | | | | | 2 | | | | | | G |
| PT TO FT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | I |
| DATA ADJUSTMENT | 1 | 0 | 1 | | | | | | | | | | 1 | | |
| TOTAL INCREASES | 14 | 1 | 13 | 0 | 8 | 0 | 2 | 0 | 2 | 1 | 0 | 0 | 1 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 3 | 0 | 3 | | 3 | | | | | | | | | | M |
| FT TO PT STAFF | 2 | 0 | 2 | | 2 | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 1 | 0 | 1 | | | | | | | | | | 1 | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 12 | 1 | 11 | | 5 | | 3 | | 3 | 1 | | | | | R |
| RESIGNATIONS | 2 | 0 | 2 | | 1 | | 1 | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 1 | 0 | 1 | | | | 1 | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 1 | 0 | 1 | | | | | | 1 | | | | | | V |
| DATA ADJUSTMENT | 1 | 0 | 1 | | | | 1 | | | | | | | | W |
| TOTAL REDUCTIONS | 23 | 1 | 22 | 0 | 11 | 0 | 6 | 0 | 4 | 1 | 0 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

Data Adjustment: 1 BF changed to 1 TF per updated employee demographic profile

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **4B. PATIENT SERVICES REPRESENTATIVE**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 112 | 3 | 109 | 2 | 58 | 0 | 15 | 0 | 30 | 1 | 5 | 0 | 1 | 0 | A |
| Workforce Number Prior Filing | 112 | 4 | 108 | 3 | 54 | 0 | 18 | 0 | 32 | 1 | 4 | 0 | 0 | 0 | B |
| Net Change(+or-) | 0 | -1 | 1 | -1 | 4 | 0 | -3 | 0 | -2 | 0 | 1 | 0 | 1 | 0 | C |
| HIRES | 5 | 0 | 5 | | 2 | | | | 1 | | 1 | | 1 | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 1 | 0 | 1 | | 1 | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 3 | 0 | 3 | | 2 | | | | 1 | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 9 | 0 | 9 | 0 | 5 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 2 | 0 | 2 | | | | | | 2 | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 2 | 0 | 2 | | | | 2 | | | | | | | | R |
| RESIGNATIONS | 2 | 0 | 2 | | | | | | 2 | | | | | | S |
| RETIREMENTS | 3 | 1 | 2 | 1 | 1 | | 1 | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 9 | 1 | 8 | 1 | 1 | 0 | 3 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **4C. CLERK AND CLERK TYPIST**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 26 | 3 | 22 | 3 | 7 | 0 | 8 | 0 | 4 | 0 | 3 | 0 | 0 | 1 | A |
| Workforce Number Prior Filing | 19 | 1 | 18 | 1 | 6 | 0 | 9 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | B |
| Net Change(+or-) | 7 | 2 | 4 | 2 | 1 | 0 | -1 | 0 | 2 | 0 | 2 | 0 | 0 | 1 | C |
| HIRES | 5 | 0 | 4 | | | | 1 | | 3 | | | | | 1 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 11 | 2 | 9 | 2 | 3 | | 2 | | 2 | | 2 | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 16 | 2 | 13 | 2 | 3 | 0 | 3 | 0 | 5 | 0 | 2 | 0 | 0 | 1 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 1 | 0 | 1 | | | | 1 | | | | | | | | M |
| FT TO PT STAFF | 1 | 0 | 1 | | | | 1 | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 4 | 0 | 4 | | | | 2 | | 2 | | | | | | R |
| RESIGNATIONS | 2 | 0 | 2 | | 1 | | | | 1 | | | | | | S |
| RETIREMENTS | 1 | 0 | 1 | | 1 | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 9 | 0 | 9 | 0 | 2 | 0 | 4 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UConn Health
EMPLOYMENT PROCESS ANALYSIS**

DATE: May 31, 2024

OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL

POSITION OR POSITION CLASSIFICATION: 4D. SECRETARIAL/CLERICAL

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 205 | 22 | 182 | 9 | 108 | 2 | 38 | 6 | 33 | 5 | 2 | 0 | 1 | 1 | A |
| Workforce Number Prior Filing | 204 | 21 | 183 | 10 | 108 | 3 | 37 | 4 | 33 | 4 | 4 | 0 | 1 | 0 | B |
| Net Change(+or-) | 1 | 1 | -1 | -1 | 0 | -1 | 1 | 2 | 0 | 1 | -2 | 0 | 0 | 1 | C |
| HIRES | 46 | 5 | 40 | 3 | 18 | | 12 | 2 | 9 | | | | 1 | 1 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 10 | 1 | 9 | | 3 | | 2 | | 4 | 1 | | | | | G |
| PT TO FT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 57 | 6 | 50 | 3 | 22 | 0 | 14 | 2 | 13 | 1 | 0 | 0 | 1 | 1 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 8 | 0 | 8 | | 1 | | 3 | | 4 | | | | | | M |
| FT TO PT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 1 | 0 | 1 | | 1 | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 24 | 4 | 20 | 4 | 7 | | 5 | | 5 | | 2 | | 1 | | R |
| RESIGNATIONS | 14 | 1 | 13 | | 7 | 1 | 4 | | 2 | | | | | | S |
| RETIREMENTS | 2 | 0 | 2 | | 1 | | | | 1 | | | | | | T |
| TRANSFERS | 5 | 0 | 5 | | 3 | | 1 | | 1 | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 56 | 5 | 51 | 4 | 22 | 1 | 13 | 0 | 13 | 0 | 2 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 13 | 3 | 10 | 1 | 5 | 1 | 3 | 1 | 2 | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL

DATE: May 31, 2024

POSITION OR POSITION CLASSIFICATION: 4E. ADMINISTRATIVE PROGRAM ASSISTANT 1

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 12 | 1 | 11 | 1 | 7 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 12 | 1 | 11 | 0 | 7 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | B |
| Net Change(+or-) | 0 | 0 | 0 | 1 | 0 | 0 | 0 | -1 | 1 | 0 | 0 | 0 | -1 | 0 | C |
| HIRES | 0 | 0 | 0 | | | | | | | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 3 | 0 | 3 | | 1 | | | | 2 | | | | | | F |
| PROMOTIONS INTO CATEGORY | 2 | 1 | 1 | 1 | | | 1 | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 1 | 0 | 1 | | | | | | | | 1 | | | | |
| TOTAL INCREASES | 6 | 1 | 5 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 1 | 1 | 0 | | | | | 1 | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 2 | 0 | 2 | | 1 | | | | | | 1 | | | | R |
| RESIGNATIONS | 2 | 0 | 2 | | | | 1 | | 1 | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 1 | 0 | 1 | | | | | | | | | | 1 | | W |
| TOTAL REDUCTIONS | 6 | 1 | 5 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL

DATE: May 31, 2024

POSITION OR POSITION CLASSIFICATION: 4F. ADMINISTRATIVE PROGRAM ASSISTANT 2

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 55 | 2 | 53 | 1 | 40 | 0 | 3 | 1 | 7 | 0 | 3 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 53 | 1 | 52 | 0 | 40 | 0 | 3 | 1 | 5 | 0 | 3 | 0 | 1 | 0 | B |
| Net Change(+or-) | 2 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | -1 | 0 | C |
| HIRES | 8 | 1 | 7 | 1 | 6 | | | | | | 1 | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 5 | 0 | 5 | | 1 | | 1 | | 3 | | | | | | G |
| PT TO FT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 14 | 1 | 13 | 1 | 8 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 10 | 0 | 10 | | 6 | | 1 | | 1 | | 1 | | 1 | | R |
| RESIGNATIONS | 2 | 0 | 2 | | 2 | | | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 12 | 0 | 12 | 0 | 8 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **4G. CLINIC OFFICE ASSISTANT**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 194 | 2 | 191 | 0 | 96 | 0 | 24 | 1 | 63 | 0 | 4 | 1 | 4 | 1 | A |
| Workforce Number Prior Filing | 182 | 1 | 181 | 0 | 86 | 0 | 25 | 0 | 64 | 1 | 3 | 0 | 3 | 0 | B |
| Net Change(+or-) | 12 | 1 | 10 | 0 | 10 | 0 | -1 | 1 | -1 | -1 | 1 | 1 | 1 | 1 | C |
| HIRES | 40 | 2 | 37 | | 17 | | 5 | 1 | 13 | | 2 | 1 | | 1 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 1 | 0 | 1 | | | | | | | | | | 1 | | F |
| PROMOTIONS INTO CATEGORY | 4 | 0 | 4 | | | | 2 | | 1 | | | | 1 | | G |
| PT TO FT STAFF | 2 | 0 | 2 | | 2 | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 1 | 0 | 1 | | | | | | 1 | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 48 | 2 | 45 | 0 | 19 | 0 | 7 | 1 | 15 | 0 | 2 | 1 | 2 | 1 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 3 | 0 | 3 | | 1 | | 2 | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 3 | 0 | 3 | | 1 | | | | 2 | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 14 | 1 | 13 | | 2 | | 2 | | 8 | 1 | 1 | | | | R |
| RESIGNATIONS | 13 | 0 | 13 | | 4 | | 3 | | 6 | | | | | | S |
| RETIREMENTS | 2 | 0 | 2 | | 1 | | 1 | | | | | | | | T |
| TRANSFERS | 1 | 0 | 1 | | | | | | | | | | 1 | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 36 | 1 | 35 | 0 | 9 | 0 | 8 | 0 | 16 | 1 | 1 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
POSITION OR POSITION CLASSIFICATION: **5A. CLINICAL/PARAPROFESSIONAL**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 57 | 10 | 46 | 4 | 23 | 5 | 7 | 1 | 12 | 0 | 3 | 0 | 1 | 1 | A |
| Workforce Number Prior Filing | 57 | 10 | 47 | 4 | 23 | 5 | 6 | 1 | 15 | 0 | 2 | 0 | 1 | 0 | B |
| Net Change(+or-) | 0 | 0 | -1 | 0 | 0 | 0 | 1 | 0 | -3 | 0 | 1 | 0 | 0 | 1 | C |
| HIRES | 8 | 1 | 7 | 1 | 4 | | 1 | | 2 | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 1 | 0 | 1 | | | | 1 | | | | | | | | G |
| PT TO FT STAFF | 7 | 1 | 5 | | 2 | 1 | 2 | | | | | | 1 | 1 | H |
| VOL. DEMO INTO CATEGORY | 1 | 0 | 1 | | | | | | | | 1 | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 17 | 2 | 14 | 1 | 6 | 1 | 4 | 0 | 2 | 0 | 1 | 0 | 1 | 1 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 2 | 0 | 2 | | | | 1 | | 1 | | | | | | M |
| FT TO PT STAFF | 6 | 0 | 6 | | 1 | | 2 | | 2 | | | | 1 | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 1 | 1 | 0 | | | 1 | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 3 | 1 | 2 | 1 | 1 | | | | 1 | | | | | | R |
| RESIGNATIONS | 2 | 0 | 2 | | 1 | | | | 1 | | | | | | S |
| RETIREMENTS | 3 | 0 | 3 | | 3 | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 17 | 2 | 15 | 1 | 6 | 1 | 3 | 0 | 5 | 0 | 0 | 0 | 1 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 2 | 1 | 1 | | | | | 1 | 1 | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UConn Health
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
POSITION OR POSITION CLASSIFICATION: **5B. TECHNICAL/PARAPROFESSIONAL**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|------------------|---------------|-----------------|----------|---|
| Workforce Number Current Filing | 180 | 57 | 121 | 37 | 92 | 6 | 10 | 12 | 12 | 2 | 7 | 0 | 0 | 2 | A |
| Workforce Number Prior Filing | 181 | 64 | 117 | 41 | 91 | 7 | 6 | 13 | 13 | 3 | 7 | 0 | 0 | 0 | B |
| Net Change(+or-) | -1 | -7 | 4 | -4 | 1 | -1 | 4 | -1 | -1 | -1 | 0 | 0 | 0 | 2 | C |
| HIRES | 28 | 3 | 23 | 2 | 17 | 1 | 3 | | 2 | | 1 | | | 2 | 2 |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 1 | 0 | 1 | | | | 1 | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 4 | 0 | 3 | | 3 | | | | | | | | | 1 | G |
| PT TO FT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | O |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 34 | 3 | 28 | 2 | 21 | 1 | 4 | 0 | 2 | 0 | 1 | 0 | 0 | 3 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 1 | 0 | 1 | | 1 | | | | | | | | | | M |
| FT TO PT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 6 | 3 | 3 | 2 | 2 | | | | | 1 | 1 | | | | R |
| RESIGNATIONS | 20 | 4 | 15 | 1 | 12 | 2 | | 1 | 3 | | | | | 1 | S |
| RETIREMENTS | 5 | 2 | 3 | 2 | 3 | | | | | | | | | | T |
| TRANSFERS | 1 | 1 | 0 | 1 | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 35 | 10 | 24 | 6 | 20 | 2 | 0 | 1 | 3 | 1 | 1 | 0 | 0 | 1 | X |
| PROMOTIONS WITHIN CATEGORY | 3 | 2 | 1 | 2 | 1 | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UConn Health
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
POSITION OR POSITION CLASSIFICATION: **5C. HEALTH CARE SUPPORT**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|------------------|---------------|-----------------|----------|---|
| Workforce Number Current Filing | 112 | 24 | 84 | 15 | 48 | 2 | 11 | 5 | 18 | 2 | 5 | 0 | 2 | 4 | A |
| Workforce Number Prior Filing | 95 | 22 | 72 | 14 | 39 | 2 | 11 | 4 | 15 | 2 | 5 | 0 | 2 | 1 | B |
| Net Change(+or-) | 17 | 2 | 12 | 1 | 9 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 3 | C |
| HIRES | 33 | 2 | 28 | 1 | 15 | | 3 | 1 | 9 | | 1 | | | 3 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 3 | 1 | 2 | 1 | 2 | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | I |
| DATA ADJUSTMENT | 2 | 0 | 1 | | | | | | | | | | 1 | 1 | |
| TOTAL INCREASES | 39 | 3 | 32 | 2 | 18 | 0 | 3 | 1 | 9 | 0 | 1 | 0 | 1 | 4 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 1 | 0 | 1 | | 1 | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 6 | 0 | 5 | | 2 | | | | 2 | | | | 1 | 1 | R |
| RESIGNATIONS | 9 | 0 | 9 | | 2 | | 3 | | 4 | | | | | | S |
| RETIREMENTS | 3 | 0 | 3 | | 3 | | | | | | | | | | T |
| TRANSFERS | 1 | 0 | 1 | | 1 | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 2 | 1 | 1 | 1 | | | | | | | 1 | | | | W |
| TOTAL REDUCTIONS | 22 | 1 | 20 | 1 | 9 | 0 | 3 | 0 | 6 | 0 | 1 | 0 | 1 | 1 | X |
| PROMOTIONS WITHIN CATEGORY | 5 | 3 | 2 | 2 | 1 | | 1 | | | 1 | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 1 | 1 | 0 | 1 | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UConn Health
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
POSITION OR POSITION CLASSIFICATION: **5D. MEDICAL ASSISTANTS**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|------------------|---------------|-----------------|----------|---|
| Workforce Number Current Filing | 255 | 12 | 241 | 7 | 122 | 2 | 31 | 2 | 76 | 1 | 10 | 0 | 2 | 2 | A |
| Workforce Number Prior Filing | 238 | 8 | 230 | 4 | 119 | 1 | 30 | 2 | 72 | 1 | 7 | 0 | 2 | 0 | B |
| Net Change(+or-) | 17 | 4 | 11 | 3 | 3 | 1 | 1 | 0 | 4 | 0 | 3 | 0 | 0 | 2 | C |
| HIRES | 30 | 5 | 23 | 4 | 12 | 1 | 2 | | 7 | | 2 | | | 2 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 8 | 0 | 8 | | 1 | | 2 | | 4 | | 1 | | | | G |
| PT TO FT STAFF | 1 | 0 | 1 | | | | | | 1 | | | | | | H |
| VOL. DEMO INTO CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 40 | 5 | 33 | 4 | 14 | 1 | 4 | 0 | 12 | 0 | 3 | 0 | 0 | 2 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 1 | 0 | 1 | | | | | | 1 | | | | | | M |
| FT TO PT STAFF | 2 | 0 | 2 | | 1 | | | | 1 | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 4 | 1 | 3 | 1 | 3 | | | | | | | | | | R |
| RESIGNATIONS | 11 | 0 | 11 | | 5 | | 2 | | 4 | | | | | | S |
| RETIREMENTS | 3 | 0 | 3 | | | | 1 | | 2 | | | | | | T |
| TRANSFERS | 2 | 0 | 2 | | 2 | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 23 | 1 | 22 | 1 | 11 | 0 | 3 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **5E. PARAPROFESSIONAL/ADMINISTRATIVE**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 91 | 30 | 58 | 22 | 39 | 3 | 7 | 3 | 8 | 1 | 1 | 1 | 3 | 3 | A |
| Workforce Number Prior Filing | 85 | 29 | 56 | 19 | 39 | 3 | 7 | 4 | 5 | 3 | 2 | 0 | 3 | 0 | B |
| Net Change(+or-) | 6 | 1 | 2 | 3 | 0 | 0 | 0 | -1 | 3 | -2 | -1 | 1 | 0 | 3 | C |
| HIRES | 15 | 4 | 7 | 4 | 4 | | 1 | | 2 | | | | | 4 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 6 | 1 | 5 | 1 | 3 | | 1 | | 1 | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 1 | 1 | 0 | | | | | | | | | 1 | | | |
| TOTAL INCREASES | 22 | 6 | 12 | 5 | 7 | 0 | 2 | 0 | 3 | 0 | 0 | 1 | 0 | 4 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 1 | 0 | 0 | | | | | | | | | | | 1 | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 1 | 0 | 1 | | | | 1 | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 6 | 2 | 4 | | 3 | | | 1 | | 1 | 1 | | | | R |
| RESIGNATIONS | 2 | 1 | 1 | 1 | | | 1 | | | | | | | | S |
| RETIREMENTS | 2 | 1 | 1 | 1 | 1 | | | | | | | | | | T |
| TRANSFERS | 3 | 0 | 3 | | 3 | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 1 | 1 | 0 | | | | | | | 1 | | | | | W |
| TOTAL REDUCTIONS | 16 | 5 | 10 | 2 | 7 | 0 | 2 | 1 | 0 | 2 | 1 | 0 | 0 | 1 | X |
| PROMOTIONS WITHIN CATEGORY | 5 | 0 | 5 | | 4 | | 1 | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

DATA ADJUSTMENT: 1 AM corrected to 1 TM

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
POSITION OR POSITION CLASSIFICATION: **5F. DENTAL ASSISTANT**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 49 | 3 | 46 | 2 | 27 | 0 | 5 | 1 | 13 | 0 | 1 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 48 | 3 | 45 | 2 | 27 | 0 | 6 | 1 | 11 | 0 | 1 | 0 | 0 | 0 | B |
| Net Change(+or-) | 1 | 0 | 1 | 0 | 0 | 0 | -1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 4 | 0 | 4 | | 2 | | | | 2 | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 4 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 1 | 0 | 1 | | 1 | | | | | | | | | | R |
| RESIGNATIONS | 1 | 0 | 1 | | 1 | | | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 1 | 0 | 1 | | | | 1 | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 3 | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **SKILLED CRAFT**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **6A. QUALIFIED CRAFT WORKERS**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 35 | 34 | 1 | 28 | 1 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 32 | 31 | 1 | 26 | 1 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| Net Change(+or-) | 3 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 3 | 3 | 0 | 3 | | | | | | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 2 | 2 | 0 | 1 | | | | 1 | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 5 | 5 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | R |
| RESIGNATIONS | 0 | 0 | 0 | | | | | | | | | | | | S |
| RETIREMENTS | 1 | 1 | 0 | 1 | | | | | | | | | | | T |
| TRANSFERS | 1 | 1 | 0 | 1 | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **PROTECTIVE SERVICES**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **7A. PROTECTIVE SERVICES**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| Net Change(+or-) | -1 | -1 | 0 | -1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 0 | 0 | 0 | | | | | | | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 0 | 0 | 0 | | | | | | | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | R |
| RESIGNATIONS | 0 | 0 | 0 | | | | | | | | | | | | S |
| RETIREMENTS | 1 | 1 | 0 | 1 | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| VOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **SERVICE/MAINTENANCE**
POSITION OR POSITION CLASSIFICATION: **7B. CUSTODIAN**

DATE: **May 31, 2024**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 59 | 17 | 42 | 3 | 27 | 4 | 2 | 10 | 11 | 0 | 2 | 0 | 0 | 0 | A |
| Workforce Number Prior Filing | 59 | 17 | 42 | 3 | 27 | 4 | 2 | 10 | 11 | 0 | 2 | 0 | 0 | 0 | B |
| Net Change(+or-) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| HIRES | 2 | 0 | 2 | | 1 | | | | 1 | | | | | | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | G |
| PT TO FT STAFF | 0 | 0 | 0 | | | | | | | | | | | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 0 | 0 | 0 | | | | | | | | | | | | |
| TOTAL INCREASES | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 2 | 0 | 2 | | 1 | | | | 1 | | | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | R |
| RESIGNATIONS | 0 | 0 | 0 | | | | | | | | | | | | S |
| RETIREMENTS | 0 | 0 | 0 | | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| VOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | X |
| PROMOTIONS WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UConn Health
EMPLOYMENT PROCESS ANALYSIS**

OCCUPATIONAL CATEGORY: **SERVICE/MAINTENANCE**

DATE: **May 31, 2024**

POSITION OR POSITION CLASSIFICATION: **7C. OTHER SERVICES/MAINTENANCE**

| EMPLOYMENT PROCESS ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ RACES MALE | 2+ RACES FEMALE | UNKNOWN | |
|---------------------------------|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|-------------------|---------------------|------------------|--------------------|----------|---|
| Workforce Number Current Filing | 106 | 80 | 25 | 53 | 13 | 9 | 2 | 16 | 8 | 2 | 1 | 0 | 1 | 1 | A |
| Workforce Number Prior Filing | 104 | 77 | 26 | 50 | 12 | 9 | 3 | 16 | 9 | 2 | 2 | 0 | 0 | 1 | B |
| Net Change(+or-) | 2 | 3 | -1 | 3 | 1 | 0 | -1 | 0 | -1 | 0 | -1 | 0 | 1 | 0 | C |
| HIRES | 12 | 6 | 5 | 6 | 3 | | 1 | | 1 | | | | | 1 | D |
| INVOL. DEMOTION INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | E |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | F |
| PROMOTIONS INTO CATEGORY | 1 | 1 | 0 | | | | | 1 | | | | | | | G |
| PT TO FT STAFF | 2 | 1 | 1 | | | | | 1 | | | | | 1 | | H |
| VOL. DEMO INTO CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | I |
| DATA ADJUSTMENT | 1 | 1 | 0 | 1 | | | | | | | | | | | |
| TOTAL INCREASES | 16 | 9 | 6 | 7 | 3 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 1 | 1 | K |
| DECEASED | 0 | 0 | 0 | | | | | | | | | | | | L |
| DISMISSALS | 0 | 0 | 0 | | | | | | | | | | | | M |
| FT TO PT STAFF | 3 | 1 | 2 | | | | 1 | 1 | | | 1 | | | | N |
| INVOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | O |
| LATERAL TRANSFER | 0 | 0 | 0 | | | | | | | | | | | | P |
| LAYOFFS | 0 | 0 | 0 | | | | | | | | | | | | Q |
| PROMO. OUT OF CATEGORY | 6 | 4 | 2 | 3 | 1 | | | 1 | 1 | | | | | | R |
| RESIGNATIONS | 4 | 0 | 3 | | 1 | | 1 | | 1 | | | | | 1 | S |
| RETIREMENTS | 1 | 1 | 0 | 1 | | | | | | | | | | | T |
| TRANSFERS | 0 | 0 | 0 | | | | | | | | | | | | U |
| VOL. DEMOTION OUT OF CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | V |
| VOL. DEMOTION | 0 | 0 | 0 | | | | | | | | | | | | W |
| TOTAL REDUCTIONS | 14 | 6 | 7 | 4 | 2 | 0 | 2 | 2 | 2 | 0 | 1 | 0 | 0 | 1 | X |
| PROMOTIONS WITHIN CATEGORY | 2 | 1 | 1 | 1 | | | | | 1 | | | | | | Y |
| VOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | Z |
| INVOL. DEMO. WITHIN CATEGORY | 0 | 0 | 0 | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: EXECUTIVE/ADMINISTRATIVE | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 1A. EXECUTIVE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 126 | 66 | 32 | 44 | 21 | 10 | 3 | 3 | 1 | 7 | 4 | 2 | 3 | 28 | F |
| TOTAL APPLICANTS | 126 | 66 | 32 | 44 | 21 | 10 | 3 | 3 | 1 | 7 | 4 | 2 | 3 | 28 | G |
| TOTAL REJECTED APPLICANTS | 72 | 35 | 17 | 22 | 11 | 6 | 2 | 1 | 0 | 5 | 3 | 1 | 1 | 20 | H |
| TOTAL QUALIFIED APPLICANTS | 54 | 31 | 15 | 22 | 10 | 4 | 1 | 2 | 1 | 2 | 1 | 1 | 2 | 8 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 20 | 14 | 6 | 11 | 3 | 2 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | O |
| Not Offered Position | 17 | 11 | 6 | 9 | 3 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | P |
| Offered Position | 3 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 3 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: EXECUTIVE/ADMINISTRATIVE | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 1B. UNIVERSITY DIRECTOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 96 | 26 | 65 | 18 | 48 | 3 | 7 | 4 | 2 | 0 | 5 | 1 | 3 | 5 | F |
| TOTAL APPLICANTS | 96 | 26 | 65 | 18 | 48 | 3 | 7 | 4 | 2 | 0 | 5 | 1 | 3 | 5 | G |
| TOTAL REJECTED APPLICANTS | 30 | 6 | 23 | 4 | 15 | 2 | 4 | 0 | 0 | 0 | 3 | 0 | 1 | 1 | H |
| TOTAL QUALIFIED APPLICANTS | 66 | 20 | 42 | 14 | 33 | 1 | 3 | 4 | 2 | 0 | 2 | 1 | 2 | 4 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 19 | 4 | 15 | 2 | 13 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 10 | 2 | 8 | 1 | 7 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 9 | 2 | 7 | 1 | 6 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 8 | 2 | 6 | 1 | 5 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: EXECUTIVE/ADMINISTRATIVE | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 1C. MANAGERS | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 75 | 32 | 36 | 23 | 25 | 4 | 4 | 5 | 5 | 0 | 0 | 0 | 2 | 7 | F |
| TOTAL APPLICANTS | 75 | 32 | 36 | 23 | 25 | 4 | 4 | 5 | 5 | 0 | 0 | 0 | 2 | 7 | G |
| TOTAL REJECTED APPLICANTS | 47 | 19 | 22 | 13 | 16 | 4 | 2 | 2 | 4 | 0 | 0 | 0 | 0 | 6 | H |
| TOTAL QUALIFIED APPLICANTS | 28 | 13 | 14 | 10 | 9 | 0 | 2 | 3 | 1 | 0 | 0 | 0 | 2 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 8 | 4 | 4 | 2 | 2 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | O |
| Not Offered Position | 5 | 3 | 2 | 1 | 1 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 3 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 3 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 2A. HEAD OF DEPARTMENT | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 16 | 10 | 2 | 5 | 1 | 0 | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 4 | F |
| TOTAL APPLICANTS | 16 | 10 | 2 | 5 | 1 | 0 | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 4 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 16 | 10 | 2 | 5 | 1 | 0 | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 4 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 10 | 8 | 0 | 4 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 2 | O |
| Not Offered Position | 9 | 7 | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 2 | P |
| Offered Position | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| | | | | | | | | | | | | | | | |
|---|--------------------|-------------------|---------------------|-------------------|---------------------|-------------------|---------------------|----------------------|------------------------|-----------------------|-------------------------|---------------------|-----------------------|----------------|---|
| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | | | | | | |
| POSITION OR POSITION CLASSIFICATION: 2B. PROFESSOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 14 | 4 | 9 | 2 | 2 | 0 | 6 | 0 | 1 | 1 | 0 | 1 | 0 | 1 | F |
| TOTAL APPLICANTS | 14 | 4 | 9 | 2 | 2 | 0 | 6 | 0 | 1 | 1 | 0 | 1 | 0 | 1 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 14 | 4 | 9 | 2 | 2 | 0 | 6 | 0 | 1 | 1 | 0 | 1 | 0 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 6 | 2 | 4 | 1 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | O |
| Not Offered Position | 4 | 1 | 3 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | P |
| Offered Position | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |
| | | | | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| | | | | | | | | | | | | | | | |
|---|--------------------|-------------------|---------------------|-------------------|---------------------|-------------------|---------------------|----------------------|------------------------|-----------------------|-------------------------|---------------------|-----------------------|----------------|---|
| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | | | | | | |
| POSITION OR POSITION CLASSIFICATION: 2C. ASSOCIATE PROFESSOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 48 | 19 | 19 | 12 | 7 | 1 | 2 | 1 | 3 | 4 | 7 | 1 | 0 | 10 | F |
| TOTAL APPLICANTS | 48 | 19 | 19 | 12 | 7 | 1 | 2 | 1 | 3 | 4 | 7 | 1 | 0 | 10 | G |
| TOTAL REJECTED APPLICANTS | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 47 | 19 | 18 | 12 | 7 | 1 | 1 | 1 | 3 | 4 | 7 | 1 | 0 | 10 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 31 | 13 | 13 | 9 | 5 | 0 | 1 | 0 | 1 | 4 | 6 | 0 | 0 | 5 | O |
| Not Offered Position | 23 | 10 | 8 | 7 | 4 | 0 | 0 | 0 | 1 | 3 | 3 | 0 | 0 | 5 | P |
| Offered Position | 8 | 3 | 5 | 2 | 1 | 0 | 1 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 8 | 3 | 5 | 2 | 1 | 0 | 1 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| | | | | | | | | | | | | | | | |
|---|--------------------|-------------------|---------------------|-------------------|---------------------|-------------------|---------------------|----------------------|------------------------|-----------------------|-------------------------|---------------------|-----------------------|----------------|---|
| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | | | | | | |
| POSITION OR POSITION CLASSIFICATION: 2D. ASSISTANT PROFESSOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 507 | 260 | 168 | 122 | 92 | 16 | 13 | 10 | 21 | 109 | 37 | 3 | 5 | 79 | F |
| TOTAL APPLICANTS | 507 | 260 | 168 | 122 | 92 | 16 | 13 | 10 | 21 | 109 | 37 | 3 | 5 | 79 | G |
| TOTAL REJECTED APPLICANTS | 29 | 13 | 13 | 7 | 2 | 2 | 6 | 1 | 4 | 3 | 0 | 0 | 1 | 3 | H |
| TOTAL QUALIFIED APPLICANTS | 478 | 247 | 155 | 115 | 90 | 14 | 7 | 9 | 17 | 106 | 37 | 3 | 4 | 76 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 179 | 76 | 67 | 40 | 40 | 3 | 4 | 5 | 10 | 28 | 11 | 0 | 2 | 36 | O |
| Not Offered Position | 102 | 41 | 31 | 20 | 17 | 2 | 2 | 2 | 5 | 17 | 6 | 0 | 1 | 30 | P |
| Offered Position | 77 | 35 | 36 | 20 | 23 | 1 | 2 | 3 | 5 | 11 | 5 | 0 | 1 | 6 | Q |
| Refused Position | 28 | 15 | 9 | 8 | 7 | 0 | 0 | 1 | 2 | 6 | 0 | 0 | 0 | 4 | R |
| TOTAL ACCESSIONS | 49 | 20 | 27 | 12 | 16 | 1 | 2 | 2 | 3 | 5 | 5 | 0 | 1 | 2 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| | | | | | | | | | | | | | | | |
|--|--------------------|-------------------|---------------------|-------------------|---------------------|-------------------|---------------------|----------------------|------------------------|-----------------------|-------------------------|---------------------|-----------------------|----------------|---|
| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | | | | | | |
| POSITION OR POSITION CLASSIFICATION: 2E. INSTRUCTOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 39 | 17 | 18 | 4 | 6 | 0 | 2 | 2 | 3 | 10 | 5 | 1 | 2 | 4 | F |
| TOTAL APPLICANTS | 39 | 17 | 18 | 4 | 6 | 0 | 2 | 2 | 3 | 10 | 5 | 1 | 2 | 4 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 39 | 17 | 18 | 4 | 6 | 0 | 2 | 2 | 3 | 10 | 5 | 1 | 2 | 4 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 12 | 4 | 8 | 1 | 1 | 0 | 0 | 2 | 3 | 1 | 3 | 0 | 1 | 0 | O |
| Not Offered Position | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | P |
| Offered Position | 10 | 4 | 6 | 1 | 1 | 0 | 0 | 2 | 2 | 1 | 3 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 10 | 4 | 6 | 1 | 1 | 0 | 0 | 2 | 2 | 1 | 3 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3A. REGISTERED NURSE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 1025 | 81 | 884 | 63 | 592 | 3 | 131 | 5 | 84 | 9 | 50 | 1 | 27 | 60 | F |
| TOTAL APPLICANTS | 1025 | 81 | 884 | 63 | 592 | 3 | 131 | 5 | 84 | 9 | 50 | 1 | 27 | 60 | G |
| TOTAL REJECTED APPLICANTS | 221 | 16 | 188 | 10 | 121 | 2 | 29 | 0 | 24 | 3 | 9 | 1 | 5 | 17 | H |
| TOTAL QUALIFIED APPLICANTS | 804 | 65 | 696 | 53 | 471 | 1 | 102 | 5 | 60 | 6 | 41 | 0 | 22 | 43 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 268 | 15 | 246 | 13 | 170 | 0 | 39 | 1 | 18 | 1 | 13 | 0 | 6 | 7 | O |
| Not Offered Position | 184 | 10 | 170 | 9 | 115 | 0 | 32 | 1 | 10 | 0 | 8 | 0 | 5 | 4 | P |
| Offered Position | 84 | 5 | 76 | 4 | 55 | 0 | 7 | 0 | 8 | 1 | 5 | 0 | 1 | 3 | Q |
| Refused Position | 17 | 0 | 15 | 0 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | R |
| TOTAL ACCESSIONS | 67 | 5 | 61 | 4 | 40 | 0 | 7 | 0 | 8 | 1 | 5 | 0 | 1 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | | DATE: MAY 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3B. NURSING SUPERVISOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 14 | 1 | 11 | 1 | 6 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | F |
| TOTAL APPLICANTS | 14 | 1 | 11 | 1 | 6 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | G |
| TOTAL REJECTED APPLICANTS | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | H |
| TOTAL QUALIFIED APPLICANTS | 12 | 1 | 11 | 1 | 6 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 5 | 1 | 4 | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 4 | 1 | 3 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3C. SPECIALIZED NURSES | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 90 | 9 | 76 | 5 | 64 | 0 | 3 | 2 | 3 | 0 | 4 | 2 | 2 | 5 | F |
| TOTAL APPLICANTS | 90 | 9 | 76 | 5 | 64 | 0 | 3 | 2 | 3 | 0 | 4 | 2 | 2 | 5 | G |
| TOTAL REJECTED APPLICANTS | 26 | 4 | 21 | 1 | 16 | 0 | 1 | 1 | 1 | 0 | 2 | 2 | 1 | 1 | H |
| TOTAL QUALIFIED APPLICANTS | 64 | 5 | 55 | 4 | 48 | 0 | 2 | 1 | 2 | 0 | 2 | 0 | 1 | 4 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 45 | 3 | 39 | 2 | 33 | 0 | 2 | 1 | 1 | 0 | 2 | 0 | 1 | 3 | O |
| Not Offered Position | 32 | 1 | 29 | 0 | 24 | 0 | 1 | 1 | 1 | 0 | 2 | 0 | 1 | 2 | P |
| Offered Position | 13 | 2 | 10 | 2 | 9 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | Q |
| Refused Position | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 11 | 2 | 8 | 2 | 7 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3D. CLINICAL SUPERVISORS | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3E. CLINICAL GROUP | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 262 | 72 | 167 | 51 | 116 | 6 | 10 | 5 | 13 | 7 | 25 | 3 | 3 | 23 | F |
| TOTAL APPLICANTS | 262 | 72 | 167 | 51 | 116 | 6 | 10 | 5 | 13 | 7 | 25 | 3 | 3 | 23 | G |
| TOTAL REJECTED APPLICANTS | 65 | 19 | 42 | 10 | 28 | 4 | 2 | 1 | 4 | 3 | 5 | 1 | 3 | 4 | H |
| TOTAL QUALIFIED APPLICANTS | 197 | 53 | 125 | 41 | 88 | 2 | 8 | 4 | 9 | 4 | 20 | 2 | 0 | 19 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 91 | 29 | 57 | 24 | 41 | 1 | 5 | 2 | 5 | 1 | 6 | 1 | 0 | 5 | O |
| Not Offered Position | 56 | 16 | 36 | 13 | 27 | 1 | 4 | 1 | 2 | 0 | 3 | 1 | 0 | 4 | P |
| Offered Position | 35 | 13 | 21 | 11 | 14 | 0 | 1 | 1 | 3 | 1 | 3 | 0 | 0 | 1 | Q |
| Refused Position | 8 | 1 | 6 | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | R |
| TOTAL ACCESSIONS | 27 | 12 | 15 | 10 | 10 | 0 | 0 | 1 | 3 | 1 | 2 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | | DATE: MAY 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3F. RESEARCH | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 663 | 151 | 460 | 70 | 251 | 28 | 41 | 21 | 32 | 21 | 113 | 11 | 23 | 52 | F |
| TOTAL APPLICANTS | 663 | 151 | 460 | 70 | 251 | 28 | 41 | 21 | 32 | 21 | 113 | 11 | 23 | 52 | G |
| TOTAL REJECTED APPLICANTS | 317 | 68 | 223 | 28 | 114 | 16 | 27 | 11 | 15 | 7 | 57 | 6 | 10 | 26 | H |
| TOTAL QUALIFIED APPLICANTS | 346 | 83 | 237 | 42 | 137 | 12 | 14 | 10 | 17 | 14 | 56 | 5 | 13 | 26 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 88 | 22 | 64 | 14 | 39 | 3 | 3 | 1 | 7 | 3 | 12 | 1 | 3 | 2 | O |
| Not Offered Position | 53 | 13 | 39 | 10 | 24 | 2 | 2 | 0 | 5 | 0 | 7 | 1 | 1 | 1 | P |
| Offered Position | 35 | 9 | 25 | 4 | 15 | 1 | 1 | 1 | 2 | 3 | 5 | 0 | 2 | 1 | Q |
| Refused Position | 4 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 31 | 9 | 21 | 4 | 13 | 1 | 1 | 1 | 1 | 3 | 4 | 0 | 2 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | | DATE: MAY 31, 2024 | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3G. CLINICAL TECHNOLOGIST | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 89 | 19 | 64 | 7 | 34 | 6 | 11 | 1 | 4 | 5 | 10 | 0 | 5 | 6 | F |
| TOTAL APPLICANTS | 89 | 19 | 64 | 7 | 34 | 6 | 11 | 1 | 4 | 5 | 10 | 0 | 5 | 6 | G |
| TOTAL REJECTED APPLICANTS | 22 | 5 | 16 | 2 | 4 | 2 | 3 | 0 | 3 | 1 | 2 | 0 | 4 | 1 | H |
| TOTAL QUALIFIED APPLICANTS | 67 | 14 | 48 | 5 | 30 | 4 | 8 | 1 | 1 | 4 | 8 | 0 | 1 | 5 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 25 | 5 | 19 | 3 | 12 | 1 | 3 | 0 | 0 | 1 | 4 | 0 | 0 | 1 | O |
| Not Offered Position | 10 | 1 | 8 | 0 | 3 | 0 | 2 | 0 | 0 | 1 | 3 | 0 | 0 | 1 | P |
| Offered Position | 15 | 4 | 11 | 3 | 9 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | Q |
| Refused Position | 4 | 1 | 3 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 11 | 3 | 8 | 2 | 6 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3H. FINANCE GROUP | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 24 | 5 | 16 | 3 | 10 | 0 | 1 | 0 | 1 | 2 | 3 | 0 | 1 | 3 | F |
| TOTAL APPLICANTS | 24 | 5 | 16 | 3 | 10 | 0 | 1 | 0 | 1 | 2 | 3 | 0 | 1 | 3 | G |
| TOTAL REJECTED APPLICANTS | 12 | 3 | 8 | 2 | 3 | 0 | 1 | 0 | 1 | 1 | 2 | 0 | 1 | 1 | H |
| TOTAL QUALIFIED APPLICANTS | 12 | 2 | 8 | 1 | 7 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 7 | 1 | 5 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | O |
| Not Offered Position | 5 | 1 | 3 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | P |
| Offered Position | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3I. ADMINISTRATIVE GROUP | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 538 | 83 | 406 | 47 | 231 | 17 | 68 | 11 | 58 | 6 | 26 | 2 | 23 | 49 | F |
| TOTAL APPLICANTS | 538 | 83 | 406 | 47 | 231 | 17 | 68 | 11 | 58 | 6 | 26 | 2 | 23 | 49 | G |
| TOTAL REJECTED APPLICANTS | 326 | 45 | 255 | 21 | 140 | 14 | 44 | 6 | 35 | 3 | 17 | 1 | 19 | 26 | H |
| TOTAL QUALIFIED APPLICANTS | 212 | 38 | 151 | 26 | 91 | 3 | 24 | 5 | 23 | 3 | 9 | 1 | 4 | 23 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 58 | 15 | 40 | 9 | 25 | 2 | 8 | 2 | 4 | 2 | 2 | 0 | 1 | 3 | O |
| Not Offered Position | 38 | 11 | 25 | 7 | 18 | 1 | 4 | 1 | 3 | 2 | 0 | 0 | 0 | 2 | P |
| Offered Position | 20 | 4 | 15 | 2 | 7 | 1 | 4 | 1 | 1 | 0 | 2 | 0 | 1 | 1 | Q |
| Refused Position | 4 | 1 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | R |
| TOTAL ACCESSIONS | 16 | 3 | 13 | 2 | 6 | 0 | 4 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3J. ADMINISTRATIVE PROGRAM COORDINATOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 288 | 33 | 242 | 16 | 135 | 6 | 28 | 3 | 49 | 3 | 20 | 5 | 10 | 13 | F |
| TOTAL APPLICANTS | 288 | 33 | 242 | 16 | 135 | 6 | 28 | 3 | 49 | 3 | 20 | 5 | 10 | 13 | G |
| TOTAL REJECTED APPLICANTS | 180 | 23 | 148 | 11 | 75 | 4 | 16 | 1 | 40 | 3 | 16 | 4 | 1 | 9 | H |
| TOTAL QUALIFIED APPLICANTS | 108 | 10 | 94 | 5 | 60 | 2 | 12 | 2 | 9 | 0 | 4 | 1 | 9 | 4 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 34 | 5 | 27 | 2 | 20 | 0 | 2 | 2 | 2 | 0 | 0 | 1 | 3 | 2 | O |
| Not Offered Position | 25 | 3 | 20 | 2 | 15 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 2 | 2 | P |
| Offered Position | 9 | 2 | 7 | 0 | 5 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 9 | 2 | 7 | 0 | 5 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | | DATE: MAY 31, 2024 | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3K. SOCIAL WORKER | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 45 | 6 | 37 | 3 | 25 | 2 | 4 | 1 | 7 | 0 | 1 | 0 | 0 | 2 | F |
| TOTAL APPLICANTS | 45 | 6 | 37 | 3 | 25 | 2 | 4 | 1 | 7 | 0 | 1 | 0 | 0 | 2 | G |
| TOTAL REJECTED APPLICANTS | 17 | 2 | 13 | 1 | 8 | 0 | 2 | 1 | 3 | 0 | 0 | 0 | 0 | 2 | H |
| TOTAL QUALIFIED APPLICANTS | 28 | 4 | 24 | 2 | 17 | 2 | 2 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 13 | 1 | 12 | 0 | 8 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 8 | 1 | 7 | 0 | 4 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 5 | 0 | 5 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 5 | 0 | 5 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3L. TECHNICAL PROFESSIONAL | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 374 | 183 | 160 | 103 | 86 | 22 | 23 | 17 | 10 | 36 | 36 | 5 | 5 | 31 | F |
| TOTAL APPLICANTS | 374 | 183 | 160 | 103 | 86 | 22 | 23 | 17 | 10 | 36 | 36 | 5 | 5 | 31 | G |
| TOTAL REJECTED APPLICANTS | 199 | 91 | 90 | 43 | 48 | 12 | 14 | 7 | 9 | 24 | 16 | 5 | 3 | 18 | H |
| TOTAL QUALIFIED APPLICANTS | 175 | 92 | 70 | 60 | 38 | 10 | 9 | 10 | 1 | 12 | 20 | 0 | 2 | 13 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 76 | 41 | 31 | 30 | 17 | 4 | 6 | 4 | 1 | 3 | 5 | 0 | 2 | 4 | O |
| Not Offered Position | 57 | 32 | 23 | 22 | 13 | 4 | 3 | 3 | 1 | 3 | 4 | 0 | 2 | 2 | P |
| Offered Position | 19 | 9 | 8 | 8 | 4 | 0 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 2 | Q |
| Refused Position | 4 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | R |
| TOTAL ACCESSIONS | 15 | 7 | 8 | 6 | 4 | 0 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3M. NURSE PRACTITIONER | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 155 | 18 | 127 | 12 | 83 | 3 | 20 | 1 | 11 | 1 | 10 | 1 | 3 | 10 | F |
| TOTAL APPLICANTS | 155 | 18 | 127 | 12 | 83 | 3 | 20 | 1 | 11 | 1 | 10 | 1 | 3 | 10 | G |
| TOTAL REJECTED APPLICANTS | 29 | 7 | 19 | 5 | 15 | 1 | 2 | 0 | 1 | 0 | 0 | 1 | 1 | 3 | H |
| TOTAL QUALIFIED APPLICANTS | 126 | 11 | 108 | 7 | 68 | 2 | 18 | 1 | 10 | 1 | 10 | 0 | 2 | 7 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 56 | 3 | 53 | 2 | 33 | 1 | 12 | 0 | 4 | 0 | 3 | 0 | 1 | 0 | O |
| Not Offered Position | 35 | 3 | 32 | 2 | 18 | 1 | 9 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | P |
| Offered Position | 21 | 0 | 21 | 0 | 15 | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | Q |
| Refused Position | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 19 | 0 | 19 | 0 | 13 | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4A. OFFICE ASSISTANT | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 568 | 57 | 483 | 17 | 218 | 15 | 89 | 7 | 117 | 9 | 34 | 9 | 25 | 28 | F |
| TOTAL APPLICANTS | 568 | 57 | 483 | 17 | 218 | 15 | 89 | 7 | 117 | 9 | 34 | 9 | 25 | 28 | G |
| TOTAL REJECTED APPLICANTS | 76 | 7 | 63 | 1 | 34 | 1 | 9 | 2 | 15 | 0 | 1 | 3 | 4 | 6 | H |
| TOTAL QUALIFIED APPLICANTS | 492 | 50 | 420 | 16 | 184 | 14 | 80 | 5 | 102 | 9 | 33 | 6 | 21 | 22 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 72 | 6 | 61 | 1 | 25 | 2 | 14 | 1 | 17 | 2 | 4 | 0 | 1 | 5 | O |
| Not Offered Position | 55 | 4 | 47 | 0 | 18 | 2 | 11 | 1 | 14 | 1 | 3 | 0 | 1 | 4 | P |
| Offered Position | 17 | 2 | 14 | 1 | 7 | 0 | 3 | 0 | 3 | 1 | 1 | 0 | 0 | 1 | Q |
| Refused Position | 7 | 1 | 5 | 1 | 0 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | R |
| TOTAL ACCESSIONS | 10 | 1 | 9 | 0 | 7 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | | DATE: MAY 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4B. PATIENT SERVICE REPRESENTATIVE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 324 | 23 | 284 | 6 | 105 | 7 | 73 | 5 | 76 | 1 | 12 | 4 | 18 | 17 | F |
| TOTAL APPLICANTS | 324 | 23 | 284 | 6 | 105 | 7 | 73 | 5 | 76 | 1 | 12 | 4 | 18 | 17 | G |
| TOTAL REJECTED APPLICANTS | 275 | 22 | 237 | 6 | 87 | 7 | 66 | 5 | 59 | 1 | 10 | 3 | 15 | 16 | H |
| TOTAL QUALIFIED APPLICANTS | 49 | 1 | 47 | 0 | 18 | 0 | 7 | 0 | 17 | 0 | 2 | 1 | 3 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 15 | 1 | 14 | 0 | 4 | 0 | 3 | 0 | 5 | 0 | 1 | 1 | 1 | 0 | O |
| Not Offered Position | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | P |
| Offered Position | 7 | 0 | 7 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | Q |
| Refused Position | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 5 | 0 | 5 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | | DATE: MAY 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4C. CLERK/CLERK TYPIST | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 189 | 22 | 153 | 12 | 80 | 2 | 35 | 3 | 30 | 3 | 5 | 2 | 3 | 14 | F |
| TOTAL APPLICANTS | 189 | 22 | 153 | 12 | 80 | 2 | 35 | 3 | 30 | 3 | 5 | 2 | 3 | 14 | G |
| TOTAL REJECTED APPLICANTS | 20 | 3 | 14 | 1 | 6 | 0 | 5 | 1 | 3 | 1 | 0 | 0 | 0 | 3 | H |
| TOTAL QUALIFIED APPLICANTS | 169 | 19 | 139 | 11 | 74 | 2 | 30 | 2 | 27 | 2 | 5 | 2 | 3 | 11 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 26 | 2 | 19 | 0 | 7 | 1 | 6 | 1 | 4 | 0 | 1 | 0 | 1 | 5 | O |
| Not Offered Position | 17 | 1 | 12 | 0 | 6 | 0 | 4 | 1 | 1 | 0 | 1 | 0 | 0 | 4 | P |
| Offered Position | 9 | 1 | 7 | 0 | 1 | 1 | 2 | 0 | 3 | 0 | 0 | 0 | 1 | 1 | Q |
| Refused Position | 4 | 1 | 3 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | R |
| TOTAL ACCESSIONS | 5 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4D. SECRETARIAL/CLERICAL | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 1725 | 219 | 1423 | 90 | 625 | 42 | 308 | 49 | 342 | 26 | 62 | 12 | 86 | 83 | F |
| TOTAL APPLICANTS | 1725 | 219 | 1423 | 90 | 625 | 42 | 308 | 49 | 342 | 26 | 62 | 12 | 86 | 83 | G |
| TOTAL REJECTED APPLICANTS | 855 | 102 | 700 | 43 | 319 | 20 | 135 | 23 | 168 | 12 | 35 | 4 | 43 | 53 | H |
| TOTAL QUALIFIED APPLICANTS | 870 | 117 | 723 | 47 | 306 | 22 | 173 | 26 | 174 | 14 | 27 | 8 | 43 | 30 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 233 | 24 | 200 | 11 | 79 | 4 | 58 | 6 | 48 | 3 | 7 | 0 | 8 | 9 | O |
| Not Offered Position | 177 | 17 | 152 | 7 | 59 | 4 | 43 | 3 | 37 | 3 | 6 | 0 | 7 | 8 | P |
| Offered Position | 56 | 7 | 48 | 4 | 20 | 0 | 15 | 3 | 11 | 0 | 1 | 0 | 1 | 1 | Q |
| Refused Position | 9 | 2 | 7 | 1 | 1 | 0 | 3 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 47 | 5 | 41 | 3 | 19 | 0 | 12 | 2 | 9 | 0 | 0 | 0 | 1 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4E. ADMINISTRATIVE PROGRAM ASSISTANT 1 | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4F. ADMINISTRATIVE PROGRAM ASSISTANT 2 | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 378 | 29 | 325 | 16 | 169 | 8 | 52 | 0 | 75 | 3 | 22 | 2 | 7 | 24 | F |
| TOTAL APPLICANTS | 378 | 29 | 325 | 16 | 169 | 8 | 52 | 0 | 75 | 3 | 22 | 2 | 7 | 24 | G |
| TOTAL REJECTED APPLICANTS | 194 | 14 | 168 | 9 | 84 | 3 | 32 | 0 | 36 | 2 | 10 | 0 | 6 | 12 | H |
| TOTAL QUALIFIED APPLICANTS | 184 | 15 | 157 | 7 | 85 | 5 | 20 | 0 | 39 | 1 | 12 | 2 | 1 | 12 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 71 | 8 | 61 | 3 | 31 | 3 | 9 | 0 | 15 | 1 | 6 | 1 | 0 | 2 | O |
| Not Offered Position | 62 | 7 | 53 | 2 | 24 | 3 | 9 | 0 | 15 | 1 | 5 | 1 | 0 | 2 | P |
| Offered Position | 9 | 1 | 8 | 1 | 7 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 9 | 1 | 8 | 1 | 7 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4G. CLINIC OFFICE ASSISTANT | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 1743 | 65 | 1599 | 15 | 675 | 20 | 304 | 19 | 446 | 5 | 74 | 6 | 100 | 79 | F |
| TOTAL APPLICANTS | 1743 | 65 | 1599 | 15 | 675 | 20 | 304 | 19 | 446 | 5 | 74 | 6 | 100 | 79 | G |
| TOTAL REJECTED APPLICANTS | 948 | 50 | 844 | 13 | 365 | 18 | 160 | 14 | 212 | 4 | 55 | 1 | 52 | 54 | H |
| TOTAL QUALIFIED APPLICANTS | 795 | 15 | 755 | 2 | 310 | 2 | 144 | 5 | 234 | 1 | 19 | 5 | 48 | 25 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 240 | 6 | 224 | 0 | 81 | 0 | 44 | 3 | 80 | 0 | 6 | 3 | 13 | 10 | O |
| Not Offered Position | 178 | 4 | 165 | 0 | 54 | 0 | 35 | 2 | 59 | 0 | 4 | 2 | 13 | 9 | P |
| Offered Position | 62 | 2 | 59 | 0 | 27 | 0 | 9 | 1 | 21 | 0 | 2 | 1 | 0 | 1 | Q |
| Refused Position | 20 | 0 | 20 | 0 | 8 | 0 | 4 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 42 | 2 | 39 | 0 | 19 | 0 | 5 | 1 | 13 | 0 | 2 | 1 | 0 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
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| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | | DATE: MAY 31, 2024 | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5A. CLINICAL/PARAPROFESSIONAL | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 302 | 28 | 251 | 11 | 76 | 8 | 73 | 5 | 73 | 3 | 19 | 1 | 10 | 23 | F |
| TOTAL APPLICANTS | 302 | 28 | 251 | 11 | 76 | 8 | 73 | 5 | 73 | 3 | 19 | 1 | 10 | 23 | G |
| TOTAL REJECTED APPLICANTS | 124 | 17 | 95 | 8 | 36 | 3 | 16 | 2 | 29 | 3 | 12 | 1 | 2 | 12 | H |
| TOTAL QUALIFIED APPLICANTS | 178 | 11 | 156 | 3 | 40 | 5 | 57 | 3 | 44 | 0 | 7 | 0 | 8 | 11 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 32 | 3 | 28 | 1 | 8 | 1 | 9 | 1 | 9 | 0 | 1 | 0 | 1 | 1 | O |
| Not Offered Position | 17 | 1 | 16 | 0 | 2 | 0 | 6 | 1 | 7 | 0 | 1 | 0 | 0 | 0 | P |
| Offered Position | 15 | 2 | 12 | 1 | 6 | 1 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 15 | 2 | 12 | 1 | 6 | 1 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5B. TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 261 | 67 | 172 | 32 | 95 | 17 | 31 | 8 | 21 | 6 | 10 | 4 | 15 | 22 | F |
| TOTAL APPLICANTS | 261 | 67 | 172 | 32 | 95 | 17 | 31 | 8 | 21 | 6 | 10 | 4 | 15 | 22 | G |
| TOTAL REJECTED APPLICANTS | 125 | 36 | 77 | 13 | 35 | 8 | 19 | 6 | 13 | 5 | 3 | 4 | 7 | 12 | H |
| TOTAL QUALIFIED APPLICANTS | 136 | 31 | 95 | 19 | 60 | 9 | 12 | 2 | 8 | 1 | 7 | 0 | 8 | 10 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 82 | 13 | 63 | 11 | 40 | 2 | 11 | 0 | 5 | 0 | 2 | 0 | 5 | 6 | O |
| Not Offered Position | 31 | 7 | 21 | 6 | 13 | 1 | 4 | 0 | 2 | 0 | 1 | 0 | 1 | 3 | P |
| Offered Position | 51 | 6 | 42 | 5 | 27 | 1 | 7 | 0 | 3 | 0 | 1 | 0 | 4 | 3 | Q |
| Refused Position | 22 | 3 | 18 | 3 | 9 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 4 | 1 | R |
| TOTAL ACCESSIONS | 29 | 3 | 24 | 2 | 18 | 1 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 2 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
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| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5C. HEALTH CARE SUPPORT | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 549 | 63 | 449 | 24 | 167 | 14 | 92 | 14 | 125 | 5 | 28 | 6 | 37 | 37 | F |
| TOTAL APPLICANTS | 549 | 63 | 449 | 24 | 167 | 14 | 92 | 14 | 125 | 5 | 28 | 6 | 37 | 37 | G |
| TOTAL REJECTED APPLICANTS | 334 | 36 | 275 | 13 | 93 | 7 | 60 | 8 | 81 | 4 | 16 | 4 | 25 | 23 | H |
| TOTAL QUALIFIED APPLICANTS | 215 | 27 | 174 | 11 | 74 | 7 | 32 | 6 | 44 | 1 | 12 | 2 | 12 | 14 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 103 | 10 | 86 | 5 | 39 | 1 | 14 | 2 | 23 | 1 | 5 | 1 | 5 | 7 | O |
| Not Offered Position | 56 | 6 | 47 | 2 | 19 | 1 | 9 | 1 | 12 | 1 | 4 | 1 | 3 | 3 | P |
| Offered Position | 47 | 4 | 39 | 3 | 20 | 0 | 5 | 1 | 11 | 0 | 1 | 0 | 2 | 4 | Q |
| Refused Position | 14 | 2 | 11 | 2 | 5 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 2 | 1 | R |
| TOTAL ACCESSIONS | 33 | 2 | 28 | 1 | 15 | 0 | 3 | 1 | 9 | 0 | 1 | 0 | 0 | 3 | S |
| | | | | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
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| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5D. MEDICAL ASSISTANTS | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 712 | 58 | 628 | 31 | 233 | 14 | 100 | 7 | 229 | 3 | 16 | 3 | 50 | 26 | F |
| TOTAL APPLICANTS | 712 | 58 | 628 | 31 | 233 | 14 | 100 | 7 | 229 | 3 | 16 | 3 | 50 | 26 | G |
| TOTAL REJECTED APPLICANTS | 228 | 15 | 200 | 5 | 70 | 5 | 35 | 4 | 78 | 1 | 4 | 0 | 13 | 13 | H |
| TOTAL QUALIFIED APPLICANTS | 484 | 43 | 428 | 26 | 163 | 9 | 65 | 3 | 151 | 2 | 12 | 3 | 37 | 13 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 163 | 15 | 143 | 10 | 47 | 2 | 23 | 2 | 63 | 0 | 3 | 1 | 7 | 5 | O |
| Not Offered Position | 124 | 8 | 112 | 5 | 33 | 1 | 18 | 1 | 53 | 0 | 1 | 1 | 7 | 4 | P |
| Offered Position | 39 | 7 | 31 | 5 | 14 | 1 | 5 | 1 | 10 | 0 | 2 | 0 | 0 | 1 | Q |
| Refused Position | 8 | 2 | 6 | 1 | 2 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 31 | 5 | 25 | 4 | 12 | 1 | 2 | 0 | 9 | 0 | 2 | 0 | 0 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | | DATE: MAY 31, 2024 | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5E. PARAPROFESSIONAL/ADMINISTRATIVE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 519 | 212 | 268 | 127 | 149 | 25 | 51 | 28 | 42 | 21 | 15 | 11 | 11 | 39 | F |
| TOTAL APPLICANTS | 519 | 212 | 268 | 127 | 149 | 25 | 51 | 28 | 42 | 21 | 15 | 11 | 11 | 39 | G |
| TOTAL REJECTED APPLICANTS | 270 | 91 | 162 | 50 | 89 | 11 | 33 | 12 | 23 | 11 | 9 | 7 | 8 | 17 | H |
| TOTAL QUALIFIED APPLICANTS | 249 | 121 | 106 | 77 | 60 | 14 | 18 | 16 | 19 | 10 | 6 | 4 | 3 | 22 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 65 | 29 | 29 | 22 | 18 | 2 | 6 | 0 | 5 | 3 | 0 | 2 | 0 | 7 | O |
| Not Offered Position | 47 | 24 | 20 | 18 | 12 | 2 | 5 | 0 | 3 | 3 | 0 | 1 | 0 | 3 | P |
| Offered Position | 18 | 5 | 9 | 4 | 6 | 0 | 1 | 0 | 2 | 0 | 0 | 1 | 0 | 4 | Q |
| Refused Position | 3 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | R |
| TOTAL ACCESSIONS | 15 | 4 | 7 | 4 | 4 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 4 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5F. DENTAL ASSISTANTS | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 27 | 1 | 25 | 1 | 14 | 0 | 2 | 0 | 6 | 0 | 2 | 0 | 1 | 1 | F |
| TOTAL APPLICANTS | 27 | 1 | 25 | 1 | 14 | 0 | 2 | 0 | 6 | 0 | 2 | 0 | 1 | 1 | G |
| TOTAL REJECTED APPLICANTS | 7 | 0 | 7 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 20 | 1 | 18 | 1 | 10 | 0 | 1 | 0 | 5 | 0 | 1 | 0 | 1 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 8 | 0 | 8 | 0 | 5 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 4 | 0 | 4 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 4 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 4 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5G. LICENSED PRACTICAL NURSE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SKILLED CRAFTS | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 6A. QUALIFIED CRAFT WORKERS | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 14 | 12 | 1 | 8 | 1 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | F |
| TOTAL APPLICANTS | 14 | 12 | 1 | 8 | 1 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | G |
| TOTAL REJECTED APPLICANTS | 3 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | H |
| TOTAL QUALIFIED APPLICANTS | 11 | 11 | 0 | 7 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 6 | 6 | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 3 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: PROTECTIVE SERVICES | | | | | | | | | | DATE:MAY 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|-------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 7A. PROTECTIVE SERVICES | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SERVICE/MAINTENANCE | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 7B. CUSTODIAN | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 62 | 31 | 25 | 12 | 10 | 8 | 1 | 8 | 13 | 1 | 0 | 2 | 1 | 6 | F |
| TOTAL APPLICANTS | 62 | 31 | 25 | 12 | 10 | 8 | 1 | 8 | 13 | 1 | 0 | 2 | 1 | 6 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 62 | 31 | 25 | 12 | 10 | 8 | 1 | 8 | 13 | 1 | 0 | 2 | 1 | 6 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 5 | 1 | 4 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | O |
| Not Offered Position | 3 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | P |
| Offered Position | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - HIRES**

| OCCUPATIONAL CATEGORY: SERVICE/MAINTENANCE | | | | | | | | | | DATE: MAY 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|--------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 7C. OTHER SERVICE/MAINTENANCE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Race Male | 2+ Race Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | | | | | | | | | | | | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 184 | 108 | 53 | 60 | 26 | 12 | 4 | 28 | 14 | 3 | 2 | 5 | 7 | 23 | F |
| TOTAL APPLICANTS | 184 | 108 | 53 | 60 | 26 | 12 | 4 | 28 | 14 | 3 | 2 | 5 | 7 | 23 | G |
| TOTAL REJECTED APPLICANTS | 63 | 30 | 17 | 17 | 8 | 4 | 1 | 7 | 4 | 1 | 1 | 1 | 3 | 16 | H |
| TOTAL QUALIFIED APPLICANTS | 121 | 78 | 36 | 43 | 18 | 8 | 3 | 21 | 10 | 2 | 1 | 4 | 4 | 7 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 34 | 20 | 10 | 16 | 4 | 1 | 1 | 3 | 4 | 0 | 0 | 0 | 1 | 4 | O |
| Not Offered Position | 17 | 11 | 3 | 9 | 1 | 1 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 3 | P |
| Offered Position | 17 | 9 | 7 | 7 | 3 | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | Q |
| Refused Position | 3 | 2 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 14 | 7 | 6 | 6 | 3 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: EXECUTIVE/ADMINISTRATIVE | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 1A. EXECUTIVE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: EXECUTIVE/ADMINISTRATIVE | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 1B. UNIVERSITY DIRECTOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 16 | 3 | 13 | 2 | 10 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 227 | 86 | 132 | 57 | 79 | 11 | 16 | 4 | 16 | 12 | 12 | 2 | 9 | 9 | F |
| TOTAL APPLICANTS | 243 | 89 | 145 | 59 | 89 | 11 | 17 | 5 | 17 | 12 | 13 | 2 | 9 | 9 | G |
| TOTAL REJECTED APPLICANTS | 105 | 35 | 65 | 20 | 40 | 6 | 5 | 2 | 8 | 6 | 8 | 1 | 4 | 5 | H |
| TOTAL QUALIFIED APPLICANTS | 138 | 54 | 80 | 39 | 49 | 5 | 12 | 3 | 9 | 6 | 5 | 1 | 5 | 4 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 39 | 12 | 27 | 7 | 17 | 2 | 4 | 2 | 2 | 1 | 2 | 0 | 2 | 0 | O |
| Not Offered Position | 20 | 9 | 11 | 5 | 5 | 2 | 3 | 1 | 0 | 1 | 1 | 0 | 2 | 0 | P |
| Offered Position | 19 | 3 | 16 | 2 | 12 | 0 | 1 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | Q |
| Refused Position | 3 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 16 | 3 | 13 | 2 | 10 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: EXECUTIVE/ADMINISTRATIVE | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 1C. MANAGERS | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 14 | 0 | 14 | 0 | 9 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 48 | 7 | 40 | 3 | 28 | 2 | 3 | 1 | 6 | 1 | 1 | 0 | 2 | 1 | F |
| TOTAL APPLICANTS | 62 | 7 | 54 | 3 | 37 | 2 | 4 | 1 | 8 | 1 | 2 | 0 | 3 | 1 | G |
| TOTAL REJECTED APPLICANTS | 25 | 3 | 22 | 1 | 16 | 1 | 2 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 37 | 4 | 32 | 2 | 21 | 1 | 2 | 1 | 5 | 0 | 1 | 0 | 3 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 25 | 2 | 23 | 1 | 15 | 0 | 1 | 1 | 3 | 0 | 1 | 0 | 3 | 0 | O |
| Not Offered Position | 11 | 2 | 9 | 1 | 6 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 0 | P |
| Offered Position | 14 | 0 | 14 | 0 | 9 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 14 | 0 | 14 | 0 | 9 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 2A. HEAD OF DEPARTMENT | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F | |
| TOTAL APPLICANTS | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G | |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H | |
| TOTAL QUALIFIED APPLICANTS | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O | |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P | |
| Offered Position | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| | | | | | | | | | | | | | | | |
|---|--------------------|-------------------|---------------------|-------------------|---------------------|-------------------|---------------------|----------------------|------------------------|----------------------|------------------------|----------------------|-----------------------|----------------|---|
| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | | | | | | |
| POSITION OR POSITION CLASSIFICATION: 2B. PROFESSOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 15 | 9 | 6 | 1 | 2 | 0 | 0 | 2 | 0 | 6 | 4 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 15 | 9 | 6 | 1 | 2 | 0 | 0 | 2 | 0 | 6 | 4 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 15 | 9 | 6 | 1 | 2 | 0 | 0 | 2 | 0 | 6 | 4 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 15 | 9 | 6 | 1 | 2 | 0 | 0 | 2 | 0 | 6 | 4 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 15 | 9 | 6 | 1 | 2 | 0 | 0 | 2 | 0 | 6 | 4 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 15 | 9 | 6 | 1 | 2 | 0 | 0 | 2 | 0 | 6 | 4 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 2C. ASSOCIATE PROFESSOR | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 21 | 15 | 6 | 5 | 2 | 0 | 0 | 2 | 2 | 8 | 2 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F | |
| TOTAL APPLICANTS | 21 | 15 | 6 | 5 | 2 | 0 | 0 | 2 | 2 | 8 | 2 | 0 | 0 | 0 | G | |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H | |
| TOTAL QUALIFIED APPLICANTS | 21 | 15 | 6 | 5 | 2 | 0 | 0 | 2 | 2 | 8 | 2 | 0 | 0 | 0 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 21 | 15 | 6 | 5 | 2 | 0 | 0 | 2 | 2 | 8 | 2 | 0 | 0 | 0 | O | |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P | |
| Offered Position | 21 | 15 | 6 | 5 | 2 | 0 | 0 | 2 | 2 | 8 | 2 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 21 | 15 | 6 | 5 | 2 | 0 | 0 | 2 | 2 | 8 | 2 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| | | | | | | | | | | | | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
| POSITION OR POSITION CLASSIFICATION: 2D. ASSISTANT PROFESSOR | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 5 | 2 | 3 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 2 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F | |
| TOTAL APPLICANTS | 7 | 2 | 5 | 2 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G | |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H | |
| TOTAL QUALIFIED APPLICANTS | 7 | 2 | 5 | 2 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 5 | 2 | 3 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O | |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P | |
| Offered Position | 5 | 2 | 3 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 5 | 2 | 3 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 2E. INSTRUCTOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3A. REGISTERED NURSE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3B. NURSING SUPERVISOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 4 | 1 | 3 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 5 | 1 | 4 | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 3 | 1 | 2 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3C. SPECIALIZED NURSES | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 4 | 1 | 3 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 30 | 2 | 27 | 2 | 24 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 1 | F |
| TOTAL APPLICANTS | 34 | 3 | 30 | 2 | 26 | 0 | 0 | 1 | 0 | 0 | 3 | 0 | 1 | 1 | G |
| TOTAL REJECTED APPLICANTS | 5 | 1 | 4 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 29 | 2 | 26 | 1 | 24 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 20 | 2 | 17 | 1 | 15 | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 1 | O |
| Not Offered Position | 16 | 1 | 14 | 1 | 13 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | P |
| Offered Position | 4 | 1 | 3 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | | | | | | | | | | | | R |
| TOTAL ACCESSIONS | 4 | 1 | 3 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3D. CLINICAL SUPERVISORS | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 15 | 2 | 12 | 1 | 5 | 0 | 2 | 0 | 3 | 1 | 1 | 0 | 1 | 1 | F |
| TOTAL APPLICANTS | 17 | 3 | 13 | 2 | 6 | 0 | 2 | 0 | 3 | 1 | 1 | 0 | 1 | 1 | G |
| TOTAL REJECTED APPLICANTS | 11 | 1 | 10 | 1 | 3 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 6 | 2 | 3 | 1 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 4 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | O |
| Not Offered Position | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | P |
| Offered Position | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3E. CLINICAL GROUP | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3F. RESEARCH | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 4 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 50 | 10 | 35 | 5 | 16 | 1 | 6 | 2 | 5 | 2 | 6 | 0 | 2 | 5 | F |
| TOTAL APPLICANTS | 54 | 11 | 38 | 5 | 17 | 1 | 6 | 2 | 6 | 3 | 7 | 0 | 2 | 5 | G |
| TOTAL REJECTED APPLICANTS | 40 | 7 | 29 | 3 | 13 | 1 | 6 | 1 | 4 | 2 | 4 | 0 | 2 | 4 | H |
| TOTAL QUALIFIED APPLICANTS | 14 | 4 | 9 | 2 | 4 | 0 | 0 | 1 | 2 | 1 | 3 | 0 | 0 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 6 | 1 | 5 | 0 | 3 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | O |
| Not Offered Position | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 4 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | | | | | | | | | | | | R |
| TOTAL ACCESSIONS | 4 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3G. CLINICAL TECHNOLOGIST | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 6 | 1 | 5 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | F |
| TOTAL APPLICANTS | 7 | 1 | 6 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | G |
| TOTAL REJECTED APPLICANTS | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 5 | 1 | 4 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | O |
| Not Offered Position | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | P |
| Offered Position | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3H. FINANCE GROUP | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 8 | 3 | 5 | 1 | 2 | 0 | 1 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 55 | 4 | 49 | 2 | 20 | 1 | 7 | 1 | 15 | 0 | 4 | 0 | 3 | 2 | F |
| TOTAL APPLICANTS | 63 | 7 | 54 | 3 | 22 | 1 | 8 | 1 | 17 | 2 | 4 | 0 | 3 | 2 | G |
| TOTAL REJECTED APPLICANTS | 25 | 2 | 22 | 0 | 6 | 1 | 4 | 1 | 6 | 0 | 3 | 0 | 3 | 1 | H |
| TOTAL QUALIFIED APPLICANTS | 38 | 5 | 32 | 3 | 16 | 0 | 4 | 0 | 11 | 2 | 1 | 0 | 0 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 25 | 5 | 20 | 3 | 11 | 0 | 2 | 0 | 7 | 2 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 17 | 2 | 15 | 2 | 9 | 0 | 1 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 8 | 3 | 5 | 1 | 2 | 0 | 1 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 8 | 3 | 5 | 1 | 2 | 0 | 1 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3I. ADMINISTRATIVE GROUP | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 10 | 1 | 9 | 1 | 8 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 37 | 10 | 25 | 7 | 16 | 0 | 2 | 0 | 3 | 1 | 3 | 2 | 1 | 2 | F |
| TOTAL APPLICANTS | 47 | 11 | 34 | 8 | 24 | 0 | 2 | 0 | 4 | 1 | 3 | 2 | 1 | 2 | G |
| TOTAL REJECTED APPLICANTS | 18 | 2 | 15 | 0 | 10 | 0 | 1 | 0 | 2 | 1 | 1 | 1 | 1 | 1 | H |
| TOTAL QUALIFIED APPLICANTS | 29 | 9 | 19 | 8 | 14 | 0 | 1 | 0 | 2 | 0 | 2 | 1 | 0 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 12 | 2 | 10 | 2 | 8 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | O |
| Not Offered Position | 2 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | P |
| Offered Position | 10 | 1 | 9 | 1 | 8 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 10 | 1 | 9 | 1 | 8 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | S |

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APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3J. ADMINISTRATIVE PROGRAM COORDINATOR | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 18 | 0 | 18 | 0 | 10 | 0 | 2 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 249 | 15 | 213 | 8 | 125 | 4 | 27 | 2 | 35 | 1 | 15 | 0 | 11 | 21 | F |
| TOTAL APPLICANTS | 267 | 15 | 231 | 8 | 135 | 4 | 29 | 2 | 37 | 1 | 18 | 0 | 12 | 21 | G |
| TOTAL REJECTED APPLICANTS | 156 | 11 | 131 | 7 | 71 | 2 | 18 | 1 | 22 | 1 | 12 | 0 | 8 | 14 | H |
| TOTAL QUALIFIED APPLICANTS | 111 | 4 | 100 | 1 | 64 | 2 | 11 | 1 | 15 | 0 | 6 | 0 | 4 | 7 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 43 | 0 | 42 | 0 | 24 | 0 | 7 | 0 | 7 | 0 | 3 | 0 | 1 | 1 | O |
| Not Offered Position | 25 | 0 | 24 | 0 | 14 | 0 | 5 | 0 | 5 | 0 | 0 | 0 | 0 | 1 | P |
| Offered Position | 18 | 0 | 18 | 0 | 10 | 0 | 2 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 18 | 0 | 18 | 0 | 10 | 0 | 2 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | S |

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APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3K. SOCIAL WORKER | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | | | | | | | | | | | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

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APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3L. TECHNICAL PROFESSIONAL | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 8 | 5 | 3 | 4 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 97 | 44 | 40 | 29 | 22 | 9 | 7 | 4 | 2 | 2 | 9 | 0 | 0 | 13 | F |
| TOTAL APPLICANTS | 105 | 49 | 43 | 33 | 25 | 9 | 7 | 5 | 2 | 2 | 9 | 0 | 0 | 13 | G |
| TOTAL REJECTED APPLICANTS | 55 | 27 | 21 | 16 | 11 | 6 | 4 | 3 | 2 | 2 | 4 | 0 | 0 | 7 | H |
| TOTAL QUALIFIED APPLICANTS | 50 | 22 | 22 | 17 | 14 | 3 | 3 | 2 | 0 | 0 | 5 | 0 | 0 | 6 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 15 | 7 | 7 | 5 | 6 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | O |
| Not Offered Position | 6 | 2 | 3 | 1 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | P |
| Offered Position | 9 | 5 | 4 | 4 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 8 | 5 | 3 | 4 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROFESSIONAL NON/FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 3M. NURSE PRACTITIONER | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 5 | 3 | 2 | 3 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 6 | 3 | 3 | 3 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 6 | 3 | 3 | 3 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 6 | 3 | 3 | 3 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 5 | 3 | 2 | 3 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4A. OFFICE ASSISTANT | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 179 | 15 | 156 | 3 | 74 | 4 | 27 | 2 | 39 | 3 | 10 | 3 | 6 | 8 | F |
| TOTAL APPLICANTS | 181 | 15 | 158 | 3 | 74 | 4 | 27 | 2 | 41 | 3 | 10 | 3 | 6 | 8 | G |
| TOTAL REJECTED APPLICANTS | 26 | 1 | 24 | 1 | 11 | 0 | 4 | 0 | 7 | 0 | 1 | 0 | 1 | 1 | H |
| TOTAL QUALIFIED APPLICANTS | 155 | 14 | 134 | 2 | 63 | 4 | 23 | 2 | 34 | 3 | 9 | 3 | 5 | 7 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 20 | 0 | 20 | 0 | 7 | 0 | 5 | 0 | 5 | 0 | 3 | 0 | 0 | 0 | O |
| Not Offered Position | 16 | 0 | 16 | 0 | 7 | 0 | 5 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | P |
| Offered Position | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | Q |
| Refused Position | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 4B. PATIENT SERVICE REPRESENTATIVE | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 3 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 87 | 9 | 77 | 4 | 31 | 1 | 20 | 2 | 22 | 1 | 3 | 1 | 1 | 1 | F | |
| TOTAL APPLICANTS | 90 | 9 | 80 | 4 | 33 | 1 | 20 | 2 | 23 | 1 | 3 | 1 | 1 | 1 | G | |
| TOTAL REJECTED APPLICANTS | 51 | 5 | 45 | 3 | 17 | 0 | 12 | 1 | 12 | 1 | 3 | 0 | 1 | 1 | H | |
| TOTAL QUALIFIED APPLICANTS | 39 | 4 | 35 | 1 | 16 | 1 | 8 | 1 | 11 | 0 | 0 | 1 | 0 | 0 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 16 | 3 | 13 | 1 | 5 | 1 | 2 | 0 | 6 | 0 | 0 | 1 | 0 | 0 | O | |
| Not Offered Position | 13 | 3 | 10 | 1 | 3 | 1 | 2 | 0 | 5 | 0 | 0 | 1 | 0 | 0 | P | |
| Offered Position | 3 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 3 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4C. CLERK/CLERK TYPIST | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 11 | 2 | 9 | 2 | 3 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 68 | 8 | 57 | 3 | 32 | 2 | 10 | 2 | 10 | 1 | 3 | 0 | 2 | 3 | F |
| TOTAL APPLICANTS | 79 | 10 | 66 | 5 | 35 | 2 | 12 | 2 | 12 | 1 | 5 | 0 | 2 | 3 | G |
| TOTAL REJECTED APPLICANTS | 11 | 2 | 9 | 0 | 6 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 68 | 8 | 57 | 5 | 29 | 1 | 10 | 1 | 11 | 1 | 5 | 0 | 2 | 3 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 25 | 2 | 23 | 2 | 11 | 0 | 3 | 0 | 6 | 0 | 3 | 0 | 0 | 0 | O |
| Not Offered Position | 13 | 0 | 13 | 0 | 8 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | P |
| Offered Position | 12 | 2 | 10 | 2 | 3 | 0 | 2 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | Q |
| Refused Position | 1 | 0 | 1 | | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 11 | 2 | 9 | 2 | 3 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|--------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 4D. SECRETARIAL/CLERICAL | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 10 | 1 | 9 | 0 | 3 | 0 | 2 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 213 | 22 | 184 | 8 | 90 | 3 | 35 | 7 | 44 | 4 | 7 | 0 | 8 | 7 | F |
| TOTAL APPLICANTS | 223 | 23 | 193 | 8 | 93 | 3 | 37 | 7 | 48 | 5 | 7 | 0 | 8 | 7 | G |
| TOTAL REJECTED APPLICANTS | 109 | 13 | 92 | 5 | 50 | 3 | 10 | 4 | 26 | 1 | 2 | 0 | 4 | 4 | H |
| TOTAL QUALIFIED APPLICANTS | 114 | 10 | 101 | 3 | 43 | 0 | 27 | 3 | 22 | 4 | 5 | 0 | 4 | 3 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 41 | 6 | 34 | 2 | 13 | 0 | 9 | 2 | 10 | 2 | 0 | 0 | 2 | 1 | O |
| Not Offered Position | 31 | 5 | 25 | 2 | 10 | 0 | 7 | 2 | 6 | 1 | 0 | 0 | 2 | 1 | P |
| Offered Position | 10 | 1 | 9 | 0 | 3 | 0 | 2 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 10 | 1 | 9 | 0 | 3 | 0 | 2 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 4E. ADMINISTRATIVE PROGRAM ASSISTANT 1 | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 46 | 7 | 37 | 3 | 23 | 0 | 4 | 2 | 8 | 2 | 2 | 0 | 0 | 2 | F | |
| TOTAL APPLICANTS | 48 | 8 | 38 | 4 | 23 | 0 | 5 | 2 | 8 | 2 | 2 | 0 | 0 | 2 | G | |
| TOTAL REJECTED APPLICANTS | 12 | 0 | 11 | 0 | 5 | 0 | 1 | 0 | 4 | 0 | 1 | 0 | 0 | 1 | H | |
| TOTAL QUALIFIED APPLICANTS | 36 | 8 | 27 | 4 | 18 | 0 | 4 | 2 | 4 | 2 | 1 | 0 | 0 | 1 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 4 | 1 | 3 | 1 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | O | |
| Not Offered Position | 2 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | P | |
| Offered Position | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 4F. ADMINISTRATIVE PROGRAM ASSISTANT 2 | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 5 | 0 | 5 | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 212 | 11 | 192 | 0 | 96 | 6 | 35 | 1 | 40 | 3 | 13 | 1 | 8 | 9 | F | |
| TOTAL APPLICANTS | 217 | 11 | 197 | 0 | 97 | 6 | 36 | 1 | 43 | 3 | 13 | 1 | 8 | 9 | G | |
| TOTAL REJECTED APPLICANTS | 50 | 1 | 49 | 0 | 20 | 0 | 8 | 0 | 15 | 0 | 4 | 1 | 2 | 0 | H | |
| TOTAL QUALIFIED APPLICANTS | 167 | 10 | 148 | 0 | 77 | 6 | 28 | 1 | 28 | 3 | 9 | 0 | 6 | 9 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 40 | 0 | 40 | 0 | 15 | 0 | 7 | 0 | 14 | 0 | 3 | 0 | 1 | 0 | O | |
| Not Offered Position | 35 | 0 | 35 | 0 | 14 | 0 | 6 | 0 | 11 | 0 | 3 | 0 | 1 | 0 | P | |
| Offered Position | 5 | 0 | 5 | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 5 | 0 | 5 | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SECRETARIAL/CLERICAL | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 4G. CLINIC OFFICE ASSISTANT | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 4 | 0 | 4 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 271 | 17 | 242 | 6 | 105 | 4 | 46 | 3 | 67 | 2 | 13 | 2 | 11 | 12 | F | |
| TOTAL APPLICANTS | 275 | 17 | 246 | 6 | 105 | 4 | 48 | 3 | 68 | 2 | 13 | 2 | 12 | 12 | G | |
| TOTAL REJECTED APPLICANTS | 177 | 15 | 152 | 6 | 66 | 4 | 26 | 2 | 43 | 2 | 11 | 1 | 6 | 10 | H | |
| TOTAL QUALIFIED APPLICANTS | 98 | 2 | 94 | 0 | 39 | 0 | 22 | 1 | 25 | 0 | 2 | 1 | 6 | 2 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 29 | 0 | 28 | 0 | 9 | 0 | 5 | 0 | 11 | 0 | 1 | 0 | 2 | 1 | O | |
| Not Offered Position | 22 | 0 | 21 | 0 | 8 | 0 | 2 | 0 | 9 | 0 | 1 | 0 | 1 | 1 | P | |
| Offered Position | 7 | 0 | 7 | 0 | 1 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | Q | |
| Refused Position | 3 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 4 | 0 | 4 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5A. CLINICAL/PARAPROFESSIONAL | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | | | | | | | | | | | F |
| TOTAL APPLICANTS | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5B. TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 4 | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 21 | 1 | 17 | 1 | 6 | 0 | 3 | 0 | 5 | 0 | 3 | 0 | 0 | 3 | F |
| TOTAL APPLICANTS | 25 | 1 | 20 | 1 | 9 | 0 | 3 | 0 | 5 | 0 | 3 | 0 | 0 | 4 | G |
| TOTAL REJECTED APPLICANTS | 16 | 1 | 12 | 1 | 4 | 0 | 2 | 0 | 3 | 0 | 3 | 0 | 0 | 3 | H |
| TOTAL QUALIFIED APPLICANTS | 9 | 0 | 8 | 0 | 5 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 6 | 0 | 5 | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | O |
| Not Offered Position | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 4 | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 4 | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 5C. HEALTH CARE SUPPORT | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 41 | 2 | 38 | 1 | 19 | 1 | 4 | 0 | 12 | 0 | 1 | 0 | 2 | 1 | F | |
| TOTAL APPLICANTS | 44 | 3 | 40 | 2 | 21 | 1 | 4 | 0 | 12 | 0 | 1 | 0 | 2 | 1 | G | |
| TOTAL REJECTED APPLICANTS | 21 | 2 | 19 | 1 | 9 | 1 | 1 | 0 | 8 | 0 | 1 | 0 | 0 | 0 | H | |
| TOTAL QUALIFIED APPLICANTS | 23 | 1 | 21 | 1 | 12 | 0 | 3 | 0 | 4 | 0 | 0 | 0 | 2 | 1 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 14 | 1 | 12 | 1 | 7 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 1 | 1 | O | |
| Not Offered Position | 11 | 0 | 10 | 0 | 5 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 1 | 1 | P | |
| Offered Position | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 3 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 5D. MEDICAL ASSISTANTS | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 8 | 0 | 8 | 0 | 1 | 0 | 2 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 220 | 9 | 200 | 4 | 67 | 2 | 32 | 2 | 75 | 1 | 7 | 0 | 19 | 11 | F | |
| TOTAL APPLICANTS | 228 | 9 | 208 | 4 | 68 | 2 | 34 | 2 | 79 | 1 | 8 | 0 | 19 | 11 | G | |
| TOTAL REJECTED APPLICANTS | 97 | 5 | 86 | 2 | 27 | 1 | 16 | 1 | 35 | 1 | 2 | 0 | 6 | 6 | H | |
| TOTAL QUALIFIED APPLICANTS | 131 | 4 | 122 | 2 | 41 | 1 | 18 | 1 | 44 | 0 | 6 | 0 | 13 | 5 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 41 | 1 | 39 | 0 | 14 | 1 | 6 | 0 | 14 | 0 | 2 | 0 | 3 | 1 | O | |
| Not Offered Position | 30 | 1 | 28 | 0 | 13 | 1 | 2 | 0 | 9 | 0 | 1 | 0 | 3 | 1 | P | |
| Offered Position | 11 | 0 | 11 | 0 | 1 | 0 | 4 | 0 | 5 | 0 | 1 | 0 | 0 | 0 | Q | |
| Refused Position | 3 | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 8 | 0 | 8 | 0 | 1 | 0 | 2 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5E. PARAPROFESSIONAL/ADMINISTRATIVE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 6 | 1 | 5 | 1 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | | | | | | | | | | | | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 181 | 29 | 137 | 22 | 84 | 3 | 17 | 1 | 26 | 2 | 4 | 1 | 6 | 15 | F |
| TOTAL APPLICANTS | 187 | 30 | 142 | 23 | 87 | 3 | 18 | 1 | 27 | 2 | 4 | 1 | 6 | 15 | G |
| TOTAL REJECTED APPLICANTS | 87 | 16 | 64 | 11 | 41 | 3 | 6 | 1 | 11 | 1 | 2 | 0 | 4 | 7 | H |
| TOTAL QUALIFIED APPLICANTS | 100 | 14 | 78 | 12 | 46 | 0 | 12 | 0 | 16 | 1 | 2 | 1 | 2 | 8 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 42 | 5 | 37 | 4 | 21 | 0 | 6 | 0 | 8 | 0 | 1 | 1 | 1 | 0 | O |
| Not Offered Position | 36 | 4 | 32 | 3 | 18 | 0 | 5 | 0 | 7 | 0 | 1 | 1 | 1 | 0 | P |
| Offered Position | 6 | 1 | 5 | 1 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 6 | 1 | 5 | 1 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 5F. DENTAL ASSISTANTS | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F | |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G | |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H | |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O | |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P | |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 5G. LICENSED PRACTICAL NURSE | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SKILLED CRAFTS | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 6A. QUALIFIED CRAFT WORKERS | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 40 | 35 | 0 | 24 | 0 | 3 | 0 | 5 | 0 | 1 | 0 | 2 | 0 | 5 | F | |
| TOTAL APPLICANTS | 42 | 37 | 0 | 25 | 0 | 3 | 0 | 6 | 0 | 1 | 0 | 2 | 0 | 5 | G | |
| TOTAL REJECTED APPLICANTS | 4 | 4 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | H | |
| TOTAL QUALIFIED APPLICANTS | 38 | 33 | 0 | 23 | 0 | 3 | 0 | 4 | 0 | 1 | 0 | 2 | 0 | 5 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | O | |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P | |
| Offered Position | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: PROTECTIVE SERVICES | | | | | | | | | | | DATE: May 31, 2024 | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|----------------|---------------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 7A. PROTECTIVE SERVICES | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SERVICE/MAINTENANCE | | | | | | | | | | DATE: May 31, 2024 | | | | | |
|---|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|---------------------------|------------------|---------------|----------------|---------|---|
| POSITION OR POSITION CLASSIFICATION: 7B. CUSTODIAN | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | |
| INTRA-AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E |
| OTHER APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | F |
| TOTAL APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | G |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H |
| TOTAL QUALIFIED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | I |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N |
| TOTAL INTERVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | O |
| Not Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | P |
| Offered Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Q |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R |
| TOTAL ACCESSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | S |

**UNIVERSITY OF CONNECTICUT HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS**

| OCCUPATIONAL CATEGORY: SERVICE/MAINTENANCE | | | | | | | | | | DATE: May 31, 2024 | | | | | | |
|--|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|-----------------|--------------------|------------------|---------------|----------------|---------|---|--|
| POSITION OR POSITION CLASSIFICATION: 7C. OTHER SERVICE/MAINTENANCE | | | | | | | | | | | | | | | | |
| APPLICANT FLOW ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2+ Races Male | 2+Races Female | UNKNOWN | | |
| INTRA-AGENCY | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | A | |
| OUTSIDE AGENCY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | |
| REEMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | C | |
| EMPLOYMENT LIST | 0 | 0 | 0 | | | | | | | | | | | | D | |
| TRANSFER LIST | 0 | 0 | 0 | | | | | | | | | | | | E | |
| OTHER APPLICANTS | 10 | 8 | 2 | 3 | 2 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | F | |
| TOTAL APPLICANTS | 11 | 9 | 2 | 3 | 2 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | G | |
| TOTAL REJECTED APPLICANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | H | |
| TOTAL QUALIFIED APPLICANTS | 11 | 9 | 2 | 3 | 2 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | I | |
| TOTAL TESTED | 0 | 0 | 0 | | | | | | | | | | | | J | |
| TOTAL PASSING EXAMINATION | 0 | 0 | 0 | | | | | | | | | | | | K | |
| Earned Ratings 1-5 | 0 | 0 | 0 | | | | | | | | | | | | L | |
| Earned Ratings 6-10 | 0 | 0 | 0 | | | | | | | | | | | | M | |
| Earned Ratings 11-15 | 0 | 0 | 0 | | | | | | | | | | | | N | |
| TOTAL INTERVIEWED | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | O | |
| Not Offered Position | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | P | |
| Offered Position | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | Q | |
| Refused Position | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | R | |
| TOTAL ACCESSIONS | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | S | |

**UNIVERSITY OF CONNECTICUT HEALTH
PERSONNEL EVALUATION ANALYSIS**

| OCCUPATIONAL CATEGORY : EXECUTIVE/MANAGERIAL | | | | | | | | | | DATE: May 31, 2024 | | | | |
|--|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|--------------------|--------------------|----|----|----|
| POSITION OR POSITION CLASSIFICATION: | | | | | | | | | | | | | | |
| PERSONNEL EVALUATION ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNP MALE | AAIANHNP FEMALE | TM | TF | UU |
| SERVICE RATINGS | | | | | | | | | | | | | | |
| EXCELLENT | 46 | 20 | 26 | 20 | 20 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 0 | 0 |
| GOOD | 200 | 48 | 151 | 39 | 130 | 6 | 10 | 2 | 5 | 1 | 4 | 0 | 2 | 1 |
| FAIR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| POOR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| REPRIMANDS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUSPENSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEMOTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DISMISSALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| W/IN OCC. CATEGORY | | | | | | | | | | | | | | |
| LOWER OCC.CATEGORY | | | | | | | | | | | | | | |
| TRANSFERS | | | | | | | | | | | | | | |
| INTRA-AGENCY | | | | | | | | | | | | | | |
| OUTSIDE AGENCY | | | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
PERSONNEL EVALUATION ANALYSIS**

| | | | | | | | | | | | | | | |
|--|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|--------------------|---------------------|----|----|----|
| OCCUPATIONAL CATEGORY : FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | |
| POSITION OR POSITION CLASSIFICATION: | | | | | | | | | | | | | | |
| PERSONNEL EVALUATION ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | TM | TF | UU |
| SERVICE RATINGS | | | | | | | | | | | | | | |
| EXCELLENT | 255 | 143 | 109 | 82 | 66 | 5 | 5 | 7 | 4 | 48 | 33 | 1 | 1 | 3 |
| GOOD | 365 | 187 | 176 | 122 | 91 | 4 | 9 | 16 | 19 | 45 | 54 | 0 | 3 | 2 |
| FAIR | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| POOR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| REPRIMANDS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUSPENSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEMOTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DISMISSALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| W/IN OCC. CATEGORY | | | | | | | | | | | | | | |
| LOWER OCC.CATEGORY | | | | | | | | | | | | | | |
| TRANSFERS | | | | | | | | | | | | | | |
| INTRA-AGENCY | | | | | | | | | | | | | | |
| OUTSIDE AGENCY | | | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
PERSONNEL EVALUATION ANALYSIS**

| | | | | | | | | | | | | | | |
|---|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|--------------------|---------------------|----|----|----|
| OCCUPATIONAL CATEGORY : PROFESSIONAL/NON-FACULTY | | | | | | | | | | DATE: May 31, 2024 | | | | |
| POSITION OR POSITION CLASSIFICATION: | | | | | | | | | | | | | | |
| PERSONNEL EVALUATION ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | TM | TF | UU |
| SERVICE RATINGS | | | | | | | | | | | | | | |
| EXCELLENT | 91 | 17 | 73 | 15 | 54 | 0 | 7 | 0 | 9 | 2 | 3 | 0 | 0 | 1 |
| GOOD | 1377 | 326 | 1041 | 238 | 784 | 27 | 73 | 25 | 84 | 32 | 86 | 4 | 14 | 10 |
| FAIR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| POOR | 3 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| REPRIMANDS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUSPENSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEMOTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DISMISSALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| W/IN OCC. CATEGORY | | | | | | | | | | | | | | |
| LOWER OCC.CATEGORY | | | | | | | | | | | | | | |
| TRANSFERS | | | | | | | | | | | | | | |
| INTRA-AGENCY | | | | | | | | | | | | | | |
| OUTSIDE AGENCY | | | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
PERSONNEL EVALUATION ANALYSIS**

| | | | | | | | | | | | | | | |
|---|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|--------------------|---------------------|----|----|----|
| OCCUPATIONAL CATEGORY : SECRETARIAL/CLERICAL | | | | | | | | | | DATE: May 31, 2024 | | | | |
| POSITION OR POSITION CLASSIFICATION: | | | | | | | | | | | | | | |
| PERSONNEL EVALUATION ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | TM | TF | UU |
| SERVICE RATINGS | | | | | | | | | | | | | | |
| EXCELLENT | 160 | 11 | 147 | 7 | 86 | 1 | 31 | 3 | 28 | 0 | 1 | 0 | 1 | 2 |
| GOOD | 502 | 25 | 471 | 9 | 261 | 4 | 69 | 7 | 120 | 4 | 14 | 1 | 7 | 6 |
| FAIR | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| POOR | 5 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 1 |
| REPRIMANDS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUSPENSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEMOTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DISMISSALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| W/IN OCC. CATEGORY | | | | | | | | | | | | | | |
| LOWER OCC.CATEGORY | | | | | | | | | | | | | | |
| TRANSFERS | | | | | | | | | | | | | | |
| INTRA-AGENCY | | | | | | | | | | | | | | |
| OUTSIDE AGENCY | | | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
PERSONNEL EVALUATION ANALYSIS**

| | | | | | | | | | | | | | | |
|---|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|--------------------|---------------------|----|----|----|
| OCCUPATIONAL CATEGORY : TECHNICAL/PARAPROFESSIONAL | | | | | | | | | | DATE: May 31, 2024 | | | | |
| POSITION OR POSITION CLASSIFICATION: | | | | | | | | | | | | | | |
| PERSONNEL EVALUATION ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | TM | TF | UU |
| SERVICE RATINGS | | | | | | | | | | | | | | |
| EXCELLENT | 141 | 33 | 104 | 13 | 63 | 9 | 16 | 9 | 22 | 2 | 3 | 0 | 0 | 4 |
| GOOD | 602 | 101 | 485 | 73 | 285 | 9 | 55 | 15 | 118 | 3 | 21 | 1 | 6 | 16 |
| FAIR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| POOR | 2 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| REPRIMANDS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUSPENSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEMOTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DISMISSALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| W/IN OCC. CATEGORY | | | | | | | | | | | | | | |
| LOWER OCC.CATEGORY | | | | | | | | | | | | | | |
| TRANSFERS | | | | | | | | | | | | | | |
| INTRA-AGENCY | | | | | | | | | | | | | | |
| OUTSIDE AGENCY | | | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
PERSONNEL EVALUATION ANALYSIS**

| | | | | | | | | | | | | | | |
|--|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|--------------------|---------------------|----|----|----|
| OCCUPATIONAL CATEGORY : SKILLED CRAFT | | | | | | | | | | DATE: May 31, 2024 | | | | |
| POSITION OR POSITION CLASSIFICATION: | | | | | | | | | | | | | | |
| PERSONNEL EVALUATION ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | TM | TF | UU |
| SERVICE RATINGS | | | | | | | | | | | | | | |
| EXCELLENT | 31 | 30 | 1 | 24 | 1 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| GOOD | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FAIR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| POOR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| REPRIMANDS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUSPENSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEMOTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DISMISSALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| W/IN OCC. CATEGORY | | | | | | | | | | | | | | |
| LOWER OCC.CATEGORY | | | | | | | | | | | | | | |
| TRANSFERS | | | | | | | | | | | | | | |
| INTRA-AGENCY | | | | | | | | | | | | | | |
| OUTSIDE AGENCY | | | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
PERSONNEL EVALUATION ANALYSIS**

| | | | | | | | | | | | | | | |
|--|----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|------------------|--------------------|--------------------|---------------------|----|----|----|
| OCCUPATIONAL CATEGORY : PROTECTIVE SERVICES | | | | | | | | | | DATE: May 31, 2024 | | | | |
| POSITION OR POSITION CLASSIFICATION: | | | | | | | | | | | | | | |
| PERSONNEL EVALUATION ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | TM | TF | UU |
| SERVICE RATINGS | | | | | | | | | | | | | | |
| EXCELLENT | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| GOOD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FAIR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| POOR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| REPRIMANDS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUSPENSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEMOTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DISMISSALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| W/IN OCC. CATEGORY | | | | | | | | | | | | | | |
| LOWER OCC.CATEGORY | | | | | | | | | | | | | | |
| TRANSFERS | | | | | | | | | | | | | | |
| INTRA-AGENCY | | | | | | | | | | | | | | |
| OUTSIDE AGENCY | | | | | | | | | | | | | | |

**UNIVERSITY OF CONNECTICUT HEALTH
PERSONNEL EVALUATION ANALYSIS**

| | | | | | | | | | | | | | | |
|--|------------------------|-----------------------|-------------------------|-----------------------|-------------------------|-----------------------|-------------------------|--------------------------|----------------------------|---------------------------|-----------------------------|-----------|-----------|-----------|
| OCCUPATIONAL CATEGORY : SERVICE/MAINTENANCE | | | | | | | | | | DATE: May 31, 2024 | | | | |
| POSITION OR POSITION CLASSIFICATION: | | | | | | | | | | | | | | |
| PERSONNEL EVALUATION ANALYSIS | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | TM | TF | UU |
| SERVICE RATINGS | | | | | | | | | | | | | | |
| EXCELLENT | 135 | 78 | 57 | 43 | 35 | 9 | 3 | 24 | 15 | 2 | 3 | 0 | 1 | 0 |
| GOOD | 29 | 18 | 10 | 13 | 5 | 3 | 1 | 2 | 4 | 0 | 0 | 0 | 0 | 1 |
| FAIR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| POOR | 2 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| REPRIMANDS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUSPENSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DEMOTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DISMISSALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| W/IN OCC. CATEGORY | | | | | | | | | | | | | | |
| LOWER OCC.CATEGORY | | | | | | | | | | | | | | |
| TRANSFERS | | | | | | | | | | | | | | |
| INTRA-AGENCY | | | | | | | | | | | | | | |
| OUTSIDE AGENCY | | | | | | | | | | | | | | |

IDENTIFICATION OF PROBLEM AREAS

(Section 46a-68-87)

September 2024

This section of the previous filing was found to be in compliance and there were no proposals or recommendations.

Subsection (a)

If an occupational category or title employing a significant number of persons or position classification for which an availability base is calculated experiences an increase or reduction in force, UConn Health examines its personnel policies and practices to identify non-quantifiable aspects of the employment process that may impede or prevent the full and fair participation of protected race and sex group members in the employment process. The following aspects of the employment process have been addressed:

1. Employment applications
2. Job qualifications
3. Recruitment practices
4. Personnel policies
5. Orientation
6. Training
7. Counseling
8. Discrimination complaint process
9. Evaluation
10. Layoffs
11. Terminations

The narrative below is a summary of the analyses of these eleven factors as they affect the employment process for both the classified and unclassified positions.

Employment Applications

UConn Health utilizes a standard application form designed specifically to enable applicants to apply for any position in any Equal Employment Opportunity (EEO) category. The application process for the online system mirrors the paper application form.

No problems have been identified in this area.

Job Qualifications

Most of UConn Health's full-time employees are unclassified and many are in positions that are professionally licensed.

All job qualifications are reviewed as needed and new job specifications are developed when needed or requested in all EEO categories. UConn Health continues to review all job

qualifications on an ongoing basis to ensure that the experience and training requirements do not adversely impact members of protected groups. The qualifications and specifications are standard for all applicants and are recognized to be fair to all race/sex groups, as well as individuals with disabilities and older person

No problems have been identified in this area.

Recruitment Practices

UConn Health is comprised of an acute care hospital, a medical school, a dental school, a physician's practice group, and research facilities performing a broad range of research activities.

Recruiting and hiring qualified applicants in the health care field continues to be a challenging issue nationwide. As hospitals are approved to perform new procedures i.e., transplants, or develop new research opportunities, employees with specialized skills must be recruited and hired. The competition in the field increases as the pool of candidates decreases.

Some positions that are challenging to fill include: Critical care and other specialty areas such as Cardiac Catheterization and Interventional Radiology Nurses, Operating Room Nurses, Nurse Practitioners, Physician Assistants, Certified Registered Nurse Anesthetists, Respiratory Therapists, Dosimetrists, Pharmacists including those with informatics and chemotherapy, Perfusionists, Information Technology positions, Psychiatrists, and physicians in specialty areas.

The goals of the research experience include developing an understanding of how research leads to advancement of knowledge and the improvement of clinical programs and community health; to acquire research skills and methodologies; and to collaborate with colleagues from a variety of fields and specialties. Often there are limited numbers of funded research grants and/or individuals performing research that are compatible with the goals of UConn Health. In some cases, a Principal Investigator may be able to transfer a grant to the agency along with any staff that has the specialized skills required to work on a project. As the scope of some research positions is extremely narrow, finding individuals with the required skills is challenging. Some of these areas include stem cell research, genomics, neuron and geriatric psychiatry, tissue regeneration, translational research, research on aging, biostatistics, developmental disabilities, and cancer.

The School of Medicine is responsible for education at the graduate and professional levels for practitioners, teachers, and researchers. Faculty must be recruited that can fulfill the mission of providing educational opportunities for students pursuing careers in the patient care professions, education, public health, biomedical and/or behavioral sciences; providing advanced knowledge through basic, biomedical, clinical, behavioral, and social research; developing, demonstrating and delivering health care services based on effectiveness, efficiency and the application of the latest advances in clinical and health care research, helping health care professionals maintain their competence through continuing education program, and providing clinical care to a large population. Some of the clinical specialties at UConn Health are cardiology, cancer including sickle cell and bone marrow transplant, joint replacement, endocrinology, infertility, diagnostic imaging, dialysis, nuclear medicine, vascular, and urology.

Adding to the complexity of faculty recruitment were changes in the requirement of the number of hours that resident physicians could work. These changes have increased the need to hire “hospitalists” to work shifts previously covered by residents. Applicants for Hospitalists positions are generally physicians who are completing a residency program and are planning to go into a fellowship. This creates a situation of constant turnover as the Hospitalists’ length of employment is typically one to two (1-2) years. UConn Health continues to recruit through the Human Resources’ website, web pages of associations, and various journals. UConn Health also sponsors applicants’ visas to fill some of these positions.

The School of Dental Medicine is responsible for the education and training of general dentists, specialists, and dental academicians. The strength of the program is recognized internationally, and the graduates of these programs have achieved prominence throughout the United States and internationally. The School of Dental Medicine consistently ranks as one of the top United States dental facilities in number of research projects funded by the National Institutes of Health.

The Dental group has specialty physicians in all areas of dental medicine including Endodontics, Prosthodontics, Oral and Maxillofacial Surgery, Oral Medicine Pathology, Orthodontics, Periodontics, Dental Implants, and General Restorative Dentistry that provide outpatient care to a large number of patients on the main campus as well as in various sites in the community.

Recruitment of faculty positions for all areas of UConn Health is an increasingly difficult challenge. Even with extensive advertising, some searches remain open for two to three years. There are searches that despite extensive recruiting produce only one applicant. UConn Health continues to recruit from the residency and fellowship programs and depend on word of mouth from current staff. Recruitment of candidates with specific skills and the ability to work in direct patient care, teaching, and research will continue to be a challenge in the future.

All Faculty and Director and above positions are required to have formal search committees with the responsibility of developing detailed strategies for the recruitment of qualified goal applicants. Some of these strategies include networking activities such as national meetings and contacting colleagues at other institutions to identify candidates interested in UConn Health positions.

UConn Health’s Office of Health Career Opportunity Programs’ top priority for the Schools of Medicine and Dental Medicine is to recruit and retain students from diverse groups that are underrepresented in American health care professions. The Office actively recruits underrepresented medical and dental students and supports those enrolled throughout the academic year. This program continues to be a source of applicants for vacancies at UConn Health.

A resource web page is located on the Office of Institutional Equity (OIE) website to provide search committees with information about their responsibilities for recruitment, evaluation, candidate recommendation, affirmative action, and equal employment opportunity requirements. **Please see External Communications, Exhibit #2.**

Despite the many challenges in hiring the most qualified individuals, UConn Health continues to be committed to equal employment opportunity and ensuring non-discrimination in conditions of employment, educational programs, and patient services. Therefore, recruitment is an area of the employment process that is constantly monitored. Updated goal achievement reports from OIE are distributed to Talent Acquisition Specialists. Affirmative Action goals for each position are available to the hiring manager through the iHiring system and on the OIE website. Contacts with hiring departments and discussions of the Affirmative Action goals were highlighted in each search throughout the reporting period. Discussions with hiring managers include the importance of diversifying the UConn Health workforce in all areas. If a search resulted in no qualified goal applicants in the pool, the job specification and search efforts were reviewed to ensure that there were no qualification or other barriers and that the appropriate good faith efforts were made.

No problems have been identified in this area.

Human Resource Policies

The Department of Human Resources policies conform to the state merit system and all collective bargaining agreements for all EEO categories.

No problems have been identified in this area.

Orientation

New Employee Orientation sessions are conducted at the start of each pay period. UConn Health continues to have two (2) days of orientation providing all the required components. Beyond communicating policies, procedures and compliance requirements, New Employee Orientation creates a shared vision by acclimating new hires to UConn Health's culture and values, as well as the overall framework. UConn Health embraces the importance of building strong relationships. To that end, the orientation offers an opportunity to receive welcome messages from administrative leadership, focus on personal organizational leadership, focus on personal organizational purpose, and meet various representatives of UConn Health in an inviting and welcoming learning environment. This program is also the mechanism for meeting various mandatory and regulatory requirements including safety and occupational health standards, basic fire and police personal safety procedures and compliance programs. A discussion on affirmative action, equal employment opportunity, diversity, sexual harassment, sexual assault, and the complaint process is also facilitated. Copies of OIE policies are distributed along with duties, responsibilities, and contact information. The orientation program is evaluated and updated twice a year (more often as needed) to ensure that new policy and procedural changes are addressed. **Please see Internal Communications, Exhibit #2.**

The New Employee Orientation includes mandatory Diversity Awareness Training for new employees.

No problems have been identified in this area.

Training

UConn Health encourages employees from all EEO categories to participate in training programs that are designed to enhance employees' existing skill levels, support health/wellness, add new areas of competence, prepare for future growth and/or upward mobility, and enable employees to fully realize their potential.

Sexual Harassment Prevention and Diversity Awareness are ongoing training programs available to UConn Health staff. During the *Plan* year, the Diversity Awareness and Sexual Harassment Prevention trainings were updated with additional enhanced content regarding the University of Connecticut Policy Against Discrimination, Harassment, and Related Interpersonal Violence. Sexual Harassment Prevention training is now offered online and must be completed by new employees within six months of hire. All current employees are required to complete the training on an annual basis. The presentation provides information on responding to reports of discrimination, discriminatory harassment sexual assault, stalking, and interpersonal violence in a timely and comprehensive manner.

No problems have been identified in this area.

Counseling

Upon request, employees of all EEO categories are counseled on a one-to-one basis regarding career mobility opportunities, education, resume updates, interviewing techniques, training needs, and specific skill development by Human Resources. In addition to one-to-one coaching, the Organization Staff Development department in Human Resources offers online and in-person courses throughout the year, concentrating on various professional development topics. UConn Health also has an Employee Assistance Program that provides confidential counseling services for employees in all EEO categories.

No problems have been identified in this area.

Discrimination Complaint Process

A copy of the UConn Health's discrimination complaint process and policy statements that specifically state an employee's protection under EEO laws and regulations are provided at New Employee Orientation, are distributed annually through a communication by the Affirmative Action Officer with the AA/EEO policy and are on the OIE website along with links to additional resources. The complaint process and all forms are explained and included in the **Discrimination Complaint Process** section.

No problems have been identified in this area.

Evaluation

UConn Health conducts employee personnel evaluations pursuant to state requirements and specific Collective Bargaining Agreements. UConn Health has eight (8) bargaining units. The

evaluations are conducted at the end of a working test period and on a semi-annual or annual basis. Goals and objectives, including affirmative action responsibilities, are established, and are discussed with managers and directors. To fully report all service ratings, Human Resources utilizes a database to track service ratings, which includes faculty, managerial, confidential, and unionized employees. An analysis of the employee evaluations from all EEO categories is included in the **Employment Analyses** section.

No problems have been identified in this area.

Layoffs

During the reporting period, UConn Health has experienced some layoffs due to the expiration of grants. Most of these employees remained on the recall list for one (1) year and reemployment lists for three (3) years to be hired into vacant positions for which they meet the minimum and any specific requirements. Pursuant to the Collective Bargaining Unit Agreements, active recall lists are reviewed before filling vacant positions. Those classes with research titles were not subject to the job security provisions of the State Employees Bargaining Agent Coalition (SEBAC) agreement.

No problems have been identified in this area.

Terminations

UConn Health has not experienced any problems in this area of the personnel process. Most terminations are voluntary. The Employee and Labor Relations Unit of Human Resources carefully review all non-voluntary terminations prior to implementation to ensure no transgression has occurred. All voluntary terminations from each EEO category are offered an exit interview upon termination. Exit interviews can be completed on-line and are reviewed by the Talent Acquisition Specialist to identify any problems/issues. Employees may also have a personal exit interview if they wish. A review of completed exit interviews by Human Resources did not indicate any issues with the employment process. OIE also reviewed all Exit Interviews to determine whether discrimination issues were identified and to determine the steps to be taken for training and programs.

No problems have been identified in this area.

Subsection (b)

The *Plan* itemizes in subsection (a) all non-quantifiable elements of the employment process that have been identified as a problem area. The University has not identified any non-quantifiable elements as a problem area.

Subsection (c)

Pursuant to this subsection, the University has examined all aspects of the employment process itemized in subsection (a), to determine if any might impede or prevent the full and fair

participation of individuals with disabilities or older persons in the workforce. As a result of this examination, there is no evidence to show any barrier or discriminatory employment practice against individuals with disabilities or older persons.

PROGRAM GOALS

(Section 46a-68-88)

September 2024

This section was in compliance in the previous filing and there were no recommendations or proposals.

Subsection (a)

When an employment policy or practice having an adverse impact upon protected race and sex group members, individuals with disabilities or older persons has been identified, program goals will be developed and implemented.

Subsection (b)

UConn Health established program goals that are meaningful, measurable, and reasonably attainable and consistent with section 46a-68-92 of the Regulations of Connecticut State Agencies to ensure:

1. the promotion of equal opportunity and to achieve a workplace free of discrimination.
2. opportunities for all qualified applicants including underutilized groups.
3. the utilization of a fair and nondiscriminatory recruitment and selection process; and
4. that career development opportunities are available to all interested and qualified employees, including minorities and women.

Subsection (c)

Where the cooperation of another agency is essential to the implementation of a program goal, UConn Health keeps a record of each instance of contact with the agency whose cooperation is requested and the outcome of the request.

Subsection (d)

UConn Health did not identify any employment policy or practice that adversely affects any protected candidates including individuals with disabilities or older persons.

UConn Health has elected to set program goals for employment practices that were not identified as having an adverse impact pursuant to section 46a-68-87 of the Regulations of Connecticut State Agencies Goals for the *Plan* year are designed to encourage creativity, and the use of best practices in recruitment and retention activities.

Goal #1

A new project that will start January 1, 2025, involves a collaboration with CT State Community College. A majority of students in the CT State Community College system are from historically underrepresented groups. This collaboration will connect medical technology students from CT State Community College with precepted clinical experiences at UConn Health. The majority of these precepted positions are known employment gaps for UConn Health. Following graduation, the students can gain employment at UConn Health and be given support for successful completion of certification examinations. In year one we will identify pilot clinical experiences for students that align with our employment needs. Following proof of concept, we anticipate scaling the clinical preceptorship program in year two to other targeted employment needs at UConn Health. We will track students' graduation rate, UConn Health employment offers, and successful completion of certification exams. It is our hope that this will help to bring economic resilience to members of underrepresented communities in CT who are often unemployed or underemployed.

Responsible Unit: Office for Diversity and Inclusion

Target Date: May 31, 2025

Goal #2

The Office of Institutional Equity (OIE) will collaborate with Human Resources to thoroughly review the application processes, ensuring they remain functional and compliant with AA/EEO regulations while consistently meeting good faith efforts. The Office of Institutional Equity (OIE) will work with hiring managers and administrators to supplement the information reported regarding applicant evaluations in the search process. To ensure that the reasoning underlaying an evaluation is equitable, objective, and non-discriminatory, OIE will require more detailed and concrete explanations of how and why a candidate met or failed to meet a qualification. This enhanced level of review will ensure that applicants are evaluated objectively and solely against qualifications in a consistent manner and mitigate potential biases in the search process.

Responsible Unit: Office of Institutional Equity

Target Date: May 31, 2025

DISCRIMINATION COMPLAINT PROCESS

(Section 46a-68-89)

September 2024

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

The Office of Institutional Equity (OIE) is UConn Health's neutral unit responsible for managing internal investigations and resolutions for employees, students, and patients who believe they have been subjected to discrimination or discriminatory harassment. OIE investigates all complaints of discrimination, gathers, and evaluates evidence submitted by all parties and witnesses, and renders a determination based on the preponderance of the evidence presented in order to mitigate harm resulting from any discriminatory conduct within UConn Health and/or to prevent its recurrence. UConn Health's Discrimination Complaint Procedures provide for the expeditious resolution of complaints to assure the legal options for filing complaints with enforcement agencies are not foreclosed. Please see **Exhibit # 1**.

(1) The Associate Vice President, Director of Investigations, and EEO Investigator(s) investigate internal discrimination and discriminatory harassment complaints. The Associate Vice President, Director of Investigations, and EEO Investigator completed the required training provided by the Connecticut Commission on Human Rights and Opportunities (CHRO) and the Connecticut Commission on Women, Children and Seniors (CWCS) as designated in Public Act 03-151 and 12-78, including the "Foundations" training. The Director of Investigations and EEO Investigator completed the bi-annual mandatory Equal Employment Opportunity/Attorney General Designee "Update" training. One EEO Investigator who was hired in August 2023 is scheduled to attend the "Foundations" training in October 2024 when it is next offered. Please see **Exhibit # 2**.

In addition, investigative staff attended:

- the Office of University Compliance's Annual Compliance Training
- SUNY Student Conduct Institute: Live@Distance Basic Compliance Training; additional web-based modules, including Due Process; Higher Education Employment Investigations; Title VII & Title IX; Effective Interviewing.
- Shipman & Goodwin's Webinar: Tackling Difficult Fact Patterns Under the ADA and FMLA
- NASEM Action Collaborative on Preventing Sexual Harassment 2023 Public Summit
- Shipman & Goodwin's Webinar: Emerging Employment Law Challenges: What You Should Know
- Husch Blackwell's Webinar: Employee Speech and Religious Freedom
- NACUA's Briefing: A Conversation with Catherine Lhamon
- Association of Workplace Investigators (AWI)'s Workplace Investigation Basics: Basic Principles, Competencies & Planning; Evidence Interviewing and Credibility; Report Writing

Discrimination Complaint Process

- Husch Blackwell’s Webinar: Compliance 101: Nondiscrimination Laws and What They Mean for Colleges
- AWI’s Webinar: Investigation Conundrums
- NACUA’s Winter 2024 Virtual CLE Workshop: Employment Law
- AWI’s Webinar: Reluctant Witnesses
- Husch Blackwell’s Webinar: Legal Update and Compliance Considerations for Accommodations and Accessibility
- AWI’s Webinar: Are We Effective Human Lie Detectors
- AWI’s Webinar: Addressing the Elephant in the Room: The Impact of Race in Investigations
- AWI’s Webinar: Understanding the Unique Challenges of the Holiday Party Investigation
- AWI’s Webinar: #MeToo and #BlackAt: Investigating Anonymous Workplace Harassment and Discrimination Claims
- NACUA’s Webinar: Implementing Workplace Protections for Pregnant or Lactating Personnel
- AWI’s Webinar: Hot of the Press! Top Takeaways for Investigators from the EEOC’s New Guidance

(2) As part of the UConn Health’s Discrimination Complaint Procedures, OIE provides assistance with informal resolution procedures for all parties involved in an internal investigation of alleged discrimination. The Employee Assistance Program and the Ombuds Office serve as neutral resources that provide confidential and informal assistance to UConn Health employees and are available to employees involved in an internal investigation of alleged discrimination.

(3) UConn Health’s Discrimination Complaint Procedures are available through OIE’s website: www.equity.uconn.edu/discrimination/.

(4) All parties involved in an internal investigation of alleged discrimination are informed of and guaranteed protection from retaliation. **Exhibit # 3.** This protection and guarantee will continue to be a provision of UConn Health’s Discrimination Complaint Procedures and any revised set of procedures.

(5) All parties involved in an internal investigation of alleged discrimination or discriminatory harassment are advised of their legal options to file complaints with the Connecticut Commission on Human Rights and Opportunities; United States Equal Employment Opportunity Commission; United States Department of Labor, Wage and Hour Division; and any other agencies, state, federal, or local, that enforce laws concerning discrimination in employment. Complainants also receive such notification on the Discrimination and Discriminatory Harassment Complaint Form that they sign and receive a copy of (Please see **Exhibit # 4**). These legal options are also listed in the UConn Health’s Discrimination Complaint Procedures, which includes a list of the “Most Commonly Used Civil Rights Agencies,” and is provided to all parties. The addresses of these agencies can also be accessed through OIE’s web site, <https://equity.uconn.edu/wp-content/uploads/sites/2036/2021/09/OIE-Complaint-Procedures-FINAL-10-1-21-update.pdf> and <https://equity.uconn.edu/discrimination/civil-rights-enforcement-agencies/>

(6) UConn Health's Discrimination Complaint Procedures provide timelines, not exceeding ninety (90) days, for the filing, processing, and resolution of all complaints of discrimination and discriminatory harassment. When the 90-day time frame is coming to a close without a resolution, UConn Health's EEO Investigators are trained to advise a complainant of their legal rights as well as further remedies (including CHRO and EEOC).

Subsection (b)

All records of internal complaints of discrimination and dispositions thereof are maintained and reviewed on a regular basis by OIE to detect patterns in nature of the alleged complaints. In addition, OIE provides regular reports to the Chief Executive Officer and Executive Vice President for Health Affairs, and other senior executives.

Subsection (c)

A summary of all complaint activity, the results thereof and the length of time required to resolve the alleged matters for this reporting period (June 1, 2023 – May 31, 2024) immediately follows this section. For those matters not resolved within ninety (90) days, those matters generally included the need to interview copious witnesses, the filing of amended complaints, the naming of additional Respondents, and/or calendar conflicts. Parties are given periodic updates regarding the status of their matter while it is pending with OIE. If a matter is still pending after approximately 45 days, Complainants are provided a written reminder of their options to file complaints with civil rights enforcement agencies. Please see **Exhibit #5** for a template of the written notice. As required, this summary references allegations that have resulted in complaints to external enforcement agencies, the number of such complaints, investigating agency, and whether the matter is currently pending or the outcome thereof. All records relevant to employee internal complaints of discrimination are maintained by OIE for examination by the Commission. Please see **Exhibit # 6**.

Office of Institutional Equity

The University of Connecticut & UConn Health Office of Institutional Equity (OIE) Complaint Procedures

I. General Provisions

The procedures generally apply to all allegations of potential violations of the University of Connecticut's *Policy Against Discrimination, Harassment, And Related Interpersonal Violence* ("*Policy*") where the report is received on, or after, August 1, 2024, and the responding party is a UConn employee or third party. For incidents including some allegations of sex-based discrimination/discriminatory harassment, these procedures apply to any incident occurring entirely on, or after, August 1, 2024. For certain sex-based discrimination/discriminatory harassment allegations occurring on August 13, 2020 through July 31, 2024, OIE will follow the procedures in effect at the time.

The University of Connecticut will treat complainants and respondents equitably throughout the process.

The University of Connecticut requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Parties involved in the following grievance process may be accompanied by one advisor of their choice (which may be a union representative or attorney) to any meeting or proceeding. OIE will not assign an advisor for the purposes of these proceedings. If a party chooses to have an advisor, the party should provide OIE with the advisor's contact information for the purpose of scheduling. The advisor may act as a support person for their party, assist the party in navigating the process, and help formulate questions for the hearing. The advisor may not participate in lieu of the party in any capacity.

An allegation that an individual or individuals violated the *Policy* does not constitute an assumption that the behaviors occurred as alleged or that a policy violation occurred. Determinations of responsibility are only made at the conclusion of the process described in these procedures.

OIE may implement supportive measures, including no contact directives, consistent with the *Policy*. Supportive measures are available to both parties, non-punitive, and put in place to restore or preserve a person's access to UConn's employment or education program or activity or provide support during these grievance procedures. Any party impacted by the supportive measure implementation or denial may appeal the decision by emailing OIE's Associate Vice President ("AVP"). The appeal should clearly state why the party believes the measure is deficient and may include a recommended alternative measure. The appeal will be reviewed by OIE's AVP, the Title IX Coordinator, or designee. Any impacted parties will be notified of the outcome in writing within ten (10) business days of receipt of the appeal.

OIE will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this complaint process. Such arrangements may include, but are not limited to, providing qualified interpreters, or assuring a barrier-free location for the proceedings.

The University of Connecticut will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

While this process is private, it is not confidential. OIE may provide the notice of outcome or other information pertaining to matters addressed under these procedures to individuals or offices with a need to know the information.

If there is a determination that a violation of the *Policy* occurred, UConn may impose appropriate disciplinary sanctions, up to, and including, separation from the institution. UConn may also provide remedies to restore access to the University's employment or education program or activity.

II. Timeline

OIE is committed to the prompt and thorough resolution of complaints under the *Policy*. As such, OIE will complete an *initial review* of all reports within ten (10) business days of receipt. The *fact gathering* will be completed within forty (40) business days of the conclusion of the initial review, and the *hearing* will be scheduled within twenty (20) business days of the conclusion of the fact gathering. Parties will receive *written notice of outcome* within ten (10) business days of the hearing.

These procedures allow for reasonable extensions of timeframes on a case-by-case basis for good cause, which includes but is not limited to: investigations where additional time is necessary to ensure the integrity and completeness of the investigation; to comply with a request by law enforcement for temporary delay to gather evidence for a criminal investigation; to accommodate the availability of parties and/or witnesses; to account for University breaks or vacations; to account for complexities of a case, including the number of witnesses and volume of information provided by the parties; or for other legitimate reasons. Parties will receive written notice, including rationale, for any significant departure from the prescribed timeline.

III. Standard of Evidence

All determinations will be based on the *preponderance of evidence* standard, meaning the evidence must demonstrate that it is more likely than not that the incident occurred as alleged. Decisionmaker(s) must evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker(s) is not persuaded by the evidence that a violation of the *Policy* occurred, whatever the quantity of the evidence is, the decisionmaker(s) will not determine that a violation occurred.

IV. Review of Evidence

Relevant evidence is evidence that has some value or tendency to prove a matter of fact significant to the case. Relevant evidence may pertain to a party or witness's credibility.

Parties will be provided with equal opportunity to present evidence during the grievance process. Additionally, OIE will take reasonable steps to obtain relevant evidence which may not be in the parties' control. The decision-maker will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence.[1] Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered by OIE in connection with its investigation, except as may be necessary to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless OIE obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

V. Initial Review

Upon receipt of a report (oral or written), OIE will evaluate the report to determine whether the alleged conduct is within OIE's investigative authority as prescribed in the *Policy*. Where the alleged conduct does not fall under the *Policy* but may constitute behaviors prohibited by other University policies, OIE will promptly refer the matter to the appropriate authority and notify the impacted party of the referral in writing.

VI. Discretionary Dismissal

The University of Connecticut may dismiss a complaint if:

- OIE is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the University of Connecticut's education program or activity and is not employed by the University of Connecticut;
- OIE obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, OIE's AVP and/or the Title IX Coordinator decline to initiate a complaint, and OIE determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute a potential violation of the *Policy*; or

- OIE determines the conduct alleged in the complaint, even if proven, would not constitute a violation of the *Policy*. Before dismissing the complaint, OIE will make reasonable efforts to clarify the allegations with the complainant.

A discretionary dismissal may occur at any point in the grievance proceeding prior to the final determination, including before initiating the formal fact gathering. Any impacted parties will receive notification of dismissal in writing and may request review of a discretionary dismissal, consistent with section XI of these procedures.

VII. Informal Resolution

Where appropriate and available, OIE may offer the parties the option to engage in an informal resolution. There is no expectation that parties elect to participate in the informal resolution process. Further, both parties must agree to engage in the process prior to initiation. Parties may decide to withdraw from the informal resolution process at any time prior to a final resolution, and based on the facts and circumstances, the matter may return to the grievance process described by these procedures. An informal resolution is binding on the parties and is considered a final resolution to the matter.

VIII. Investigation (Fact Gathering)

Where the alleged conduct is within OIE's investigative authority, the impacted party is seeking an investigation, and the report is not otherwise dismissible, OIE will initiate an investigation.[2] Upon initiating an investigation, OIE will provide written notice to the parties with sufficient time for the parties to prepare a response before any initial interview.

After providing notice, OIE will conduct an adequate, reliable, and impartial investigation into the complaints. The burden is on the investigator – not the parties- to conduct an investigation that gathers sufficient evidence to determine whether a policy violation occurred. As such, OIE maintains full authority to determine whether certain evidence or witnesses are necessary to conduct a thorough investigation.

OIE will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate. OIE will provide equal opportunity for parties to present information, both inculpatory and exculpatory, and recommend fact witnesses. On a case-by-case basis, OIE may allow for parties to present expert witnesses equally.

At the conclusion of the fact gathering, OIE will provide at least ten (10) days for the parties to review[3] all relevant and not otherwise impermissible evidence, to which the parties may submit a written response for consideration by the decision-maker(s). During the same period, parties will be given the opportunity to submit questions, in writing, to the decision-maker(s), which the decision-maker(s) will review for relevancy prior to the hearing. The decision-maker will explain to the submitting party any decisions to exclude questions based on relevance, impermissibility, lack of clarity, or harassment of another party. Parties will be given a reasonable opportunity to clarify or revise the excluded question(s) prior to the hearing.

The unauthorized disclosure of information and evidence obtained solely through these grievance procedures is prohibited, and OIE will take reasonable steps to prevent and address any disclosures.

IX. Hearing

At the conclusion of the fact gathering, OIE will schedule an administrative hearing. The parties, the decision-maker(s) (OIE's AVP, the Title IX Coordinator, investigator, or trained designee), and where applicable the parties' advisors will be invited. Further, witnesses may be invited to participate in the hearing if the decision-maker and/or the parties have relevant questions for the witness(es). The hearing will be recorded for review purposes and will be available to parties, if necessary, to facilitate a request for review.

At the hearing, the decision-maker(s) will ask all relevant questions, including their own questions and questions submitted by the parties. No party or advisor will be permitted to directly question any party or witness. After the initial round of questions, the decision-maker(s) will suspend the hearing for at least fifteen (15) minutes for the parties to consider and submit any follow-up questions in writing to the decision-maker(s). The decision-maker(s) will reconvene the hearing and ask all relevant follow-up questions to the appropriate parties.

Any party present at the hearing may be removed from the proceedings for engaging in disruptive or harmful behavior.[4]

The decision-maker may consider a party's level of participation in the hearing process in their determination, but a finding that a party engaged in prohibited conduct under the *Policy* may not be solely based on a party's refusal to participate in the hearing or answer specific questions.

Following the hearing, the decision-maker(s) will objectively consider all relevant evidence obtained during the fact finding and at the hearing, consistent with sections I, III, and IV of these procedures to determine what occurred and whether what occurred constitutes a violation of the *Policy*.

X. Determination

Within ten (10) business days of the hearing, OIE's AVP, the decision-maker, or trained designee will issue a written notice of outcome to the parties simultaneously. The notice of outcome will include a description of the allegations, information about the *Policy* and these procedures, the decision-maker's evaluation of the relevant and not otherwise impermissible evidence, the policy determination(s), information on sanctions, referrals, and remedies, and information regarding requests for review. OIE will also notify the Office of the President and/or the Executive Vice President of UConn Health, and any other individual or office that may need to know the information.

The determination regarding responsibility becomes final either on the date that the written determination of the result of any request for review is issued, or, if no party requests review, the date on which the request for review would no longer be considered timely as defined in section XI of this policy.

As applicable, OIE's AVP, the Title IX Coordinator, or designee will coordinate with appropriate management concerning the implementation of remedies, the imposition of any disciplinary sanctions, and take further appropriate action to ensure that violations of the *Policy* do not continue or recur.

XI. Written Response and Request for Review

At the conclusion of OIE's grievance process, outlined above, any party may submit a written response to the outcome. The written response does not constitute a request for review but will be added to and maintained in OIE's files.

Parties may also request a review of OIE's discretionary dismissal or findings. Requests for review must be received by OIE's AVP no later than 5:00 PM (EST) on the tenth (10) business day from the issuance of the written notice of dismissal or outcome. A request for an extension of time beyond ten (10) business days may be granted at the discretion of OIE's AVP or designee.

The grounds for review are limited to: (1) Procedural irregularity that would change the outcome; (2) New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and (3) The investigator, decisionmaker, and/or in matters involving sex-based discrimination, the Title IX Coordinator, had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

A party's request for review must identify at least one of the three grounds for review and provide sufficient detail to understand the basis for the request. Mere disagreement with the outcome is not sufficient grounds for review.

Upon receipt of a request for review within the prescribed timelines, OIE's AVP will refer the request and underlying documents to the Panel of Reviewers, which consists of trained faculty, staff, and members of the administration appointed by OIE to serve two-year terms. The Panel of Reviewers will designate one or more members to review the request.

The reviewer(s) will first review the request to determine if at least one of the review grounds is identified. The reviewer(s) has the discretion to deny a request if none of the permissible grounds for review are identified. The reviewer(s) decision to deny a request for failure to identify any of these grounds is deemed final.

If any of the three permissible grounds for review is identified, the role of the reviewer(s) is to evaluate all available evidence and make a recommendation to the President and/or the Executive Vice President of UConn Health, which may include accepting or rejecting one or all of the items contained in the notice of outcome, or any other actions deemed necessary or appropriate in the discretion of the reviewer(s), within twenty (20) business days of the reviewer(s) receipt of the request for review. Extensions of time may be granted by the President and/or the Executive Vice President of UConn Health or their respective designee for good cause.

XII. Related Policies

Policy Against Discrimination, Harassment, and Related Interpersonal Violence | University Policies (uconn.edu) [🔗](#) (effective August 1, 2024)

Affirmative Action & Equal Employment Opportunity, Policy Statement: | University Policies (uconn.edu) [🔗](#) (effective October 3, 2022)

People with Disabilities, Policy Statement: | University Policies (uconn.edu) [🔗](#) (effective November 15, 2011)

Religious Accommodation Policy | University Policies (uconn.edu) [🔗](#) (effective August 1, 2018)

Non-Retaliation Policy | University Policies (uconn.edu) [🔗](#) (effective October 22, 2021)

[1] Inculpatory evidence is evidence that tends to prove that the respondent engaged in the alleged behavior, while exculpatory evidence is evidence that is favorable to the respondent.

[2] In the absence of a participating complainant, OIE may institutionally initiate an investigation after consideration of the specific facts and circumstances consistent with federal and state law.

[3] To protect the privacy of everyone involved, parties will not be allowed to retain evidence or investigative materials.

[4] Throughout the process, students are subject to the *Student Code* [↗](#) and employees are subject to the *Code of Conduct* [↗](#).

Storrs & Regional Campus Contact Information

Wood Hall

241 Glenbrook Road, Storrs, CT 06269-4175

Phone: 860-486-2943 Fax: 860-486-6771

Email: equity@uconn.edu

Hours of Operation

Monday - Friday 8:00 a.m - 5:00 p.m.

UConn Health Contact Information

16 Munson Road, Farmington, CT 06030-5310

(Physical)

263 Farmington Avenue, Farmington, CT 06030-5310

(Mailing)

Phone: 860-679-3563 Fax: 860-486-6771

Email: equity@uconn.edu

Hours of Operation

Monday - Friday 8:00 a.m - 5:00 p.m.



OFFICE OF INSTITUTIONAL EQUITY

DISCRIMINATION & DISCRIMINATORY HARASSMENT COMPLAINT FORM

INSTRUCTIONS

Please provide all the information requested. Be as specific as possible when discussing incidents by including the date(s) the incident(s) occurred, the name(s) of the person(s) involved and the name(s) of those who may have witnessed the incident(s). Please sign and date this form. Your complaint is not limited to the space provided. You are encouraged to attach additional materials relating to your claim. Please note that completion of this form does not constitute filing a Formal Complaint of Title IX Sexual Harassment pursuant to Appendix II of OIE's Investigation Procedures. If you need assistance to complete this form, please contact OIE.

Please note that in order to respond to your concerns, the information you provide to OIE may be shared with other individuals or University offices. In addition to OIE, you may file a complaint with civil rights enforcement agencies. Please note that the relevant timelines for filing with these agencies is 180-300 days of the alleged act of discrimination. See Appendix I of [OIE's Complaint Procedures](#) for agency contact information.

COMPLAINANT STATUS

☐ Faculty ☐ Employee/Staff ☐ Undergraduate Student ☐ Graduate Student (GA ☐ Yes ☐ No) ☐ Other (Please Specify _____)
Union Affiliation _____

COMPLAINANT INFORMATION

Name: _____ Pronouns/Name in Use: _____

Job Title/Program of Study: _____

Department/Major: _____

Work Telephone: _____ Work Email: _____

Home Address: _____

Home Telephone: _____ Home Email: _____

Preferred Method of Contact: ☐ Work Telephone ☐ Home Telephone ☐ Work Email ☐ Home Email

How long have you worked/studied in your current position? _____

How long have you worked/studied at UConn? _____

Your Supervisor's Name and Job Title: _____

RESPONDENT INFORMATION

Respondent Name: _____

Respondent Job Title: _____

Respondent Department: _____

Relationship: _____ Length of Relationship: _____

- 1) Please describe the specific action(s) or situation(s) that you believe constitute discrimination, discriminatory harassment (or sexual harassment) and/or retaliation.

- 2) Please identify why you believe the action(s) or situation(s) relate to your membership in a protected class (including but not limited to race, sex, age, disability, national origin, etc.) and/or why you believe you were subjected to retaliation

- 3) Please identify any documents, e-mails, records, materials and other evidence including witnesses whom you believe may have information pertaining to your complaint.

ACKNOWLEDGEMENT

I understand that, regardless of any contact with the Office of Institutional Equity, I also retain the right to file an external complaint of discrimination or discriminatory harassment with the Connecticut Commission on Human Rights and Opportunities (CHRO), the Equal Employment Opportunity Commission (EEOC) and/or the Office for Civil Rights (OCR). Further, I understand that the relevant timeline for filing with these agencies varies from 180 days to 300 days from the date of the alleged discriminatory or retaliatory act and is independent of any internal complaint filed with the Office of Institutional Equity.

I understand that under state and federal law, as a complainant, I may not be retaliated against for filing a charge of discrimination, participating in an investigation or opposing an unlawful discriminatory practice.

I hereby attest that the facts asserted in this complaint are true and accurate to the best of my knowledge and belief.

Complainant Signature

Date

Upon completion, please return this form and any evidence pertaining to your complaint to:

STORRS & REGIONAL CAMPUSES

Office of Institutional Equity
University of Connecticut
241 Glenbrook Road – Unit 4175
Storrs, CT 06269-4175
Phone: 860-486-2943 / Fax: 860-486-6771
Email: equity@uconn.edu

UConn HEALTH

Office of Institutional Equity
UConn Health
16 Munson Road – 4th Floor
Farmington, CT 06030-5310
Phone: 860-679-3563 / Fax: 860-679-6512
Email: equity@uconn.edu

The University of Connecticut complies with all applicable federal and state laws regarding non-discrimination, equal opportunity and affirmative action, including the provision of reasonable accommodations for persons with disabilities. UConn does not discriminate on the basis of race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disability, veteran status, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or political beliefs in its programs and activities. Employees, students, visitors, and applicants with disabilities may request reasonable accommodations to address limitations resulting from a disability. For questions or more information, please contact the Associate Vice President, Office of Institutional Equity, 241 Glenbrook Road, Unit 4175, Storrs, CT 06269-4175; Phone: (860) 486-2943; Email: equity@uconn.edu

UConn and UConn Health Discrimination Investigations Training Attendance

| NAME | TITLE | AGENCY | FOUNDATION | UPDATE |
|-------------------------------------|--|--------------|--------------------------|------------------------------|
| Letissa Reid | Associate Vice President | UConn | 2022 | 2023 |
| Sarah Chipman | Director of Investigations, Deputy Title IX Coordinator | UConn | 2014 | 2015, 2017, 2019, 2021, 2023 |
| Jamila Goolgar | Senior EEO Investigator | UConn Health | 2014 | 2015, 2017, 2019, 2021, 2023 |
| Anthony Soto (hired August 2023) | EEO Investigator | UConn | Enrolled in October 2024 | |

Non-Retaliation Policy

| | |
|--------------------------------------|---|
| Title: | Non-Retaliation Policy |
| Policy Owner: | Office of the President |
| Applies to: | Faculty, Staff, Students, Contractors and Affiliated Persons |
| Campus Applicability: | All Campuses |
| Effective Date: | October 22, 2012 |
| For More Information, Contact | Office of University Compliance |
| Contact Information: | (860) 486-2530 |
| Official Website: | http://president.uconn.edu/ |

PURPOSE

To define how the University provides for the protection of any person or group within its community from retaliation who, in good faith, participates in investigations or reports alleged violations of policies, laws, rules or regulations applicable to the University of Connecticut.

POLICY STATEMENT

The University encourages individuals to bring forward information and/or complaints about violations of state or federal law, University policy, rules, or regulations. Retaliation against any individual who, in good faith, reports and/or participates in the investigation of alleged violations, or who assists others in making such a report, is strictly forbidden. This policy does not protect an individual who knowingly files a report or provides information as part of an investigation that is false or is filed in bad faith. The University will take appropriate action, up to and including dismissal, against any employee, student, or affiliated person who violates this policy.

DEFINITIONS

Retaliation: Any adverse action taken, or threatened against an individual because they have, in good faith, reported an allegation concerning the violation of state or federal law, University policy, rule, or regulation, or because they have participated in any manner with an investigation of such an allegation, or in an effort to deter an individual from doing so.

Examples of actions that may constitute retaliation include, but are not limited to:

- unsubstantiated adverse performance evaluations or disciplinary action;
- adverse decisions relating to the terms or conditions of employment or education;
- interference with or denial of promotion or advancement opportunities (whether employment-related or academic);
- reduction in a student's grade;
- interference with or denial of participation in University programs or activities;
- unfounded negative job references or interfering with one's job search;
- denial or removal of co-authorship on a publication;
- repeated intimidation or humiliation, derogatory or insulting remarks, or social isolation which may occur indirectly or directly from co-workers and/or a supervisor;
- physical threats and/or destruction of personal or state property

Any action taken or threatened that would dissuade a reasonable person from engaging in activities protected by this policy may also be considered retaliatory.

Good Faith Report: A report made with an honest and reasonable belief that a university-related violation of law or policy may have occurred.

Bad Faith Report: A report made that is knowingly false and/or made with malicious intent.

Protected Activities: Good faith reporting, whether internally or externally, or inquiring about suspected wrongful or unlawful activity; assisting others in making such a report; and/or participating in an investigation or proceeding related to suspected wrongful or unlawful activity.

REPORTING PROCESS

If an individual believes that they have been subjected to retaliation, they should either contact the office to which the initial complaint was filed or any of the following University offices:

Storrs & Regional Campuses

The Office of University Compliance

28 Professional Park, Unit 5084
Storrs, CT 06269-5084
Telephone: (860) 486-2530
Reportline: 1-888-685-2637
Website: <https://compliance.uconn.edu>

The Office of Institutional Equity (OIE)

241 Glenbrook Road
Wood Hall, Unit 4175
Storrs, CT 06269-4175
Telephone: (860) 486-2943
OIE's Discrimination Complaint Procedures:
<https://equity.uconn.edu/policiesprocedures/>

Office of Faculty & Staff Labor Relations

9 Walters Avenue, Unit 5075
Storrs, CT 06269-5075
Telephone: (860) 486-5684
Website: <https://lr.uconn.edu/>

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University of Connecticut Police Department

126 North Eagleville Road, Unit 3070
Storrs, CT 06269-3070
Telephone: (860) 486-4800
Website: <https://publicsafety.uconn.edu/police/>

UConn Health

The Office of University Compliance

Administrative Services Building
263 Farmington Avenue
Farmington, CT 06030-5329
Telephone: (860) 679-1969
Reportline: 1-888-685-2637
Website: <https://compliance.uconn.edu>

The Office of Institutional Equity (OIE)

Munson Building
263 Farmington Avenue
Farmington, CT 06030-5130
Telephone: (860) 679-3563 Fax: (860) 679-3805
Email: equity@uconn.edu
OIE's Discrimination Complaint
Procedures: <https://equity.uconn.edu/policiesprocedures/>

Employee/Labor Relations

Munson Building 263 Farmington Avenue Farmington,
CT 06030 – 4035
Telephone: 860-679-8067
Website: <https://health.uconn.edu/human-resources/services/employee-labor-relations/>

University of Connecticut Police Department

263 Farmington Avenue Farmington, CT 06030 – 3925
Telephone: 860-486-4800
Website: <https://publicsafety.uconn.edu/police>

Any individual who is covered by a collective bargaining contract are also encouraged to contact their union:

Union

The American Association of University Professors (AAUP), University of Connecticut Chapter
The University of Connecticut Professional Employees Association (UCPEA)
Maintenance and Service Unit, Connecticut Employees Union Independent (CEUI)

Contact Information

Telephone: (860) 487-0450
Website: <http://www.uconnaaup.org/contact/>
Telephone: (860) 487-0850
Website: <http://ucpea.ct.aft.org/>
Telephone: (860) 344-0311
Website: <http://ceui.org/>

Administrative Clerical Unit – American Federation of State, County and Municipal Employees (AFSCME)

Telephone: (860) 224-4000
Website: <https://www.afscme.org/>

Connecticut Police and Fire Union

Telephone: (860) 953-2626
Website: https://cpfu.org/cpfu_wp/

Social and Human Services Unit – American Federation of State, County and Municipal Employees (AFSCME)

Telephone: (860) 224-4000
Website: <https://www.afscme.org/>

Administrative and Residual Employees Union (A&R)

Telephone: (860) 953-1316
Website: <http://andr.ct.aft.org/>

New England Health Care Employees Union – District 1199

Telephone: (860) 549-1199
Website: <http://www.seiu1199ne.org/>

University Health Professionals (UHP)

Telephone: (860) 676-8444
Website: <http://uhp3837.ct.aft.org/>

Nothing in this policy shall be deemed to diminish the rights, privileges or remedies of a University (State) employee under other federal or state law or under any collective bargaining agreement or employment contract.

ADDITIONAL RESOURCES

In addition to the resources above, the following offices may be helpful to University employees and students who believe they are experiencing retaliation.

Employee Assistant Program

Website: <https://hr.uconn.edu/employee-assistance-program/>

University Ombuds

Website: <https://ombuds.uconn.edu/>

Office of the Dean of Students

Website: <https://dos.uconn.edu/>

UConn Cultural Centers

Website: <https://diversity.uconn.edu/cultural-centers/>

Office for Diversity and Inclusion:

Website: <https://diversity.uconn.edu/>

POLICY HISTORY

Policy created: 09/22/2009

Revisions:

10/22/2012 (Non-substantive revisions)

05/03/2021 (Approved by President's Cabinet)

45 DAY UPDATE TO COMPLAINANT

Dear [REDACTED],

I write to provide an update on your OIE case. I am [continuing to investigate/ MODIFY AS APPROPRIATE]. I anticipate being able to complete your case by [PROVIDE ESTIMATED TIME FRAME].

Please also know that, in addition to my office, you have the option to file a complaint regarding discrimination or harassment with the Connecticut Commission on Human Rights and Opportunities (CHRO), the Equal Employment Opportunity Commission (EEOC), the U.S. Department of Labor, or the Office for Civil Rights (OCR). Please note that the relevant timelines for filing with these agencies is 180-300 days of the alleged incident or act of discrimination, regardless of OIE's investigation. Please understand that OIE's investigation does not stop the clock on the deadlines to file external complaints. You can find more information and links to these agencies' websites at <https://equity.uconn.edu/discrimination/civil-rights-enforcement-agencies/>.

DISCRIMINATION COMPLAINT LOG
UCONN HEALTH
INTERNAL MATTERS PENDING BETWEEN JUNE 1, 2023 AND MAY 31, 2024

| COMPLAINANT RACE/SEX | DATE FILED | TYPE | RESPONDENT | BASIS CLAIMED | FINDING | RESOLUTION | LENGTH OF TIME TO RESOLVE | DATE CLOSED |
|-------------------------|------------|----------|------------------------|---|--------------------------------|---------------------------|---------------------------------|-------------|
| A/F | 3/21/2024 | Internal | University Employee | Retaliation | Pending | | | |
| H/M | 1/2/2024 | Internal | University Employee | Discrimination - Ethnicity/Race | Assessment of Merits | | 37 | 2/8/2024 |
| U/M | 12/4/2023 | Internal | University Employee | Discrimination - Disability | Administratively Closed | Filed at CHRO | 116 | 3/29/2024 |
| H/F | 11/6/2023 | Internal | University Employee | Discrimination - Ethnicity/Race | Withdrawn by Complainant | | 130 | 3/15/2024 |
| U/M | 10/30/2023 | Internal | University Employee | Sexual Harassment | No University Policy Violation | | 158 | 4/5/2024 |
| U/F | 10/26/2023 | Internal | University Employee | Discrimination/Harassment - Sex | No University Policy Violation | Referred to Management | 165 | 4/8/2024 |
| H/F | 10/19/2023 | Internal | University Employee | Sexual Harassment | Assessment of Merits | Referred to Management | 29 | 11/17/2023 |
| W/F | 9/15/2023 | Internal | University Employee | Discrimination/Harassment - Disability | No University Policy Violation | | 151 | 2/13/2024 |
| NA | 9/26/2023 | Internal | 2 University Employees | Discrimination/Harassment - Race/Ethnicity/National Origin/Sexual Orientation/Gender Identity; Retaliation | No University Policy Violation | | 217 | 4/30/2024 |
| B/F | 8/31/2023 | Internal | University Employee | Discrimination/Harassment - Race; Retaliation | No University Policy Violation | Referred to Management | 95 | 12/4/2023 |
| B/F | 8/8/2023 | Internal | University Employee | Discrimination - Race | Assessment of Merits | | 65 | 10/12/2023 |
| H/F | 7/27/2023 | Internal | 2 University Employees | Discrimination/Harassment - Ethnicity/Race | Assessment of Merits | | 22 | 8/18/2023 |
| H/F | 7/5/2023 | Internal | 4 University Employees | Discrimination - Disability | Administratively Closed | Filed at CHRO | 55 | 8/29/2023 |
| U/M | 6/7/2023 | Internal | University Employee | Discrimination/Harassment - Religion | No University Policy Violation | | 90 | 9/5/2023 |
| NA | 5/12/2023 | Internal | University Employee | Sexual Harassment | Policy Violation | Referred to Management | 157 | 10/16/2023 |
| B/F | 4/27/2023 | Internal | 4 University Employees | Discrimination/Harassment - Race | Assessment of Merits | | 92 | 7/28/2023 |

UConn Health EXTERNAL Discrimination Complaints
Opened or Pending Between June 1, 2023 - May 31, 2024

| Complainant Race/Sex | Date Filed/ Date Received* | Type | Respondent | Basis Claimed | Finding | Resolution | Length of Time to Resolve | Date Closed |
|----------------------|-------------------------------|----------|--------------|---|------------------------------------|-------------------------|------------------------------|-------------|
| UF | 5/8/2024 | External | UConn Health | Discrimination - Disability; Retaliation | Pending at CHRO Pending at EEOC | | | |
| WF | 3/21/2024 | External | UConn Health | Discrimination - Disability | Pending at CHRO Pending at EEOC | | | |
| HM | 3/18/2024 | External | UConn Health | Discrimination - Disability/Race | Pending at CHRO | | | |
| UF | 12/26/2023 | External | UConn Health | Discrimination - Religion/National Origin; Retaliation | Pending at CHRO Pending at EEOC | | | |
| BF | 10/3/2023 | External | UConn Health | Discrimination - Disability | Pending at CHRO Pending at EEOC | | | |
| UM | 9/27/2023 | External | UConn Health | Discrimination - Disability | Closed at CHRO Pending at EEOC | Settlement Agreement | 169 | 3/14/2024 |
| UF | 8/18/2024 | External | UConn Health | Discrimination - Disability; Retaliation | Pending at CHRO Pending at EEOC | | | |
| UF | 8/4/2023 | External | UConn Health | Discrimination - Sex; Retaliation | Pending at CHRO Pending at EEOC | | | |
| HF | 4/3/2023 | External | UConn Health | Discrimination - Age, Race, Ancestry | Pending at CHRO Pending at EEOC | | | |
| UM | 10/6/2023 | External | UConn Health | Discrimination - Disability | Pending at CHRO Pending at EEOC | | | |
| BF | 4/18/2023 | External | UConn Health | Discrimination - Race | Closed at OCR | Dismissed | 70 | 6/27/2023 |
| UF | 1/13/2023 | External | UConn Health | Discrimination - Age | Pending at OCR | | | |
| UF | 1/13/2023 | External | UConn Health | Discrimination - National Origin/Ancestry; Retaliation | Pending at CHRO Pending at EEOC | | | |
| UM | 1/13/2023 | External | UConn Health | Discrimination - National Origin/Ancestry; Retaliation | Pending at CHRO Pending at EEOC | | | |
| UF | 9/19/2022 | External | UConn Health | Discrimination - Sex/Pregnancy; Retaliation | Closed at CHRO Pending at EEOC | Withdrawal of Complaint | 259 | 6/5/2023 |

UConn Health EXTERNAL Discrimination Complaints
Opened or Pending Between June 1, 2023 - May 31, 2024

| Complainant Race/Sex | Date Filed/ Date Received* | Type | Respondent | Basis Claimed | Finding | Resolution | Length of Time to Resolve | Date Closed |
|----------------------|---|----------|--------------|--|--|--|------------------------------|--|
| UF | 1/13/2022 | External | UConn Health | Discrimination - Disability/Ancestry; Retaliation | Closed at CHRO Pending at EEOC | Dismissed - No reasonable cause | 687 | 12/1/2023 |
| UF | 5/10/2021 | External | UConn Health | Discrimination - Pregnancy | Closed at CHRO Pending at EEOC | Dismissed at CHRO | 637 | CHRO 2/6/2023 |
| HF | 10/7/2020 | External | UConn Health | Discrimination - National Origin/Ancestry; Retaliation | Closed at CHRO Closed at EEOC Closed at OPH Pending at Superior Court Pending at Federal Court | Dismissed at CHRO Dismissed at EEOC Dismissed at OPH | 629 CHRO EEOC 644 | CHRO 6/28/2022 EEOC 7/13/2022 |
| BF | 7/21/2020 Filed at CHRO 8/13/2020 Filed at EEOC | External | UConn Health | Discrimination - Race/ Color; Retaliation | Closed at CHRO Pending at EEOC | Dismissed at CHRO | 771 | CHRO 8/31/2022 |
| UF | 10/31/2019 Filed at CHRO 12/7/2019 Filed at EEOC 4/8/2022 Moved to OPH | External | UConn Health | Discrimination - Disability; Retaliation | Pending at CHRO Pending at EEOC Pending at OPH | | | |
| UF | 1/25/2017 Filed at Claims Commission | External | UConn Health | Discrimination - Gender Identity | Closed at Claims Commission | Withdrawal of Complaint | 2473 | 11/3/2023 |
| UF | 10/20/2016 | External | UConn Health | Discrimination - Age | Pending at CHRO Pending at EEOC | | | |
| BM | 5/20/2016 Filed at CHRO 6/27/2016 Notice to UConn Health | External | UConn Health | Discrimination - Color/Race | Pending at CHRO | | | |
| UM | 1/16/2013 | External | UConn Health | Retaliation | Closed at OPH, on appeal, Superior Court remanded to OPH | | | |

GOALS ANALYSIS

(Sec. 46a-68-90)

September 2024

This section was in compliance in the previous filing and there were no proposals and recommendations.

Reclassifications comprise 12.4%, or twenty-four (24) out of one hundred ninety-four (194) promotions in this *Plan*. All employees that were promoted by reclassification were done in accordance with the bargaining unit contract. Typically, employees were reclassified after they were working at a higher level for an extended period. Employees in collective bargaining titles require specific experience and years of experience to be upgraded in the career series. Employees were given equal opportunity to take on extra project work and gain experience to qualify for positions at the higher level in an equitable process. Human Resources oversees the reclassification process and reviews all reclassifications.

Faculty promotions through the University's Academic Advancement and Promotion process are not considered reclassifications as faculty advance through the academic ranks. Faculty are promoted and/or awarded tenure through a process that is guided by the Bylaws of the University and the Schools of Medicine and Dental Medicine. This standardized process, similar across academia, requires an application including a candidate's academic achievements, professional experience, scholarship, grants, publications, teaching, student evaluations and references. The applications are evaluated objectively by the Senior Appointments and Promotions Committee and approved by the Dean, the Provost, and the Board of Directors. As these promotions are not reclassifications, language to that effect is included where applicable in the Promotional Goals Analysis for categories 2B – 2E.

Subsection (a)

Narrative reports were prepared on all activity undertaken to achieve the hiring, promotion, and program goals contained in the previous affirmative action plan. The narrative reports include a probing self-analysis of the progress made toward those ends. UConn Health undertakes corrective action as set forth in section 46a-68-88 of the Regulations of Connecticut State Agencies, if analysis reveals additional problem areas or an ineffective course of action.

Subsection (b)

For each job search, UConn Health provided the race and gender of:

1. The total applicant pool.
2. The qualified applicant pool; and
3. The applicants interviewed.

As in the previous *Plans*, UU (Unknown race Unknown gender) is utilized. During the application process, each applicant is given the opportunity to voluntarily provide demographic information including race and gender using the federally mandated Two-Part Question. Applicants who chose not to provide race and gender were categorized as Unknown (UU). In this Plan, three applicants that were selected for hire chose not to self-identify their race and gender when given the opportunity as both an applicant and employee.

As a continuation of efforts to align UConn Health and University of Connecticut processes and reporting, the applicant charts in the individual Goals Analysis narratives are reported in the same format as previous *Plans*. The line “Interviewed” includes solely those applicants that were selected for an interview and not hired. Applicants that were hired are not included in this line of the chart. Applicants hired are only accounted for in the Hired line. The line “Qualified” includes applicants that met the minimum qualifications but not the preferred qualification and were not interviewed. Interviewed and hired applicants are not included in this line. Applicant pool totals for each race/gender category are correct.

Because of this change, the “Interviewed” line when totaled for each job category, differs from the “Interviewed” line in the Applicant Flow Analysis.

Goals met and no longer utilized are explained in the narrative and no longer highlighted.

In the Promotional Goals Analysis, both hiring and promotional goals are utilized when positions are posted externally. The narrative notes when hiring goals are included.

Subsection (c)

When a goal is met, the applicant is identified as a goal candidate, and a narrative is not included for that search and hire. The applicant pools are listed and are included in the Applicant Flow Analysis.

Subsection (d)

For each unmet goal, a narrative outlining the agency’s good faith efforts to achieve the goal is explained and rationale for eliminated goal candidates is included. Narratives for each job search resulting in the hire of a non-goal candidate provide a detailed and complete discussion of every goal candidate.

In the Hiring Goals Analysis, hires resulting from employees moving from a part-time to full-time status are considered as meeting a hiring goal in this *Plan*. Additionally, in the Promotional Goals Analysis, promotions due to collective bargaining obligations are considered meeting promotional goals. These changes are a result of a technical assistance discussion with CHRO reviewers on October 17, 2023.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 1A Executive | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|---------------------|------------|----------|----|-----------|-----------|
| 1A EXECUTIVE | 7/14/2023 | N | WM | 2023-709 | 1 |
| | 7/14/2023 | N | WM | 2023-818 | 1 |
| | 5/31/2024 | Y | BM | 2024-1226 | 1 |

| | |
|---------------------------|--|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-709 |
| Job Group | 1A |
| Department | 62124-Office Vice President of Research |
| Job Title | Assoc Vice President - Research Compliance |

The successful candidate will bring to the University an exceptional background in research administration -- including broad and deep knowledge of compliance regulations, issues, and strategies -- and have a track record of proven success implementing the components of a strong research compliance program. The successful candidate will have outstanding interpersonal skills, a collaborative style, and a reputation for successfully working with university leadership, faculty and departmental staff to implement new policies, procedures and programs.

Qualifications:

- Demonstrated ability to work closely with the Center for Comparative Medicine, the Administrative Policy Committee, Environmental Health and Safety, Employee Health, Facilities, Research Administration and Finance, Sponsored Programs, Research Security as well as with researchers and staff, to ensure successful and compliant programs for biosafety, human, animal subjects research, and financial conflict of interest in research.
- Experienced developing guidelines and processes that provide consistency in the application of research monitoring policies.
- Experienced developing and delivering outreach programs on federal regulations and University policy for research compliance committees, faculty, researchers, staff, and students.

Minimum Qualifications

- Advanced Degree with a minimum of 10 years of experience in roles of increasing leadership and responsibility working in a research environment in an Academic Medical Center and higher education or a related field.
- A thorough understanding of animal care and human subjects research compliance policies, biosafety issues, stem cell research and research financial conflict of interest.

- A thorough understanding of ethical research conduct principles and the administration of a research integrity program
- Detailed knowledge of applicable federal, state, and local rules and regulations related to human subjects, biosafety, animal research, stem cell research and research financial conflict of interest
- Demonstrated leadership and understanding of research compliance.
- Knowledge of NIH's new Financial Conflict of Interest Rule.
- Experience and demonstrated ability to develop and implement policies and procedures.
- Experience managing staff.
- Excellent project management skills.
- Excellent organizational skills, including the ability to plan, schedule, and successfully carry out multiple projects at the same time.
- Superior critical thinking, writing, and editing abilities.
- Ability to innovate and solve problems.
- Excellent interpersonal and communication skills, with the ability to develop and maintain effective working relationships with various constituencies including faculty, senior administrators, and members of several governing boards.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-709 | 3 | 11 | 2 | 0 | 0 | 1 | 1 | 2 | 0 | 2 | 3 | 25 |
| Unqualified | 1 | 3 | 2 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 2 | 11 |
| Qualified | 1 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 9 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was interviewed and not selected because she only had experience in one facet of research compliance and did not have direct experience in other areas. She also did not provide examples of how her management experience would bridge the knowledge deficiency in the other core areas of this position. Additionally, her presentation materials and delivery did not articulate her ideas clearly and effectively.

1 WM was selected. He had been involved in research integrity and compliance at four academic medical institutions that were like UConn Health. This experience provided him with an understanding of federal regulations that govern research activities. He also had experience

evaluating and minimizing risk to ensure compliance with the regulations and eligibility for federal funding. Additionally, he had experience with human subjects' research, state land grants and a unionized workforce.

| | |
|---------------------------|-----------------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-818 |
| Job Group | 1A |
| Department | 61120-IT Clinical Systems |
| Job Title | Asst Vice President - IT Security |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITY:

Proficient knowledge of all security architecture and design used in a complex system infrastructure including, but not limited to, firewall technologies, encryption based security safeguards and standards, access control methodologies, major operating system security configurations, two factor authentication, identify access management, security event management, cryptographic controls; strong network security understanding in a multi-protocol LAN/WAN environment including TCP/IP, ISPEC, SSL and HTTP; strong understanding of host and network intrusion detection and monitoring technologies; knowledge of regulations that affect information technology, including HIPAA; demonstrated experience with litigation hold processes; technical leadership skills to provide world-class information system solutions; excellent cross functional relationship building skills; effective written and verbal communications skills and ability to interact with senior management; ability to create and maintain a strategic plan for IT security initiatives with a rolling three (3)-year horizon; ability to organize and lead project activities.

EXPERIENCE AND TRAINING:

General Experience:

Ten years' experience in similar role within IT, preferably in an Academic Medical Center or Health Care industry setting, demonstrating progressive growth with at least 4 years in a managerial role.

Substitution:

Bachelor's degree, Masters preferred.

Special Requirement:

Must have Information Systems Security Professional (CISSP) certification or equivalent.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-818 | 11 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 2 | 18 |
| Unqualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 4 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 9 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BM and 1 HM, were not interviewed because they did not have the special requirement of a CISSP certification or the equivalent.

1 WM was selected. He had worked as a manager for fourteen years in the health care industry in a similar role within IT, and he had a CISSP certification. He provided detailed responses to questions regarding his knowledge of the role, responsibilities, and IT security operations. He also included examples of his experience managing, using metrics and incident response.

| | |
|---------------------------|--|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-1226 |
| Job Group | 1A |
| Department | Office of Health Affairs |
| Job Title | Executive Vice President of Health Affairs |

Executive Skills and Qualifications

Master's degree in business administration or closely related area preferred.

MD degree preferred.

Ten (10) years of leadership experience including oversight of strategic planning, program planning and quality management.

Prior experience in senior administration of a health system that includes a hospital and multispecialty physician groups.

Demonstrated experience in transforming organizations.

Experience demonstrating effective/proactive employee relations philosophy required.

Experience leading staff represented by organized labor preferred.

Membership in American College of Healthcare Executives preferred.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-1226 | 30 | 10 | 7 | 3 | 2 | 0 | 4 | 2 | 1 | 1 | 23 | 83 |
| Unqualified | 19 | 8 | 4 | 2 | 1 | 0 | 4 | 2 | 1 | 0 | 18 | 59 |
| Qualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 5 |
| Withdrawn | 4 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 2 | 10 |
| Interviewed | 5 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 BM, was selected.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 1B University Director | 0 | 0 | 0 | 0 | 2 | 1 | 1 | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------|------------|----------|----|-----------|-----------|
| 1B UNIV DIRECTOR | 8/25/2023 | N | WF | 2023-1366 | 1 |
| | 8/25/2023 | Y | HM | 2024-006 | 1 |
| | 10/6/2023 | N | WF | 2024-040 | 1 |
| | 10/20/2023 | Y | HF | 2023-1447 | 1 |
| | 12/15/2023 | N | WF | 2024-343 | 1 |
| | 1/12/2024 | N | WM | 2024-278 | 1 |
| | 2/23/2024 | N | WF | 2024-418 | 1 |
| | 4/5/2024 | N | WF | 2024-525 | 1 |

| | |
|--------------------|--|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1366 |
| Job Group | 1B |
| Department | 10820-Musculoskeletal Signature Program |
| Job Title | University Director - Outcomes, Research & Quality |

EXPERIENCE AND TRAINING:

General Experience:

Advanced degree (Master's or Doctorate) in relevant field and two (2) years of experience working in a clinical research environment with regulatory oversight and consultation on research design and statistical analysis.

At least one (1) year of supervisory experience

Substitution Allowed:

Bachelor's degree in relevant field and four (4) years of general experience

PREFERRED QUALIFICATIONS:

Five (5) years of experience working in a clinical research environment with regulatory oversight and consultation on research design and statistical analysis.

Research experience in Musculoskeletal/ Orthopedic Surgery or related field.

Three (3) years of supervisory experience

Experience in quality improvement.

Strong biostatistical experience and knowledge; ability to use statistical software such as SPSS, Stata, Python, R

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1366 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 4 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 AF, did not meet the minimum requirements as posted.

1 WF was selected. She had 10 years of experience working in orthopedic departments. She also had 14 years of research experience with patient reported outcomes, clinical research, and quality improvements. Additionally, she had experience using SPSS statistical software.

| | |
|---------------------------|-------------------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2024-006 |
| Job Group | 1B |
| Department | 60010-Office of General Counsel |
| Job Title | Senior Associate Healthcare Counsel |

This position was posted on the UConn Health website.

KNOWLEDGE, SKILLS, AND ABILITY:

- Deep knowledge of issues related to clinical practice and patient care, including informed consent, health care quality and safety, and other regulatory requirements, including but not limited to Stark, Anti-Kickback, FCA, and all applicable federal and state laws and regulations.
 - Strong knowledge of managed care and MAO contracting, related provider, payer and patient interests, and applicable federal and state regulation(s); expertise in 340b and contract pharmacy issues, DSH status, and complex legal/regulatory and political frameworks governing hospitals and physician practices.
 - Excellent research, writing, oral and interpersonal skills, and the ability to communicate, collaborate and interact effectively with clients at all levels of the organization.
 - Demonstrated legal and ethical stature, maturity, competence, and confidence to operate with credibility at the executive level as well as a professional history of maintaining objectivity while driving appropriate outcomes, managing multiple stakeholder agendas, and promoting high client service standards.
 - Ability to develop strong external relationships and networks with governmental/regulatory entities and local, state, and federal constituents within the healthcare industry.
 - Excellent negotiation skills.
 - Excellent organizational and project management skills.
 - Ability to maintain confidential information, materials, and files.

- Ability to manage multiple priorities and responsibilities with various deadlines.
- Ability to find creative, innovative solutions to complex legal issues.
- Ability to effect process change to achieve optimal efficiency.

EDUCATION AND EXPERIENCE:

- Must have a J.D. from an ABA-accredited school.
- Current member of Connecticut bar.
- Minimum of ten years' legal experience with patient care, clinical issues, and other health care laws and regulations.

PREFERRED QUALIFICATIONS:

- Experience as a member of a leadership team with responsibility for managing a department within a multi-disciplinary health provider organization, including but not limited to an academic medical center.
- Minimum of three years' experience as in-house counsel at a teaching hospital, with demonstrated experience providing strategic legal advice and counsel in connection with its (1) contracts with managed care organizations and 340B/pharmacy issues; (2) policy development and alignment; and (3) inter-agency negotiations and agreements.
- Experience working for an agency of the state of Connecticut, or another state.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-006 | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HM, was selected.

| | |
|---------------------------|--|
| Start Date | 10/6/2023 |
| Requisition Number | 2024-040 |
| Job Group | 1B |
| Department | 10740-UCONN Health Disparities Institute |
| Job Title | Administrative Director |

EXPERIENCE AND TRAINING

General Experience

A graduate degree in public health social work

A minimum of 2 years post masters experience at the director level

Knowledge, Skills & Abilities

- Ability to develop a plan for and to direct operations for a portfolio of grant funded research
- Analytical capabilities required for complex problem-solving responsibilities
- Familiarity with management techniques, human resources management, financial management, contracting, and strategic planning
- Ability to develop effective and collaborative working relationships with a variety of disciplines and levels of staff across departments.
- Excellent organizational, verbal, and written communication skills; program development and computer skills; supervisory ability; excellent leadership skills; ability to prioritize work
- Experience supervising staff as well as student teams
- Ability to develop staff training procedures

Preferred

- Independently develop research protocols
- Proficiency in preparing reports for federal funders
- Expertise in qualitative data management and analysis
- Scholarly and public dissemination experience
- Proficiency in Nvivo, Qualtrics, RedCap, LucidCharts, Zotero and Canva
- Experience providing technical assistance and training focused on research and evaluation for community partners
- Expertise in Photovoice implementation

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-040 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Unqualified | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goals had been met with a hire and a promotion that was posted externally. HM were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF was selected. She had a master's degree in public health and social work as well as experience with grant writing and preparing reports for federal funders. She also had experience in qualitative data management and analysis with software experience in Nvivo, Qualtrics, RedCap, LucidCharts, Zotero and Canva. Additionally, she had experience with scholarly and public dissemination, developing staff training procedures and supervision.

| | |
|---------------------------|--|
| Start Date | 10/20/2023 |
| Requisition Number | 2023-1447 |
| Job Group | 1B |
| Department | 60180-Office of Patient Experience |
| Job Title | Director Patient Experience and Volunteer Services |

Knowledge, Skills, and Ability:

Considerable knowledge and ability to apply management principles and techniques; considerable knowledge of investigative and crisis intervention techniques; excellent communications (written and verbal and receptive listening); excellent interpersonal and organizational skills; analytical capabilities required for complex problem-solving responsibilities; comprehensive knowledge of statutory or regulatory provisions relevant to healthcare and accreditation agencies regulations and volunteer programs; knowledge of UConn Health policies, procedures and healthcare programs, practices and interrelationships and resources available to patients; and best practices for enhancing patient and employee experience in healthcare. Excellent computer skills including database knowledge.

Experience and Training:

General Experience: Eight (8) years professional experience in social, human or community service programs in a health care setting of which three (3) years must have been in a supervisory capacity. Bachelor's degree in human services including nursing, psychology, counseling or social work.

Substitution:

Master's degree in one of the above may be substituted for one (1) additional year of the general experience.

Special Requirement:

Incumbents in this class may be required to travel.

Preferred Requirements:

Demonstrated exceptional written and oral communication skills.

At least two years of professional experience in a large, complex healthcare organization.

Prior work experience with and demonstrated ability to navigate and resolve conflict regarding patient medical care and patient/family concerns.

Prior experience as a non-patient user of Epic electronic medical record system.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1447 | 5 | 20 | 2 | 3 | 0 | 2 | 0 | 2 | 0 | 1 | 2 | 37 |
| Unqualified | 2 | 8 | 2 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 16 |
| Qualified | 3 | 6 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 13 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Interviewed | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HF, was selected.

| | |
|---------------------------|--|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-343 |
| Job Group | 1B |
| Department | 60102-Health Marketing & Multimedia Services |
| Job Title | Director of Health Marketing |

QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY:

Strong understanding of strategic marketing, project management and organizational communications; demonstrated understanding of print and broadcast advertising, promotion, media planning and placement, print collateral, print production, web communications and internal communications; CRM, performance analytics and ROI, email marketing and social media advertising, web integration solutions and consumer engagement strategies. Exceptional communication, leadership, project management interpersonal and analytical skills; exceptional supervisory skills; demonstrated strong ability to provide strategic communications counsel to others on challenging and sensitive Issues; adept at working successfully in collaborative and team settings, able to meet strict deadlines and perform multiple tasks concurrently in a disciplined, fast paced environment.

EXPERIENCE AND TRAINING:

General Experience: Bachelor's Degree in Marketing, Communications, Business Administration, or a related field and six (6) years' previous health care provider or health industry communications experience.

PREFERRED EXPERIENCE:

Previous and recent communications experience in an academic medical center or hospital setting, ideally within Connecticut.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-343 | 6 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 19 |
| Unqualified | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 6 |
| Qualified | 5 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goals had been met with a hire and a promotion that was posted externally. HM were no longer established hiring goals. Also, the HF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She had a background in healthcare and marketing to patients. Her experience included working with vendors, content owners, and providers. She also had experience with customer relationship manager software campaigns and digital marketing channels. Additionally, she provided detailed examples of her organizational skills.

| | |
|---------------------------|--|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-278 |
| Job Group | 1B |
| Department | 83120-Pharmacy |
| Job Title | University Director - Hospital Pharmacy Services |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL & ABILITY:

- Considerable knowledge of and ability to apply management principles and techniques.
- Considerable knowledge of the principles and practices pharmacy and pharmacology.
- Considerable knowledge of the operations of a hospital or outpatient facility/pharmacies.
- Considerable knowledge of pharmaceutical economics
- Considerable knowledge of relevant state and federal laws, statutes, and regulations as it pertains to hospital pharmacy practice.
- Excellent administrative, professional, and fiscal management skills.
- Considerable interpersonal skills; strong verbal and written communications skills.
- Considerable ability to maintain and effectively utilize perpetual inventory records and patient drug profiles.
- Considerable ability to impose adequate controls over supply, dispensing and flow of control substances.
- Ability to provide training and technical assistance; teaching ability.
- Ability to maintain records.
- Supervisory ability

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

- PharmD or Bachelor's degree in Pharmacy
- Seven (7) years of hospital pharmacy experience including three (3) years in a managerial/administrative capacity. One (1) year of American Society of Health-System Pharmacists (ASHP) accredited residency will be considered equivalent to two (2) years of clinical hospital experience.

SUBSTITUTION ALLOWED:

A Master's degree in Pharmacy may be substituted for one (1) year of the general experience.

SPECIAL REQUIREMENTS:

Must possess and maintain during employment Pharmacist licensure in the State of Connecticut. (If not licensed in CT at hire must be able to reciprocate current state Pharmacist license to CT State license within four months of hire).

PREFERRED EXPERIENCE/QUALIFICATIONS:

- Advanced degree is business such as an MBA, MPH, Masters in Healthcare Management
- Pharmacy Board Certification
- PGY2 Residency in Pharmacy Administration
- Experience with EMA systems such as EPIC
- Experience with pharmacy automation systems such as Pyxis, Logistics ES, Dose Edge, Medex
- Experience with sterile compounding systems
- Experience with 340B programs such as Wellpartner, Verity, MacroHelix
- Experience with pharmaceutical ordering and narcotic diversion platforms
- Formulary management experience. defined as either chair or vice chair of a P& T committee or subcommittee
- Knowledge of regulatory standards required for pharmacy design and environment as it relates to drug storage, security, and safety

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-278 | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goals had been met with a hire and a promotion that was posted externally. HM were no longer established hiring goals. Also, the HF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WM was selected. He had worked in multiple hospitals as a pharmacist, manager, and in leadership roles. He also had experience with pharmacy technician turnover and discussed the plan he utilized elsewhere to mitigate issues. Additionally, he had operational awareness and knowledge of regulatory standards required for pharmacy design and environment as it relates to drug storage, security, and safety. Furthermore, he was in the process of completing his MBA.

| | |
|---------------------------|---|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-418 |
| Job Group | 1B |
| Department | 62060-Finance and Reporting |
| Job Title | University Director - Director of Finance |

Knowledge, Skills & Abilities Requirement:

- Excellent knowledge of GASB and FASB financial reporting requirements; strong knowledge of principles and practices of organization and management; knowledge of applicable laws and regulations; knowledge of budget preparation and financial analysis; understanding of revenue cycle and needs; knowledge of accounting systems.
- Exceptional communication [verbal and written] skills; strong IT skills.
- Ability to maintain good working relationships with all levels of staff; ability to apply management principles and techniques; ability to manipulate large amounts of data for reporting and data analysis; ability to operate at both strategic and operational levels.

Qualification/Experience & Training:

- Bachelor's degree in finance, accounting, business administration or public administration and six (6) years' experience in financial management in a large, complex organization
- At least three [3] years previous management/supervisory experience in a related setting.
- Must be proficient in Excel and Access, and possess the knowledge to use and learn multiple databases and reporting systems

Substitutions Allowed

- A Master's degree or Certified Public Accountant (CPA) or closely related certification may be substituted by one (1) year of the experience.

Preferred qualifications:

- Previous history with managing within a multi union environment.
- Experience managing large projects and demonstrated ability to multitask and prioritize duties to meet deadlines.
- History with six sigma/balance scorecard a plus.
- Participated in a system implementation/migration

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-418 | 2 | 6 | 1 | 2 | 3 | 0 | 0 | 2 | 1 | 0 | 2 | 19 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Qualified | 2 | 3 | 1 | 1 | 2 | 0 | 0 | 1 | 1 | 0 | 2 | 13 |
| Interviewed | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Hiring Goals Analysis – Executive/Administrative

The HM goals had been met with a hire and a promotion that was posted externally. HM were no longer established hiring goals. Also, the HF goal was met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 AF, did not meet the minimum requirements as posted.

The goal candidate, 1 AF, was not interviewed because she did not have experience with health care reporting, auditing, and financial statement preparation.

1 WF was selected. She had twenty-five years of state auditing experience preparing and reviewing financial statements for state agencies. She also had a master's in business and a CPA license. Additionally, she had experience reading, interpreting, and implementing governmental accounting standards board. Furthermore, she had experience managing in a state union environment.

| | |
|---------------------------|---|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-525 |
| Job Group | 1B |
| Department | 62120-Research Compliance Svcs |
| Job Title | University Director-Human Research Protection Program |

Minimum Qualifications:

- Master's degree.
- At least 8 years of experience directly related to the duties and responsibilities specified, at least 3 of these years must be in a supervisory role.
- Certified IRB Professional (CIP) or other appropriate certification as a research professional.

Preferred Qualifications:

1. Demonstrated work experience with increasing responsibility in a human subject's protection program.
2. Knowledge of AAHRPP standards and accreditation requirements.
3. Knowledge of HIPAA regulations and state laws governing privacy.
4. Working knowledge of scientific and medical concepts, terminology, and clinical care procedures and standards.
5. Working knowledge of good clinical/research practices and standards.
6. Working knowledge of graduate and undergraduate research.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-525 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goals had been met with a hire and a promotion that was posted externally. HM were no longer established hiring goals. Also, the HF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She had knowledge of the research industry in an academic institution. She was able to clearly articulate the vision of leadership for the unit and shared UConn Health's priorities. Additionally, she provided examples of how she had affected change and dealt with challenging situations and people.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------|----|----|----|----|----|----|----|----|
| 1C Managers | 0 | 0 | 1 | 0 | 2 | 1 | 1 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|-------------|------------|----------|----|-----------|-----------|
| 1C MANAGERS | 8/25/2023 | N | WM | 2023-1159 | 1 |
| | 12/15/2023 | N | UU | 2023-1290 | 1 |
| | 12/29/2023 | N | WF | 2024-436 | 1 |

| | |
|---------------------------|-------------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1159 |
| Job Group | 1C |
| Department | Facilities Management |
| Job Title | Operations Manager-Facilities |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of housekeeping, maintenance and the mechanical and electrical trades and building operations services both in a health care and commercial setting

Considerable knowledge of infection control techniques and quality improvement; knowledge of relevant State and Federal laws, statutes, and regulations

Considerable knowledge of customer service programs and work standards

Considerable interpersonal skills

Considerable oral and written communication skills

Computer applications skills

Supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of building maintenance, facility management, commercial, or institutional maintenance experience which includes at least two (2) years of supervisory/management experience.

SUBSTITUTIONS ALLOWED:

Associate degree may substitute for two (2) years of the General Experience

Bachelor's degree may substitute for four (4) years of the General Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1159 | 21 | 2 | 2 | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 1 | 32 |
| Unqualified | 11 | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 18 |
| Qualified | 8 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Interviewed | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 BM and 2 HM, did not meet the minimum requirements as posted.

The goal candidate, 1 HM, was not interviewed because he did not have experience in property management.

The goal candidates, 2 HM, were interviewed and not selected for the following reasons:

- 1 HM scored 110 on interview questions. It was discovered during the interview that his experience did not include property management.
- 1 HM scored 108 on interview questions. It was discovered during the interview that he had only one year of supervisory experience and his experience did not include property management.

The interview questions were based on the following:

- Property management experience
- Knowledge and experience with housekeeping and cleaning practices within health care spaces
- Knowledge of building codes and Joint Commission and Public Health regulations
- Experience with property management software.
- Experience with building systems, trades, and repair
- Communication skills
- Experience with fire code, fire system maintenance, and working with fire marshals
- Supervisory skills

1 WM was selected. He scored 157.5 on interview questions. He had twenty years of management experience in healthcare, environmental services, and property management.

| | |
|---------------------------|--|
| Start Date | 12/15/2023 |
| Requisition Number | 2023-1290 |
| Job Group | 1C |
| Department | 10040-Academic Affairs and Education |
| Job Title | Academic Program Coordinator -Quality and Accreditation Specialist |

General experience:

Bachelor's degree in a relevant area in education, healthcare, or other relevant field and 4 years' experience.

Special experience:

Two years of general experience must have been gained through active participation in quality assurance, quality improvement, or accreditation activities.

Required Knowledge and Skills:

- Direct experience working in higher education,
- Direct experience with accreditation requirements, submissions, and site visits,
- Direct experience with quality assurance and continuous quality improvement,
- Demonstrated ability to maintain confidentiality,
- Knowledge of Federal, State and Higher education regulations, policies, and procedures,
- Detail-oriented with considerable problem-solving, analytical, prioritizing, and organizational skills,
- Presentation and project management skills,
- Strong interpersonal and communication skills, with the ability to collaborate and interact successfully with others,
- Excellent computer skills

Preferred Qualifications:

- Master's degree in higher education or related field,
- Experience with LCME accreditation requirements, submissions, and site visits

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1290 | 2 | 20 | 2 | 2 | 0 | 4 | 0 | 0 | 0 | 2 | 6 | 38 |
| Unqualified | 2 | 14 | 2 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 5 | 29 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 5 |
| Withdrew Application | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

This position was posted on the following websites:

- Academic Keys
- American Association of Medical Colleges

- Chronicle of Higher Education
- Higheredjobs.com
- UConn Health

The goal candidates, 2 BM and 4 HF, did not meet the minimum requirements as posted.

1 UU was selected. The candidate had previously worked at UConn Health for four years. During this time, the candidate had knowledge of the Liaison Committee on Medical Education (LCME) elements. The candidate also provided detailed examples of their ability to work as a team member, their organizational skills, and their ability to navigate an educational system. These skills were needed to conduct a self-study and full site visit.

| | |
|---------------------------|---|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-436 |
| Job Group | 1C |
| Department | 81026-Center for Perioperative Medicine |
| Job Title | Nurse Manager |

KNOWLEDGE & SKILLS

- Considerable knowledge of principles and practices of nursing and healthcare administration.
- Demonstrated ability to make sound clinical assessments and institute safe and efficacious care within the structure of a collaborative health team.
- Considerable knowledge of requirements by federal, state, or regulatory bodies; considerable knowledge of effective workforce utilization.
- Excellent interpersonal skill, effective oral and written communication skills.
- Knowledge of general financial management.
- Supervisory ability.
- Considerable knowledge of relevant policies and procedures.

EXPERIENCE AND TRAINING

MINIMUM REQUIREMENTS:

- The successful applicant must possess and maintain a current State of Connecticut Registered Nurse license.
- Bachelor's degree in Nursing; and four (4) years' experience, at least two (2) years of the experience must have been in a supervisory capacity.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-436 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF hiring goal had been met with a promotion that was posted externally. It was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She had a bachelor's degree in nursing and sixteen years of nursing experience assessing and monitoring patients. Her experience also included six years of leadership experience. Additionally, she asked appropriate questions during the interview.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 2A Head of Department | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|-----------------------|------------|----------|-----------|----|-----------|
| 2A HEAD OF DEPARTMENT | 12/29/2023 | N | 2023-1192 | WM | 1 |

| | |
|--------------------|-----------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2023-1192 |
| Job Group | 2A |
| Department | Surgery |
| Job Title | Head Of Dept/Clinical |

Required Education
MD or MD/Ph.D.

Required Experience

- A distinguished record of building clinical activities and programs.
- The ability to initiate and sustain partnerships that advance the academic, research, and clinical missions of the Department.
- National recognition as evidenced by involvement in academic societies at a national level and track record of sustained scholarship.
- Current board certification in Surgery and/or a related surgical subspecialty area as well as a successful personal clinical program are required.
- The Chair of Surgery must also have an appropriate record of scholarship, teaching, and service to meet the requirements for Full Professor at the University of Connecticut.

Required Trainings/Certifications

- Current board certification in Surgery and/or a related surgical subspecialty area is required.

Additional Qualifications Considered

Successful Chair candidates will:

- Be recognized as outstanding clinically active leader in surgery or general surgery and have an excellent track record in clinical care, research, and teaching within a nationally recognized surgical program.
- Have demonstrated success as a leader either through Department, Center, or Institutional leadership.
- Be collaborative and able to lead an effective and efficient Department with the highest standards of clinical outcomes, educational acumen, and research impact in a complex and dynamic environment.

- Embody values consistent with the missions of the University of Connecticut focusing on collaboration, inclusion, and service to improve the health and well-being of individuals and communities.
- Supports the academic tripartite mission as a collaborative leader who stands as an advocate for patients, learners, staff and faculty members within the Department, School of Medicine, and University.

This position was posted on the following websites:

- Latino Surgical Society
- National Hispanic Medical Association
- National Medical Association
- UConn Health

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1192 | 5 | 1 | 0 | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 4 | 16 |
| Qualified | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Withdrew Application | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 3 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 2 | 9 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

Goal candidates did not apply for this position.

1 WM was selected. He had board certification in surgery and had experience as a department head. He also provided a clear vision and examples of his ability to share his vision with others. Additionally, he had skills coordinating and balancing the conflicting interests of the community members as well as a commitment to diversity, selfcare and research achievements.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------|----|----|----|----|----|----|----|----|
| 2B Professor | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|--------------|------------|----------|----|----------|-----------|
| 2B PROFESSOR | 2/6/2015 | N | WM | PT-FT | 1 |
| | 10/6/2023 | Y | BF | 2023-538 | 1 |
| | 3/22/2024 | N | WM | 2024-428 | 1 |

| | |
|--------------------|--|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-538 |
| Job Group | 2B |
| Department | 10740-UConn Health Disparities Institute |
| Job Title | Assoc Prof/Visiting |

REQUIREMENTS

To successfully achieve the institute's goals and objectives, the following knowledge, skills, and abilities are required:

- Academic credentials of PhD, MD/DO, DMD/DDS, JD or Dr.PH or other terminal degrees (in Social Work, Psychology, Nursing,)
- Eligible for appointment at senior rank and on a tenure track.
- An established and externally funded research agenda related to health disparities/health equity/health justice research.
- Demonstrated ability to lead the development of an interdisciplinary Institute or program that spans boundaries, with executive administrative leadership experience.
- Superb communication, interpersonal and effective public speaking skills.
- Recognized leadership within communities affected by health disparities.
- A Background in applied and/or community participatory action research and clinical translation research.
- Hands-on experience working with people of diverse backgrounds and demonstrated talent for building and navigating stakeholder relationships.

PREFERRED EXPERIENCE

Special consideration will be given to candidates that have:

- Experience leading a center or institute devoted to health disparities or health justice equity research, and familiarity with leading a federally funded center in a multi-disciplinary setting.
- Current funding in health disparities-relevant research.
- Experience with program and training in grant writing.
- Demonstrated entrepreneurial spirit and adaptability to build out the institute's operations.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-538 | 1 | 2 | 0 | 6 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 12 |
| Qualified | 1 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 6 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 BF, was selected.

| | |
|---------------------------|------------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-428 |
| Job Group | 2B |
| Department | 10220-Surgery Administration |
| Job Title | Professor/Visiting |

The Department of Surgery at the University of Connecticut seeks a nationally recognized surgical oncologist and clinical researcher with proven leadership experience and a distinguished record of original clinical research, exceptional clinical and educational skills, and a commitment to the educational missions.

The ideal candidate will have expertise and experience in surgical oncology and will have completed a fellowship in Surgical Oncology and achieved board certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-428 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goal had been met with a previous hire and it was no longer an established hiring goal.

The goal candidate, 1 AM, was not interviewed because he had applied after an offer was made and accepted by another candidate.

1 WM was selected. He had completed a fellowship in surgical oncology and had board certification in surgery. He also had five years of experience as the division chief of general surgery and surgical oncology. Additionally, he was a funded investigator and had experience as an educator.

2B. (Professor) Hires – Part Time to Full Time

Professor/Clinical (Obstetrics and Gynecology)

1 WM adjusted his work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 2C Associate Professor | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|-------------------------------|------------|----------|----|-----------|-----------|
| 2C ASSOCIATE PROFESSOR | 9/10/2010 | N | BF | 2023-1327 | 1 |
| | 6/30/2023 | N | AF | 2021-891 | 1 |
| | 9/8/2023 | N | AF | 2023-597 | 1 |
| | 11/3/2023 | N | WM | 2023-597 | 1 |
| | 11/3/2023 | Y | WF | 2023-380 | 1 |
| | 1/12/2024 | N | WM | 2022-274 | 1 |
| | 4/19/2024 | N | AM | 2024-253 | 1 |
| | 5/3/2024 | N | AF | 2024-028 | 1 |

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1327 |
| Job Group | 2C |
| Department | 10000-Dean's Office - Med |
| Job Title | Assoc Dean for Multicultural & Community Affairs |

Qualifications:

MD, DO, MD-Ph.D., or Ph.D. Required

Commitment to DEI and antiracism

Organizational skills

Critical and strategic thinking skills

Track record of managing multiple projects on time

Excellent written, oral, interpersonal and presentation skills

Demonstrable ability to communicate effectively and work well with members of an academic medical center community

Strong service orientation and commitment to teamwork

Ability to effectively communicate and collaborate

Must be a team player

Preferred

Experience leading or managing diversity, inclusion and equity effort in a healthcare and its learning environment

Experience in clinical medicine and Graduate Medical Education (GME)

Experience working medical or biomedical trainees

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1327 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for employees only.

The goal candidate, 1 HF, was not interviewed because she was not a UConn Health employee.

1 BF, a part-time UConn Health employee, was selected. She had experience leading and managing diversity, inclusion and equity effort in a healthcare and learning environment. She also had experience in clinical medicine and graduate medical education. Additionally, she had experience working with biomedical trainees.

| | |
|---------------------------|------------------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2021-891 |
| Job Group | 2C |
| Department | Surgery |
| Job Title | Associate Professor/Visiting |

The Department of Surgery and the Carole and Ray Neag Comprehensive Cancer Center at UConn Health seek an energetic individual with strong interpersonal skills who is board-certified/board-eligible in Surgical Oncology to join our program.

The ideal candidate will have a strong interest in clinical research in breast cancer and melanoma and have completed a fellowship in Surgical Oncology. This is a full-time clinical position and includes some General Surgery call responsibilities.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2021-891 | 3 | 2 | 0 | 0 | 1 | 1 | 2 | 2 | 0 | 0 | 1 | 12 |
| Qualified | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted in:

- Society of Surgical Oncology
- UConn Health website

The goal candidate, 1 WF, was not interviewed because she applied after a candidate was selected for the position.

The goal candidates, 1 WF and 1 HF, were interviewed and not selected for the following reasons:

- 1 WF accepted a different position outside of UConn Health.
- 1 HF indicated that she was no longer interested in the position.

1 AF was selected. She completed a fellowship in surgical oncology, and she had board certification in surgery. Additionally, she had clinical research experience, working with breast cancer and melanoma.

| | |
|---------------------------|---------------------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2023-597 |
| Job Group | 2C |
| Department | 10260-Obstetrics and Gynecology |
| Job Title | Assoc Prof/Clinical OB/GYN Generalist |

Qualifications:

- Board eligible or certified in Obstetrics & Gynecology by ABOG
- Valid State of Connecticut medical license and CT Controlled Substance license.
- Valid Federal DEA license.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-597 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WM and 1 AF were selected.

1 WM had been a board-certified Ob/Gyn generalist for twelve years. His experience included being a former residency program director. He also had experience teaching and mentoring residents.

1 AF was board-certified in Ob/Gyn and in Complex Family Planning. She had twelve years of experience in Ob/Gyn. Her experience included being a medical director and researcher. She also had experience teaching residents and medical students.

| | |
|---------------------------|---------------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2023-380 |
| Job Group | 2C |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Assoc Prof/Professor - Clinical |

The Carole and Ray Neag Comprehensive Cancer Center and the Division of Hematology Oncology, Department of Medicine at UConn Health seek an energetic leader with strong interpersonal skills who is board-certified in oncology or hematology/oncology, to serve as Chief of the Division of Hematology and Oncology and Service Chief for the Carole and Ray Neag Comprehensive Cancer Center.

The ideal candidate, at the Associate or Full Professor level, will have demonstrated expertise in solid tumor oncology, and some experience of leadership. Candidates with clinical and research interests in any areas of solid tumor oncology are welcome to apply.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-380 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|---|
| Start Date | 1/12/2024 |
| Requisition Number | 2022-274 |
| Job Group | 2C |
| Department | Surgery |
| Job Title | Asst Prof/Clinical - Cardiothoracic Surgery |

UConn Health and the University of Connecticut Medical School are seeking a BC/BE Cardiothoracic Surgeon to join our Division of Cardiothoracic Surgery as a full-time, academic faculty member.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-274 | 6 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 5 | 15 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 3 |
| Interviewed | 5 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 3 | 11 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the following websites:

- Cardiothoracic Surgery Network
- UConn Health

The WF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WM was selected. He had certification in surgery and thoracic surgery. He also had completed a fellowship in cardiothoracic surgery. Additionally, he had experience as an Assistant Professor of Surgery.

| | |
|---------------------------|---------------------------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-253 |
| Job Group | 2C |
| Department | 10220-Surgery Administration |
| Job Title | Assoc Prof/Professor - Basic Sciences |

The Department of Surgery at the University of Connecticut, School of Medicine, seeks an outstanding investigator for a tenure-track position at the Associate or Full Professor rank with an extramurally NIH funded laboratory. We are searching for faculty candidates in areas of cancer immunotherapy and microbiome with its related inflammation in hepatocellular cancer. Prospective candidates should bring innovative ideas and cutting-edge technology to an already vibrant research community consisting of expertise in immunology, genetics, neuroinflammation and computational data analysis. Applicants must have a Ph.D. and/or M.D. with several years of postdoctoral training as well as faculty experience and a high impact publication record. For senior rank faculty level, a strong history of extramural funding is expected.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-253 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 AM was selected. His research had extramural National Institutes of Health funding. He also had research experience in cancer immunotherapy and microbiome with related inflammation in hepatocellular cancer.

| | |
|---------------------------|---------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-028 |
| Job Group | 2C |
| Department | 10145-Endocrinology |
| Job Title | Assoc Prof/Visiting |

UCONN Health, Division of Endocrinology and Metabolism seeks a BC/BE Endocrinologist for a full-time faculty position as Assistant/Associate Professor. Interested candidates should possess exceptional patient care and teaching skills, an interest in clinical research, and have a commitment to academic endocrinology and medical student/resident education.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-028 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 3 | 0 | 0 | 3 | 8 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the following websites:

- Endocrine Society
- New England Journal of Medicine
- UConn Health

The WF goal was met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 HF, was not interviewed because she was not a physician.

1 AF was selected. She was board certified in endocrinology. She also completed a fellowship in endocrinology, diabetes, and metabolism. Additionally, she had ten years of experience in endocrinology and had been published.

| | |
|---------------------------|---------------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2023-380 |
| Job Group | 2C |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Assoc Prof/Professor - Clinical |

The Carole and Ray Neag Comprehensive Cancer Center and the Division of Hematology Oncology, Department of Medicine at UConn Health seek an energetic leader with strong interpersonal skills who is board-certified in oncology or hematology/oncology, to serve as Chief of the Division of Hematology and Oncology and Service Chief for the Carole and Ray Neag Comprehensive Cancer Center.

The ideal candidate, at the Associate or Full Professor level, will have demonstrated expertise in solid tumor oncology, and some experience of leadership. Candidates with clinical and research interests in any areas of solid tumor oncology are welcome to apply.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-380 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 2D Assistant Professor | 12 | 29 | 5 | 8 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------------|------------|----------|----|-----------|-----------|
| 2D ASSISTANT PROFESSOR | 6/16/2023 | Y | BF | 2023-268 | 1 |
| | 7/14/2023 | Y | WM | 2018-980 | 1 |
| | 7/14/2023 | Y | WM | 2020-801 | 1 |
| | 7/28/2023 | N | AF | 2023-990 | 1 |
| | 8/11/2023 | N | HF | 2023-697 | 1 |
| | 8/11/2023 | N | UU | 2022-1120 | 1 |
| | 8/11/2023 | Y | WF | 2022-421 | 1 |
| | 8/11/2023 | Y | BF | 2015-124 | 1 |
| | 8/25/2023 | N | AF | 2019-016 | 1 |
| | 8/25/2023 | N | TF | 2019-469 | 1 |
| | 8/25/2023 | Y | WM | 2019-016 | 1 |
| | 8/26/2023 | Y | WM | 2022-764 | 1 |
| | 9/8/2023 | Y | WM | 2022-1372 | 1 |
| | 9/8/2023 | Y | WF | 2022-757 | 1 |
| | 9/8/2023 | Y | WF | 2023-531 | 1 |
| | 9/22/2023 | N | AM | 2021-215 | 1 |
| | 9/22/2023 | N | AF | 2022-1405 | 1 |
| | 9/22/2023 | Y | WM | 2023-1009 | 1 |
| | 9/22/2023 | Y | WM | 2023-979 | 1 |
| | 9/22/2023 | Y | WF | 2021-894 | 1 |
| | 10/6/2023 | Y | WF | 2023-1362 | 1 |
| | 10/6/2023 | Y | WF | 2023-927 | 1 |
| | 10/20/2023 | Y | WM | 2023-980 | 1 |
| | 11/3/2023 | Y | WF | 2017-1229 | 1 |
| | 11/3/2023 | Y | WF | 2023-1051 | 1 |
| | 12/1/2023 | N | AF | 2023-123 | 1 |
| | 12/29/2023 | Y | WM | 2023-845 | 1 |
| | 1/12/2024 | Y | WF | 2023-121 | 1 |
| | 3/8/2024 | N | AM | 2024-494 | 1 |
| | 3/22/2024 | N | AM | 2022-1316 | 1 |
| | 3/22/2024 | Y | WF | 2022-757 | 1 |
| | 4/5/2024 | Y | WF | 2022-1317 | 1 |
| | 4/5/2024 | Y | WF | 2024-429 | 1 |
| | 4/19/2024 | N | HM | 2023-640 | 1 |
| | 4/19/2024 | N | HF | 2023-720 | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------------|------------|----------|----|------------|-----------|
| 2D ASSISTANT PROFESSOR | 4/19/2024 | N | AM | 2023-640 | 2 |
| | 4/19/2024 | Y | WM | 2023-640 | 1 |
| | 4/19/2024 | Y | WF | 2023-640 | 2 |
| | 5/3/2024 | N | HF | 2024-029 | 1 |
| | 5/3/2024 | Y | WF | 2022-504 | 1 |
| | 5/31/2024 | N | HM | 9999-13632 | 1 |
| | 5/31/2024 | N | AF | 9999-13475 | 1 |
| | 5/31/2024 | N | UU | 9999-24784 | 1 |
| | 5/31/2024 | Y | WM | 2023-839 | 1 |
| | 5/31/2024 | Y | WM | 9999-09016 | 1 |
| | 5/31/2024 | Y | WF | 9999-02872 | 1 |
| | 5/31/2024 | Y | BM | 9999-11337 | 1 |

| | |
|--------------------|--------------------------------------|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-268 |
| Job Group | 2D |
| Department | 10040-Academic Affairs and Education |
| Job Title | Asst Prof-Learning Specialist |

Minimum Qualifications Required - *Knowledge, Skill, and Ability*

- Doctoral or other equivalent advanced degree in Education, Higher Education, Educational Psychology, Special Education, or other closely related fields.
- Experience in conducting educational workshops, seminars, and small group sessions.
- Experience working with tutoring and/or peer assisted learning.
- Excellent interpersonal skills, including oral and written communication skills.
- Demonstrated conceptual, analytical, and organizational skills.
- Innovative and solution-oriented approach to sensitive and complex problems including flexibility to meet the various needs of students.
- Ability to develop and maintain collaborative and productive relationships with various constituency groups.

Preferred Qualifications

- Experience in academic support/learning theory for professional students.
- Minimum 3 years' related experience in academic setting providing intervention strategies to diverse learners.
- Experience in medical education with demonstrated success in implementing academic support and cognitive skills services.
- Experience with standardized examinations (e.g., NBME subject examinations, USMLE Step 1, Step 2, and Step 3).

- Experience as an academic counselor, coach, or mentor.
- Experience teaching at the college level.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-268 | 5 | 12 | 1 | 2 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 24 |
| Qualified | 5 | 12 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 22 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 BF, was selected.

| | |
|---------------------------|--|
| Start Date | 7/14/2023 |
| Requisition Number | 2018-980 |
| Job Group | 2D |
| Department | Medicine |
| Job Title | Asst/Assoc Prof/Clinical - Pulmonary/Critical Care |

The Department of Medicine, Division of Pulmonary, Critical Care and Sleep Medicine at the University of Connecticut is seeking applications from outstanding Board Certified/Eligible Pulmonary/Critical Care physicians. Appointment will be at the rank of Assistant or Associate Professor. The candidate must be Board Certified or Eligible in Pulmonary Medicine and Critical Care.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2018-980 | 10 | 3 | 0 | 2 | 0 | 1 | 13 | 1 | 0 | 0 | 7 | 37 |
| Unqualified | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 8 | 2 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 5 | 23 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 2 | 5 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WM, was selected.

| | |
|---------------------------|--|
| Start Date | 7/14/2023 |
| Requisition Number | 2020-801 |
| Job Group | 2D |
| Department | 10300-Orthopaedic Surgery |
| Job Title | Asst Prof/Clinical - Total Joint Surgeon |

Department of Orthopedic Surgery and the UConn Musculoskeletal Institute at UConn Health seek a board eligible/board certified Orthopedic Surgeon specializing in Total Joint Replacement surgery at the Assistant or Associate Professor level.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2020-801 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Unqualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WM, was selected.

| | |
|---------------------------|--------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-990 |
| Job Group | 2D |
| Department | 10360-Emergency Medicine |
| Job Title | Asst Prof/Clinical |

Requirements: Highly qualified, experienced in working in an Emergency Department. FACEP board certified/eligible. Residency trained in Emergency Medicine. Skilled in adult and pediatric cardio-respiratory resuscitation, emergency airway techniques, resuscitation, and evaluation of all patients. Committed to high patient satisfaction, possesses excellent bedside clinical educator skills and is a team player. Knowledge of point of care ultrasound. Connecticut MD License. Dependable with strong communication skills. Candidates should have a strong interest in clinical education and experience working with medical students, residents, and fellows. A qualified candidate will possess practice experience beyond residency of providing independent Emergency Medicine care. Preferred candidates have additional training such as a Fellowship and/or Master's degree by their start date.

| 2023-990 | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2D | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was interviewed and not selected because he did not have experience utilizing point of care ultrasound on a regular basis.

The 1 AF was selected. She completed her emergency medicine residency at UConn Health. She also taught point of care ultrasound to residents, clinical fellows, and post-docs.

| | |
|--------------------|---|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-697 |
| Job Group | 2D |
| Department | 10120-Pathology & Laboratory Medicine |
| Job Title | Asst Prof/Clinical - Surgical Pathologist |

Job requirements: Board Certified in Anatomic pathology · Board Certified or eligibility in Cytopathology · C.T. State Medical License or eligibility

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-697 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She was board certified in anatomic and clinical pathology. She had also completed a fellowship in cytopathology and oncologic surgical pathology. Additionally, she was eligible for a state of Connecticut medical license.

| | |
|---------------------------|--------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2022-1120 |
| Job Group | 2D |
| Department | Surgery |
| Job Title | Asst Prof/Clinical |

The candidate must have expertise in all endovascular and open vascular procedures. It is expected that the candidate will have research interests to develop an experimental or clinical research program and will seek funding.

Employment Criteria:

- Must be fellowship trained through an approved program (US or Canada)
- Must be Board certified or eligible
- Must be experienced in endovascular procedures.
- Eligible to practice medicine in the State of Connecticut

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-1120 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 5 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was interviewed and not selected because he accepted a position elsewhere.

1 UU was selected. The candidate had experience as a resident physician with vascular and endovascular procedures. Also, the candidate was a registered physician in vascular interpretation. In addition, the candidate was eligible to practice medicine in the State of Connecticut.

| | |
|---------------------------|------------------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2022-421 |
| Job Group | 2D |
| Department | 10500-Univ of Conn Center on Aging |
| Job Title | Asst Prof/Clinical |

The UConn Center on Aging is seeking to hire an ACGME-accredited fellowship-trained board certified/eligible geriatrician (MD or DO) for a full-time position as clinician educator who will be appointed as an assistant or associate professor in the University of Connecticut School of Medicine. The ideal candidate will have clinical experience working in long-term care (LTC) and post-acute care. The ideal candidate will have experience working as a nursing home medical director. Preference will be given to candidates who are a Certified Medical Director (CMD).

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-421 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WF, was selected.

| | |
|---------------------------|--------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2015-124 |
| Job Group | 2D |
| Department | 10144-Dermatology |
| Job Title | Asst Prof/Clinical |

Qualifications:

- American Board of Dermatology eligible or certified in Dermatology
- Valid State of Connecticut medical license
- American Board of Dermatology eligible or certified in Dermatopathology or Anatomic and Clinical Pathology for candidates wishing to practice Dermatopathology

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2015-124 | 1 | 1 | 0 | 3 | 0 | 1 | 1 | 1 | 0 | 1 | 5 | 14 |
| Unqualified | 0 | 0 | 0 | 2 | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 6 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 BF, was selected.

| | |
|---------------------------|--------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2019-016 |
| Job Group | 2D |
| Department | Medicine |
| Job Title | Asst Prof/Clinical |

The Department of Medicine, Division of General Internal Medicine at the University of Connecticut is seeking applications from outstanding Board-Certified primary care internists. Appointment will be at the rank of Assistant or Associate Professor. The successful candidate will excel at direct patient care.

Our physicians are board-certified in internal medicine and focus on prevention, wellness, screening, and management of chronic medical problems.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2019-016 | 5 | 7 | 0 | 0 | 0 | 5 | 3 | 3 | 0 | 1 | 6 | 30 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 4 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 6 |
| Withdrew Application | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 4 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 3 | 7 |
| Offer Declined | 2 | 1 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 1 | 7 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |

This position was posted on Recruit Military and the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirements as posted.

The goal candidates, 2 WM and 3 WF, were not interviewed for the following reasons:

- 1 WM was not eligible due to his visa status.

- 1 WF was selected for another UConn Health position.
- 1 WM and 2 WF withdrew their applications from consideration.

The goal candidates, 2 WM and 3 WF, were interviewed and not selected for the following reasons:

- 1 WF was offered the position, but she had not accepted the position at the end of the Plan year.
- 1 WF was offered another UConn Health position.
- 2 WM and 1 WF declined the job offers.

A goal candidate, 1 WM, was selected.

1 AF was also selected. She was board certified in internal medicine and had three years of internal medicine experience. She also had positive references.

| | |
|---------------------------|---------------------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2019-469 |
| Job Group | 2D |
| Department | Surgery |
| Job Title | Asst Prof/Clinical - Vascular Surgeon |

UConn Health is actively seeking a fellowship trained and board certified or board eligible (RPVI certification is desirable) Vascular Surgeon to join a growing Vascular Program at our nationally recognized medical center. The candidate must have expertise in all endovascular and open vascular procedures.

Employment Criteria:

- Must be fellowship trained through an approved program
- Must be Board certified or eligible
- Must be experience in endovascular procedures
- RPVI certification is desirable.
- Eligible to practice medicine in the State of Connecticut.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2019-469 | 8 | 1 | 2 | 1 | 0 | 0 | 4 | 0 | 0 | 1 | 6 | 23 |
| Qualified | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 4 | 1 | 2 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 5 | 15 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

This position was posted in:

- MyHealthTalent.com
- Journal of Vascular Surgery
- Society for Vascular Surgery
- Recruit Military
- UConn Health website.

The goal candidates, 4 WM, were not interviewed for the following reasons:

- 3 WM were contacted to schedule an interview, and they indicated they were no longer interested in the position.
- 1 WM did not respond to requests to schedule an interview.

The goal candidates, 4 WM, 1 WF, 2 BM, and 1 BF, were interviewed and not selected for the following reasons:

- 4 WM, 2 BM, and 1 BF, accepted positions outside of UConn Health.
- 1 WF indicated she was no longer interested in the position.

1 TF was selected. She was fellowship trained in vascular surgery and was eligible to be a board-certified Vascular Surgeon. She also had experience in endovascular procedures and was eligible to practice medicine in Connecticut.

| | |
|---------------------------|---------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2022-764 |
| Job Group | 2D |
| Department | 10300-Orthopaedic Surgery |
| Job Title | Asst/Assoc Prof/Clinical |

The Department of Orthopaedic Surgery at the University of Connecticut in Farmington, CT seeks candidates for an Assistant or Associate Professor position in the academic clinician track. Expertise is required in the specific area of Orthopaedic Shoulder & Elbow Surgery. Applicants must have an M.D. degree, must be Board Certified or Board Eligible and have completed Fellowship Training in Shoulder & Elbow Surgery or Sports Medicine.

We seek candidates who embrace and reflect diversity in the broadest sense.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-764 | 13 | 1 | 0 | 0 | 0 | 1 | 5 | 1 | 0 | 0 | 5 | 26 |
| Qualified | 6 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 10 |
| Interviewed | 6 | 1 | 0 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 3 | 15 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WM, was selected.

| | |
|---------------------------|-----------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2022-1372 |
| Job Group | 2D |
| Department | Surgery |
| Job Title | Asst Prof/Clinical - Neurosurgery |

UConn Health is offering a faculty position for a Neurosurgeon at the assistant/associate professor level. All subspecialty interests including will be considered with preference to spine subspecialty training. Applicants must be board eligible or board certified and be able to obtain a CT medical license.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-1372 | 7 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 2 | 14 |
| Qualified | 5 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 2 | 12 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WM, was selected.

| | |
|---------------------------|--|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-531 |
| Job Group | 2D |
| Department | 10440-Neurology |
| Job Title | Asst Prof/Clinical - Neuro-ophthalmologist |

The Department of Neurology and Division of Ophthalmology at the University of Connecticut Health Center seeks a BE/BC neuro-ophthalmologist for a full-time position at the rank of Assistant Professor (or more senior rank depending on experience). The candidate should have at least 1 year fellowship training in Neuro-ophthalmology after completion of US residency training in either Neurology or Ophthalmology. The successful applicant will have a strong commitment to clinical excellence, dedication to teaching at the medical student and/or resident level, and some experience and interest in clinical research.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-531 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 4 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WF, was selected.

| | |
|---------------------------|---------------------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2021-215 |
| Job Group | 2D |
| Department | Medicine |
| Job Title | Asst/Assoc Prof/Clinical - Nephrology |

The Division of Nephrology in the Department of Medicine at UConn Health seeks candidates for a faculty position at the level of Assistant/Associate professor. Applicants must have an M.D, or Ph.D. degree and have demonstrated excellent qualifications in education, research, and patient care. Board Certification in Internal Medicine and Board certification or eligibility in Nephrology are required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2021-215 | 0 | 0 | 0 | 1 | 1 | 0 | 2 | 2 | 0 | 0 | 2 | 8 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 4 |
| Offer Declined | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted in:

- American Society of Nephrology
- New England Journal of Medicine
- UConn Health

The goal candidate, 1 BF, was interviewed and not selected because she was offered another UConn Health position.

1 AM was selected. He completed a fellowship in nephrology, and he was eligible for board certification in nephrology. Additionally, he was board certified in internal medicine.

| | |
|---------------------------|--------------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2022-1405 |
| Job Group | 2D |
| Department | 10520-Neag Cancer Center (SOM) |
| Job Title | Assistant Professor/Clinical |

The Carole and Ray Neag Comprehensive Cancer Center and the Division of Hematology Oncology at UConn Health seek an energetic individual with strong interpersonal skills who is a board-certified/board-eligible physician in medical oncology to join our team.

The ideal candidate will have demonstrated expertise in breast cancer or a strong interest in developing it.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-1405 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, was offered the position and she declined it.

The 1 AF was selected. She was a board-certified physician in medical oncology. She had four years of oncology experience.

| | |
|---------------------------|-------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2023-1009 |
| Job Group | 2D |
| Department | 20184-General Dentistry |
| Job Title | Asst Prof/Clinical |

Position requires DDS/DMD (or equivalent) and a minimum of one year of postdoctoral general dentistry residency training (AEGD/GPR) from a CODA accredited program or a Graduate program in Operative/Restorative and biomaterials. Additional residency training and prior teaching experience at the predoctoral and/or postdoctoral level are highly desirable.

Ability/experience to teach all phases of general dentistry in preclinical, clinical, and didactic settings is required. Experience in digital dentistry and CAD/CAM desirable.

Must have or obtain a CT dental license (regular or faculty/provisional). Curriculum vitae and names of three references should be uploaded through this site.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1009 | 4 | 0 | 0 | 1 | 1 | 0 | 2 | 0 | 0 | 1 | 1 | 10 |
| Qualified | 2 | 0 | 0 | 1 | 1 | 0 | 2 | 0 | 0 | 1 | 1 | 8 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|---------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2023-979 |
| Job Group | 2D |
| Department | 10300-Orthopaedic Surgery |
| Job Title | Asst Prof/Basic Sciences |

The individual will be responsible for the direction /administration of the microcomputed tomography (μCT) Core. The faculty will dedicate the remainder of his/her efforts to investigations pertinent to the architecture and biological aspects of the skeleton. The specific field of research will be the faculty's choice, but it is expected that the research will address fundamental questions related to architectural or physiological aspects of the skeletal system. Although a startup package is offered by the University of Connecticut School of Medicine, it is expected that the faculty will obtain extramural funding in the future to support his/her research endeavors. The research faculty will work in a collegial environment and should collaborate, when appropriate, with scientists working in the Department of Orthopedics, in the Musculoskeletal Institute and UConn Health. The faculty is expected to share knowledge and teach trainees, graduate students, and residents, as necessary.

A degree in biomedical engineering is required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-979 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|--------------------------------|
| Requisition Number | 2021-894 |
| Job Group | 2D |
| Department | 10080-Curricular Affairs |
| Job Title | Asst Prof/Clinical - Anatomist |

Minimum Qualifications Required - *Knowledge, Skill, and Ability*

- Ph.D. in a relevant field, D.O. or M.D. degree
- Demonstrated experience in anatomical teaching, especially gross anatomy
- Excellent interpersonal skills, including oral and written communication skills.

Preferred Qualifications

- Experience teaching cellular biology, neuroanatomy, and histology

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2021-894 | 16 | 16 | 6 | 0 | 1 | 1 | 12 | 7 | 0 | 0 | 7 | 66 |
| Qualified | 12 | 9 | 6 | 0 | 1 | 0 | 9 | 6 | 0 | 0 | 5 | 48 |
| Withdrew Application | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 4 | 0 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 2 | 11 |
| Offer Declined | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|--------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-1362 |
| Job Group | 2D |
| Department | Child and Family Studies |
| Job Title | Asst Prof/Basic Sciences |

Qualifications:

1) A doctoral degree in Special Education; 2) Experience coordinating a research grant in a higher education program; 3) Experience in public schools providing special education as a para educator; 4) Experience teaching about and using single case research methods; 5) Experience conducting interventions with students with challenging behavior using applied behavioral analysis; 6) Experience conducting research and evaluation in public school settings using evidence-based interventions.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1362 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|--------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-927 |
| Job Group | 2D |
| Department | General Surgery |
| Job Title | Asst Prof/Clinical |

The candidate must have completed a colorectal fellowship and have experience in benign and malignant colorectal surgery. Participation in our accredited, General Surgery Residency and Medical Student programs is required.

Employment Criteria:

- Must be fellowship trained through an approved program
- Must be Board certified or eligible
- Must be experience in colorectal and general surgery procedures
- Eligible to practice medicine in the State of Connecticut.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-927 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|--------------------|
| Start Date | 10/20/2023 |
| Requisition Number | 2023-980 |
| Job Group | 2D |
| Department | General Surgery |
| Job Title | Asst Prof/Clinical |

Minimum Qualifications:

Surgery Residency

Board certified/eligible in Surgical Critical Care

Board certified/eligible in Surgery

Special and Preferred Qualifications:

1 or more years of fellowship training (Surgical Critical Care)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-980 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|---------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2017-1229 |
| Job Group | 2D |
| Department | 10300-Orthopaedic Surgery |
| Job Title | Asst Prof Basic Sciences |

Outstanding individuals working in skeletal cell biology and wanting to make a difference in the field of musculoskeletal research are encouraged to apply. A Ph.D. or an M.D. degree is required. Candidates' research should be aimed at addressing fundamental questions related to cellular, molecular, or physiological mechanisms of the skeletal system. We are particularly interested in individuals currently funded by the National Institutes of Health and whose research is focused on tendon or spine biology although other areas of musculoskeletal biology will be considered favorably.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2017-1229 | 4 | 12 | 1 | 0 | 2 | 3 | 21 | 8 | 0 | 0 | 6 | 57 |
| Qualified | 3 | 6 | 1 | 0 | 1 | 3 | 20 | 5 | 0 | 0 | 5 | 44 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 2 | 0 | 0 | 1 | 0 | 1 | 2 | 0 | 0 | 1 | 8 |
| Offer Declined | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|-------------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2023-1051 |
| Job Group | 2D |
| Department | Oral Health and Diag Sciences |
| Job Title | Asst Prof/Clinical |

Qualifications:

Requirements include a DMD/DDS degree. Applicants must have completed their residency training in Oral Pathology in good standing from a CODA-accredited training program by June 30, 2023. Board eligibility or certification (within 1 year of starting the position) by the American Board of Oral and Maxillofacial Pathology is required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2D | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|---|
| Start Date | 12/1/2023 |
| Requisition Number | 2023-123 |
| Job Group | 2D |
| Department | 10560-Diagnostic Imaging & Therapeutics |
| Job Title | Asst Prof/Clinical |

Qualifications:

- American Board of Radiology certification in Diagnostic Radiology
- Competency in general Diagnostic Radiology

Preferred:

- Current State of CT medical license
- Completion of Fellowship in a Radiologic Subspecialty

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-123 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, was interviewed and selected for another UConn Health position.

1 AF was selected. She was board certified in Radiology and had twenty years of experience as a radiologist. She also completed a fellowship in abdominal and cross-sectional imaging. Additionally, her Connecticut medical license was in the process of being reinstated.

| | |
|---------------------------|--------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2023-845 |
| Job Group | 2D |
| Department | Medicine |
| Job Title | Asst Prof/Clinical |

The ideal candidate will be board certified in Internal Medicine and excel at patient care and medical education. Knowledge of Spanish is preferred, but not required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-845 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|--------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2023-121 |
| Job Group | 2D |
| Department | 10200-Psychiatry |
| Job Title | Asst Prof/Clinical |

Successful applicants will demonstrate both abilities in clinical team leadership and a commitment to the teaching and training of medical students, psychology students and psychiatry residents.

The position requires a license to practice psychology in the State of Connecticut.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-121 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 7 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|------------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-494 |
| Job Group | 2D |
| Department | 10220-Surgery Administration |
| Job Title | Asst Prof/Basic Sciences |

The Department of surgery at the University of Connecticut, School of Medicine, seeks a Basic Sciences Assistant Professor with extramurally NIH funded research. We are searching for faculty candidates in areas of cancer immunotherapy and microbiome with its related inflammation in hepatocellular cancer. Prospective candidates should bring innovative ideas and cutting-edge technology to an already vibrant research community consisting of expertise in immunology, genetics, neuroinflammation and computational data analysis. Applicants must

have a Ph.D. and/or M.D. with several years of postdoctoral training as well as faculty experience and a high impact publication record.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-494 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 AM was selected. He had a Ph.D. in microbiology and pathobiology and had postdoctoral training in microbiology and immunology. He also had experience as an assistant research professor in a department of surgery where he researched gut microbiome and liver cancer immunotherapy. Additionally, he had experience teaching and had a publication record.

| | |
|---------------------------|---------------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2022-757 |
| Job Group | 2D |
| Department | 10260-Obstetrics and Gynecology |
| Job Title | Asst/Assoc Prof/Clinical - MFM |

The candidate must be able to provide a broad range of Maternal Fetal Medicine services, including obstetrical ultrasound, with proficiency in performing fetal echocardiography. Experience with diagnostic procedures such as amniocentesis is necessary. Experience with CVS, fetal blood sampling and intra-uterine fetal transfusion is desirable.

Qualifications:

American Board of Obstetrics & Gynecology eligible or certified in Obstetrics & Gynecology,
American Board of Obstetrics & Gynecology eligible or certified in Maternal-Fetal Medicine
Valid State of Connecticut medical license

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-757 | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 9 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 4 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

The goal candidates, 2 WF, were selected.

| | |
|---------------------------|-------------------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2022-1316 |
| Job Group | 2D |
| Department | 10780-Cell Analysis Modeling - CCAM |
| Job Title | Asst Prof/Basic Sciences |

We have an opening for a tenure-track Assistant Professor for a new investigator whose research uses quantitative approaches to elucidate mechanisms of cell function. Applications will be considered for researchers that pursue computational or experimental research tracks, however those with a research program that integrates both would be especially appropriate. Research focusing on biophysical aspects of cell biology or gene regulation using quantitative methods would be a good fit. Technology/methods development would also be welcome, particularly in computational modeling, machine learning, optical and imaging technology. The successful candidate will also participate in the CCAM's systems biology graduate program.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-1316 | 5 | 1 | 1 | 0 | 0 | 0 | 16 | 1 | 1 | 0 | 6 | 31 |
| Qualified | 5 | 0 | 1 | 0 | 0 | 0 | 15 | 1 | 1 | 0 | 3 | 26 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 5 WM and 1 BM, were not interviewed for the following reasons:

- 5 WM research was not focused on biophysical aspects of cell biology or gene regulation using quantitative methods.
- 1 BM did not have the required Ph.D.

The goal candidate, 1 WF, was offered the position and she declined it.

1 AM was selected. He graduated from UConn Health's Ph.D. program and was employed as a graduate researcher in the department from 2011-2018. He also had postdoctoral fellow training in Tubulin code. His research was in understanding the interplay between cytoskeletal dynamics and cell adaptation to biophysical and biochemical changes.

| | |
|---------------------------|-------------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2022-1317 |
| Job Group | 2D |
| Department | 10780-Cell Analysis Modeling - CCAM |
| Job Title | Asst Prof/Basic Sciences |

We have an opening for a tenured/tenure-track Associate Professor for an established funded investigator whose research uses quantitative approaches to elucidate mechanisms of cell function. Applications will be considered for researchers that pursue computational or experimental research tracks, however those with a research program that integrates both would be especially appropriate. Research focusing on biophysical aspects of cell biology or gene regulation using quantitative methods would be a good fit. Technology/methods development would also be welcome, particularly in computational modeling, machine learning, optical and imaging technology.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-1317 | 4 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 9 |
| Unqualified | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|----------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-429 |
| Job Group | 2D |
| Department | 10220-Surgery Administration |
| Job Title | Asst Prof/Clinical (Audiologist) |

Qualifications/Requirements

- AuD
- ASHA Certificate of Clinical Competency in Audiology
Connecticut state license
- Minimum of 2 years' experience with strong clinical skills

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-429 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 9 |
| Qualified | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|-----------------------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2023-640 |
| Job Group | 2D |
| Department | Medicine |
| Job Title | Asst Prof/Clinical - Hospitalists |

Qualifications:

Candidates must be BC/BE in internal medicine. No J1 or H1 visas.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-640 | 7 | 4 | 0 | 1 | 1 | 0 | 4 | 0 | 0 | 0 | 4 | 21 |
| Qualified | 3 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 6 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 | 6 |
| Offer Declined | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 2 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 6 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM, 1 WF, and 1 BF, were not interviewed for the following reasons:

- 2 WM required visa support.
- 1 WM was not trained in internal medicine.
- 1 WF withdrew her application from consideration.
- 1 BF stated she only wanted a per diem position.

The goal candidates, 2 WM, were interviewed and not selected for the following reasons:

- 1 WM after the interview did not follow up to the emails that were sent to him.
- 1 WM stated he was not interested in the position.

The goal candidates, 1 WM and 1 WF, were offered positions and they declined the offers.

The goal candidates, 1 WM and 2 WF, were selected.

1 HM and 2 AM were also selected for the following reasons:

- 1 HM graduated from UConn Health medical school and completed his internal medicine residency at UConn Health.
- 1 AM completed his internal medicine residency.

- 1 AM had completed his internal medicine residency at UConn Health. He also had ten years of hospitalist experience.

| | |
|---------------------------|---------------------------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2023-720 |
| Job Group | 2D |
| Department | 100280-Molecular Biology & Biophysics |
| Job Title | Asst Prof/Basic Sciences |

The Department of Molecular Biology and Biophysics (MB&B) at UConn Health seeks exceptionally creative candidates for an early-to-mid career position (tenure-track Assistant Professor), who use structural, molecular, cellular, and/or translational approaches to elucidate the molecular basis of disease in the general field of virology.

Research in MB&B integrates multiple approaches to define, at the molecular level, the proteins and pathways affected in human disease. Here, we specifically seek an investigator who has developed a research program studying viruses (at the BSL-2 level). We are especially interested in researchers who focus on the molecular pathways involved in viral recognition, hijacking of host mechanisms, subverting host defences, replication and/or transmission processes. The successful candidate will have established a strong research program that utilizes state-of-the-art molecular, genetic, cellular, biochemical, biophysical, and/or structural methodologies. The candidate will augment existing strengths in the department and the larger UConn Health research community. Programs that focus on the identification and development of translational outcomes are also of particular interest.

Successful applicants will have a PhD, MD, or equivalent degree; a sustained record of exceptional scholarly success; and the promise of future innovative accomplishments *via* proposed (early career) or established (mid-career, including evidence of successful extramural grant funding) research programs.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-720 | 2 | 4 | 1 | 0 | 1 | 2 | 13 | 2 | 1 | 0 | 6 | 32 |
| Qualified | 2 | 4 | 1 | 0 | 0 | 1 | 12 | 2 | 1 | 0 | 6 | 29 |
| Interviewed | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the following websites:

- American Society for Biochemistry & Molecular Biology
- American Society for Microbiology Career Center
- American Society for Virology
- HigherEdJobs.com
- LinkedIn

- NatureJobs
- Science Magazine
- UConn Health

The goal candidates, 2 WM, 4 WF, and 1 BM, were not interviewed for the following reasons:

- 1 WM had applied after a candidate had been selected.
- 1 WM, 2 WF and 1 BM research were not focused on the molecular pathways involved in viral recognition, hijacking of host mechanisms, subverting host defences, replication and/or transmission processes.
- 1 WF was not qualified for a faculty position based on her scholarship.
- 1 WF did not have active grants as an associate professor.

1 HF was selected. She had a publication record, and her research program was on elucidating the molecular mechanisms by which Zika virus hijacks cellular pathways in the context of pregnancy, causing devastating outcomes. She also had experience with viral protein biophysics, cryo-electron microscopy (cryo-EM), and nuclear magnetic resonance (NMR).

| | |
|---------------------------|---------------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-029 |
| Job Group | 2D |
| Department | 10260-Obstetrics and Gynecology |
| Job Title | Asst Prof/Clinical |

Qualifications:

- Board eligible or certified in Obstetrics & Gynecology by ABOG
- Valid State of Connecticut medical license and CT Controlled Substance license.
- Valid Federal DEA license.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-029 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn health website.

The goal candidate, 1 WF, was not interviewed because she had applied after an applicant had accepted the position.

The goal candidate, 1 WM, was interviewed and offered the position. However, he declined the

offer of employment.

The 1 HF was selected. She was board certified in Obstetrics and Gynecology and had a CT license medical license.

| | |
|---------------------------|--|
| Start Date | 5/3/2024 |
| Requisition Number | 2022-504 |
| Job Group | 2D |
| Department | 80000-Hospital-Admin |
| Job Title | Chief Quality Officer - Asst/Assoc Prof/Clinical |

Professional Requirements

- Maintain employee and patient confidentiality and protect sensitive data at all times.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards including those regarding ethical business practices.
- Communicate the mission, ethics, and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- Doctor of Medicine (M.D.) or equivalent degree with board certification and recent clinical practice.
- Licensure as a physician in Connecticut required.
- 10 years of progressive leadership experience. A minimum of three (3) years of experience in a hospital facility required. Quality/Patient Safety/Risk leadership experience preferred.
- Experience leading quality programs; experience within an academic medical center or integrated delivery system with oversight for both inpatient and outpatient settings preferred.
- Track record of scholarship related to quality and safety preferred.
- Proven experience in establishing strategic priorities and building the infrastructure and team to implement large-scale initiatives and behavioral change across the enterprise. Experience utilizing the approaches and methods of process improvement as evidenced by achieving desired outcomes.
- Knowledge of CMS and Joint Commission standards and regulations.
- Experience developing and revising policies and procedures.
- Experience teaching and evaluating clinical performance.
- Demonstrate a level of analytical ability to problem-solve, evaluate, plan, and direct process improvement projects and benchmarking activities for clinical and non-clinical departments.
- Strong organizational and interpersonal skills.

- Ability to convey information effectively in verbal and written communication, and through group/business presentations and meetings.
- Ability to work effectively with groups and in a complex and matrixed organizational structure.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-504 | 10 | 1 | 0 | 1 | 1 | 1 | 5 | 0 | 0 | 0 | 0 | 19 |
| Unqualified | 6 | 0 | 0 | 1 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 11 |
| Qualified | 3 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|---|
| Start Date | 5/31/2024 |
| Requisition Number | 2023-839 |
| Job Group | 2D |
| Department | 20144-Cntr for Regenerative Med.&Skeletal |
| Job Title | Asst Prof/Basic Sciences |

The University of Connecticut School of Dental Medicine at Farmington campus is seeking applications for a tenure track Assistant Professor position in the area of musculoskeletal biology and regeneration.

The ideal candidate will have a PhD, DMD or MD with significant postdoctoral or faculty experience. Applicants with a scientific track record in bone, cartilage or craniofacial/tooth biology that encompasses either genetic, developmental, stem cell, or regenerative biology will be evaluated. Applicants should have a record of scientific accomplishments and submit a detailed research plan.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-839 | 3 | 1 | 0 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 1 | 9 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Qualified | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 5 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

2D. (Assistant Professor) Hires – Part Time to Full Time

Assistant Professor/Clinical (Psychiatry)

1 WM adjusted his work schedule from part time to full time during the reporting period.

The 1 WM met a hiring goal.

Assistant Professor/Clinical (Oral/Maxillofacial Diag Sciences)

1 WF adjusted her work schedule from part time to full time during the reporting period.

The 1 WF met a hiring goal.

Assistant Professor/Clinical (Occupational & Environmental Medicine)

1 BM adjusted his work schedule from part time to full time during the reporting period.

The 1 BM met a hiring goal.

Assistant Professor/Clinical (Critical Care Medicine)

1 HM adjusted his work schedule from part time to full time during the reporting period.

Assistant Professor/Clinical (Neag Cancer Center)

1 AF adjusted her work schedule from part time to full time during the reporting period.

Assistant Professor/Science (Molecular Biology & Biophysics)

1 UU adjusted their work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------|----|----|----|----|----|----|----|----|
| 2E Instructor | 4 | 0 | 1 | 1 | 1 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|---------------|------------|----------|----|-----------|-----------|
| 2E INSTRUCTOR | 10/6/2023 | N | HF | 2023-816 | 1 |
| | 11/3/2023 | Y | WM | 2024-375 | 1 |
| | 11/17/2023 | N | AF | 2023-1430 | 1 |
| | 12/15/2023 | N | HF | 2023-1010 | 1 |
| | 12/29/2023 | N | HM | 2024-556 | 1 |
| | 12/29/2023 | N | AM | 2022-646 | 1 |
| | 3/22/2024 | N | WF | 2024-524 | 1 |
| | 3/22/2024 | N | AF | 2024-748 | 1 |
| | 4/5/2024 | N | AF | 2024-587 | 1 |
| | 4/19/2024 | N | HM | 2024-811 | 1 |

| | |
|--------------------|-------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-816 |
| Job Group | 2E |
| Department | 20184-General Dentistry |
| Job Title | Instructor/Clinical |

The minimum qualifications are a DDS/DMD degree (or its equivalent) and advanced training in general dentistry from an ADA CODA approved postdoctoral general dentistry residency program, and eligibility for a CT dental license. Under certain conditions, individuals with non-US or Canadian dental degrees may be eligible for restricted dental licensure in CT. Applicants with experience in educational and/or community settings are preferred.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-816 | 1 | 2 | 0 | 1 | 0 | 2 | 2 | 0 | 0 | 1 | 1 | 10 |
| Qualified | 1 | 2 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 7 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the following websites:

- American Dental Education Association
- Hispanic Dental Association News and Reports

- National Dental Association
- UConn Health

The goal candidates, 1 WM, 2 WF, and 1 BF, were not interviewed for the following reasons:

- 1 WM and 1 BF were not interviewed because they were not graduates of UConn Health's School of Dental Medicine.
- 2 WF did not meet the license requirements in Connecticut (CT)

The 1 HF was selected. She was a DDS who graduated and completed her advanced training in general dentistry at UConn Health. She also held a temporary CT dental license. Additionally, she had the preferred experience of providing dental services to the underserved populations in CT.

| | |
|---------------------------|-------------------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2024-375 |
| Job Group | 2E |
| Department | 20800-BioMedical Engineering - SODM |
| Job Title | Instructor/Basic Sciences |

The candidate is required to have a knowledge of gelatin-based biomaterials as well as various bio fabrication techniques. To be able to perform the physical and mechanical characterizations required for this project, a strong knowledge of mechanical engineering is required. Also, to fabricate the required bio fabrication tools for the delivery of the materials a strong background in microfluidics is required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-375 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WM, was selected.

| | |
|---------------------------|---------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2023-1430 |
| Job Group | 2E |
| Department | 10151-Nephrology |
| Job Title | Instructor/Basic Sciences |

Highly motivated junior scientists, trained in cell Biology, pathology, kidney injury or related fields, with a recent M.D., Ph.D. degree, and an interest in a successful research career, are encouraged to apply.

Qualifications: M.D., Ph.D.-kidney, Injury models, ischemia, metabolas.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1430 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AF was selected. She was an M.D. with a Ph.D. in Nephrology. For the past three years she had been a post-doc performing the same functions of this position. Specifically, she dissected the pathogenesis of kidney diseases and identified effective biomarkers for early diagnosis. She also had twenty-five peer-reviewed papers in scientific journals.

| | |
|---------------------------|-------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2023-1010 |
| Job Group | 2E |
| Department | 20184-General Dentistry |
| Job Title | Instructor/Clinical |

The minimum qualifications are a DDS/DMD degree (or its equivalent) and preferably advanced training in general dentistry from an ADA CODA approved postdoctoral general dentistry residency program, and eligibility for a CT dental license. Under certain conditions, individuals with non-US or Canadian dental degrees may be eligible for restricted dental licensure in CT.

Applicants with experience in educational and/or community settings are preferred.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1010 | 1 | 2 | 0 | 1 | 0 | 1 | 3 | 0 | 0 | 0 | 2 | 10 |
| Qualified | 1 | 2 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 8 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the following websites:

- American Dental Education Association
- Hispanic Dental Association News and Reports
- National Dental Association
- UConn Health

The goal candidates, 1 WM and 1 BF, were not interviewed for the following reasons:

- 1 WM did not submit a complete application.
- 1 BF had not completed her advanced education in UConn Health's general dentistry program.

The 1 HF was selected. She was a DDS who completed her advanced educational training in general dentistry at UConn Health and she held a temporary CT dental license. Additionally, she had the preferred experience of providing dental services to the community settings in CT.

| | |
|---------------------------|---------------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-556 |
| Job Group | 2E |
| Department | 20184-General Dentistry |
| Job Title | Instructor/Basic Sciences |

In this position the Research Instructor will report directly to Dr. Dongari-Bagtzoglou and will conduct in vivo (mouse) and in vitro (organotypic cultures, other cell cultures) experiments pertaining to oral and gastrointestinal fungal and mixed (bacterial/fungal) opportunistic infections, as well as biofilm infections, and will be involved in host response studies using these pathogenesis models. Accordingly, the Research Instructor will be responsible for the following responsibilities including but not limited to: design and conduct of experiments in mucosal biofilm projects, working with human blood and tissues to isolate cells of interest and/or establish cultures, working with a mouse model of oropharyngeal and gastrointestinal candidiasis, performing data processing and statistical management, ordering supplies as needed, general lab maintenance procedures that pertain to the research work, writing scientific abstracts and papers, assisting in proposal writing and presenting the work in scientific meetings.

This position requires a doctorate in material physics or nanotechnology and completion of post doc program.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-556 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 HM, was selected.

| | |
|---------------------------|---------------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2022-646 |
| Job Group | 2E |
| Department | Medicine |
| Job Title | Instructor/Basic Sciences |

Candidates must have a PhD degree and a strong background in Molecular and Cell Biology.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-646 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 1 | 0 | 0 | 1 | 6 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 1 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AM was selected. He had an MD in biology pathogen and had completed his postdoc at UConn Health in Nephrology. During his postdoc training he researched studies on cellular and molecular mechanisms underlying the pathogenesis of kidney disease.

| | |
|---------------------------|---|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-524 |
| Job Group | 2E |
| Department | 10260-Obstetrics and Gynecology |
| Job Title | Instructor/Clinical - Perinatal Genetic Counselor |

The Department of Obstetrics and Gynecology at UConn Health seeks a 1.0 FTE, ABGC certified/eligible prenatal genetic counselor (GC).

Excellent counseling, teaching, organizational skills, and independence are necessary.

Genetic counselors do not prescribe medications; therefore, they do not need DEA numbers or a Controlled Substance license. GCs can apply for a genetic counselor license, which is separate from a medical license. Newly graduated GCs will not be eligible for Connecticut (CT) state licensure until they pass the boards. CT State has a temporary permit for 365 days until GCs pass their boards.

Qualifications:

- Certified/eligible ABGC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-524 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and it was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She had been certified by the American Board of Genetic Counseling and had a genetic counselor license. She also had worked at UConn Health as a temporary Perinatal Genetic Counselor.

| | |
|---------------------------|---------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-748 |
| Job Group | 2E |
| Department | 10460-Neuroscience |
| Job Title | Instructor/Basic Sciences |

The individual should have a strong background in Neuroscience with prior research experience in Alzheimer's research, specifically related to Cx3CL1 c-terminus with a strong publication record and good communication skills, is preferred. The individual with successful funding experience, such as a pre- or postdoctoral fellowship, is also considered favorably as this individual will have an opportunity to apply for external funds.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-748 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 3 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and it was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 AF was selected. She had a Ph.D. in Virology and had completed her postdoctoral fellow at UConn Health. She had research experience in Alzheimer's research, specifically related to Cx3CL1 c-terminus.

| | |
|---------------------------|---------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-587 |
| Job Group | 2E |
| Department | 10663-Immunology |
| Job Title | Instructor/Basic Sciences |

A Ph.D. in Immunology plus 5 years of postdoctoral training with a strong publication record (including first-author papers) is required. Candidates must have in-depth knowledge of pattern recognition receptor signaling, noncanonical inflammasome biology, pyroptosis, and extracellular vesicles. Applicants must have experience handling live animals and infectious bacterial pathogens such as Enterohaemorrhagic E. coli and Burkholderia. Hands-on experience in generating conditional KO strains, cloning, biochemical assays, extracellular vesicle preparation and characterization, recombinant protein expression, site-directed mutagenesis, quantitative PCR analysis, immunoassays, multi-parameter flow cytometry, imaging flow cytometry, nano tracking analysis and confocal microscopy is also required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-587 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for employees only.

The HM goal had been met with a previous hire and it was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 AF was selected. She had a Ph.D. in biological sciences and immunology and had completed her postdoctoral fellowship at UConn Health. She also had a publication record with first-author papers. Additionally, she had experience with handling live animals and infectious bacterial pathogens as well as hands-on experience in generating conditional KO strains.

| | |
|---------------------------|-------------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-811 |
| Job Group | 2E |
| Department | 20184-General Dentistry |
| Job Title | Instructor/Clinical |

The minimum qualifications are a DDS/DMD degree (or its equivalent) and preferably advanced training in general dentistry from an ADA CODA approved postdoctoral general dentistry residency program, and eligibility for a CT dental license. Under certain conditions, individuals with non-US or Canadian dental degrees may be eligible for restricted dental licensure in CT. Applicants with experience in educational and/or community settings are preferred.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-811 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and it was no longer an established hiring goal.

The goal candidate, 1 WM, was not interviewed because he did not meet the minimum licensing requirement in Connecticut (CT).

1 HM was selected. He had a DMD degree, a CT dental license, and had completed his advanced training in general dentistry at UConn Health. He also had experience providing dental services to community settings and educational experience.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 3A Registered Nurse | 0 | 20 | 1 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|---------------------|------------|----------|-----------|----|-----------|
| 3A REGISTERED NURSE | 6/2/2023 | Y | 2023-1122 | WF | 1 |
| | 6/2/2023 | Y | 2023-467 | WF | 1 |
| | 6/16/2023 | N | 2023-1043 | AF | 1 |
| | 7/14/2023 | N | 2023-1123 | UU | 1 |
| | 7/14/2023 | N | 2023-899 | HF | 1 |
| | 7/14/2023 | Y | 2023-899 | WF | 1 |
| | 7/14/2023 | Y | 2023-910 | WF | 2 |
| | 7/28/2023 | N | 2023-1120 | BF | 1 |
| | 7/28/2023 | Y | 2023-926 | WF | 2 |
| | 8/11/2023 | N | 2023-1046 | HF | 1 |
| | 8/11/2023 | N | 2023-1124 | AF | 1 |
| | 8/11/2023 | N | 2023-788 | TF | 1 |
| | 8/11/2023 | Y | 2023-788 | WF | 2 |
| | 8/11/2023 | Y | 2023-906 | WF | 1 |
| | 8/25/2023 | N | 2023-911 | BF | 1 |
| | 8/25/2023 | Y | 2023-1065 | WF | 2 |
| | 9/8/2023 | N | 2023-1221 | BF | 1 |
| | 9/8/2023 | Y | 2023-1221 | WF | 1 |
| | 9/22/2023 | N | 2024-044 | HF | 1 |
| | 9/22/2023 | Y | 2023-1432 | WF | 1 |
| | 10/6/2023 | Y | 2024-111 | WF | 1 |
| | 10/20/2023 | Y | 2024-037 | WF | 2 |
| | 10/20/2023 | Y | 2024-066 | WF | 1 |
| | 11/3/2023 | Y | 2023-1268 | WF | 1 |
| | 11/3/2023 | Y | 2024-133 | WF | 1 |
| | 11/17/2023 | N | 2024-018 | BF | 1 |
| | 11/17/2023 | N | 2024-098 | WF | 1 |
| | 12/1/2023 | N | 2024-271 | WF | 1 |
| | 12/15/2023 | N | 2023-115 | WF | 1 |
| | 12/15/2023 | N | 2023-115 | WM | 1 |
| | 1/12/2024 | N | 2024-391 | WF | 1 |
| | 2/9/2024 | N | 2024-548 | WF | 1 |
| | 2/23/2024 | N | 2024-383 | WF | 1 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|---------------------|------------|----------|------------|----|-----------|
| 3A REGISTERED NURSE | 3/8/2024 | N | 2024-252 | HF | 2 |
| | 3/8/2024 | N | 2024-252 | WF | 1 |
| | 3/8/2024 | N | 2024-467 | BF | 1 |
| | 3/8/2024 | N | 2024-488 | WF | 1 |
| | 3/8/2024 | N | 2024-565 | WF | 1 |
| | 3/8/2024 | N | 2024-683 | HF | 1 |
| | 3/8/2024 | N | 2024-683 | WF | 1 |
| | 3/22/2024 | N | 2024-457 | AF | 1 |
| | 3/22/2024 | N | 2024-457 | AM | 1 |
| | 3/22/2024 | N | 2024-457 | WF | 1 |
| | 4/5/2024 | N | 2024-257 | AF | 1 |
| | 4/5/2024 | N | 2024-257 | WF | 2 |
| | 4/5/2024 | N | 2024-257 | WM | 1 |
| | 4/5/2024 | N | 2024-700 | HF | 1 |
| | 4/19/2024 | N | 2024-401 | HF | 1 |
| | 5/3/2024 | N | 2024-201 | WF | 1 |
| | 5/17/2024 | N | 2024-206 | AF | 1 |
| | 5/17/2024 | N | 2024-206 | BF | 1 |
| | 5/31/2024 | N | 2024-795 | WF | 1 |
| | 5/31/2024 | N | 2024-864 | WF | 1 |
| | 5/31/2024 | N | 2024-864 | WM | 1 |
| | 5/31/2024 | N | 2024-891 | WF | 1 |
| | 5/31/2024 | N | 2024-936 | WF | 1 |
| | 5/31/2024 | N | 2024-939 | WF | 1 |
| | 5/31/2024 | N | 9999-22660 | BF | 1 |
| | 5/31/2024 | N | 9999-23799 | WM | 1 |
| | 5/31/2024 | N | 9999-26162 | WF | 1 |

| | |
|---------------------------|---|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1122 |
| Job Group | 3A |
| Department | UMG-General Ob/Gyn |
| Job Title | Staff Nurse CN II - Outpatient - UMG-Women's Health |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.

Special Experience:

- One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Ob/Gyn RN experience
- Bachelor in Nursing (BSN)
- Non stress test (NST) experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1122 | 0 | 14 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 17 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 10 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WF, was selected.

| | |
|---------------------------|--|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-467 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Staff Nurse CNII-Surgical clinic (Melanoma and Endo) |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills, oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1-year acute care experience.

PREFERRED:

- BSN or active enrollment in a BSN program
- Surgical experience, ambulatory surgical experience
- Specialty surgical experience working with melanoma and endocrine surgical patients
- Medical/Surgical experience
- Outpatient clinic experience
- EPIC experience
- Oncology Experience
- Oncology Nurse Certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-467 | 0 | 7 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 13 |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 7 |
| Interviewed | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WF, was selected.

| | |
|---------------------------|---------------------------|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-1043 |
| Job Group | 3A |
| Department | 80282-Patient Relations |
| Job Title | Post Discharge Call Nurse |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to establish priorities and manage effectively

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.

Special Experience:

- One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED REQUIREMENTS:

- Bachelor's degree in Nursing and four (4) years of inpatient clinical experience.
- Experience conducting post-discharge phone calls and utilizing related call management systems.
- Experience reviewing electronic patient medical record, i.e., EPIC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1043 | 1 | 18 | 0 | 6 | 2 | 1 | 0 | 3 | 0 | 0 | 0 | 31 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 8 | 0 | 5 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 17 |
| Withdrew Application | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 9 |
| Selected | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirements as posted.

The goal candidates, 10 WF, were not interviewed for the following reasons:

- 7 WF did not meet any of the preferred qualifications.
- 2 WF withdrew their applications from consideration.
- 1 WF, a UConn Health employee, was in her working test period and was unable to transfer per the University of Health Professionals collective bargaining union contract.

The goal candidates, 7 WF, were interviewed and not selected for the following reasons:

- 2 WF indicated they were looking for a position with an educational role.
- 1 WF indicated she was looking for a position with a case management role, which was different than this position.
- 1 WF, a UConn Health employee had previously worked in this role. Her documentation skills were not satisfactory, and she was required to take additional courses to improve her documentation skills. Despite the additional courses her documentation skills did not improve.
- 1 WF was not able to provide complete responses to interview questions regarding patient experience post-discharge.
- 1 WF did not ask pertinent questions and was unaware of the responsibilities of the position.
- 1 WF did not have experience conducting post-discharge phone calls. She also did not provide detailed responses to interview questions regarding her knowledge of possible care interventions [hospitalization] to limit and avoid hospital readmissions.

1 AF, a part-time UConn Health employee, was selected. She had a Bachelor's degree in nursing with seven years of nursing experience. Her nursing experience included a year of experience as a home health (post-discharge) nurse. She also had experience reviewing electronic patient medical records in EPIC. She provided detailed responses to interview questions regarding the post-discharge barriers patients faced after hospitalization and necessary care interventions to limit and avoid hospital readmission. Furthermore, she provided detailed examples of her experiences with patient-centered care delivery, including the challenges associated with emotional suffering, lack of health literacy/education, and social determinants of health that would affect the care interventions needed post-discharge.

| | |
|---------------------------|--|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1123 |
| Job Group | 3A |
| Department | UMG-Maternal/Fetal Module |
| Job Title | Staff Nurse CN II - Outpatient - UMG-Maternal/Fetal Medicine |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.

Special Experience:

- One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Minimum 3 years' OB/GYN experience.
- Maternal/Fetal monitoring experience.
- BSN or enrolled in BSN program.
- Non stress test (NST) experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1123 | 0 | 15 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 17 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Offer Declined | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WF, did not meet the minimum qualifications as posted.

The goal candidates, 6 WF, were not interviewed for the following reasons:

- 1 WF withdrew her application from consideration.
- 1 WF did not respond to invitations to schedule an interview.
- 1 WF declined an invitation to schedule an interview.
- 3 WF did not have obstetrics/gynecology experience.

The goal candidates, 7 WF, were interviewed and not selected for the following reasons:

- 2 WF were offered the position, and they declined it.
- 1 WF obstetrics/gynecology experience was over a year ago and not current.
- 1 WF obstetrics/gynecology experience was over two years ago and not current.
- 1 WF did not have the preferred three years of OB/GYN experience.
- 1 WF had not worked in OB/GYN in approximately seventeen years.
- 1 WF had experience in postpartum. She did not have experience in labor and delivery.

The 1 UU was selected. She had the preferred BSN and had three years of current obstetrics/gynecology experience. Her experience included working in labor and delivery.

| | |
|---------------------------|--|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-899 |
| Job Group | 3A |
| Department | 81028-UConn Health Surgery Center-OR |
| Job Title | Staff Nurses CNII-UH Surgery Center OR |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills

- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.
- A minimum of 1-year acute care hospital experience.
- Current BLS certification required.

PREFERRED EXPERIENCE:

- BSN or active enrollment in a BSN program.
- Two (2) or more years of general operating room experience.
- Experience in an Ambulatory Surgery Operating Room.
- ACLS Certification
- Epic Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-899 | 1 | 18 | 0 | 1 | 0 | 4 | 0 | 3 | 1 | 0 | 2 | 30 |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 2 | 1 | 0 | 1 | 8 |
| Qualified | 1 | 7 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 11 |
| Withdrew Application | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

The goal candidates, 2 WF, did not meet the minimum qualifications as posted.

The goal candidates, 12 WF, were not interviewed for the following reasons:

- 5 WF withdrew their applications from consideration.
- 1 WF declined an invitation to schedule an interview.
- 6 WF did not have the preferred operating room experience.

The goal candidates, 3 WF, were interviewed and not selected for the following reasons:

- 1 WF was offered the position and declined it.
- 1 WF withdrew her application from consideration.
- 1 WF was a University Health Professional (UHP) who had contractual bargaining rights to be interviewed. She did not have the preferred operating room experience.

The goal candidates, 1 WF and 1 HF, were selected.

1 HF had an Associate's degree in nursing and was currently enrolled in a Bachelor's degree nursing program. She also had BLS certification and one and a half years of operating room experience. Additionally, she had EPIC (electronic medical records system) experience.

| | |
|---------------------------|---------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-910 |
| Job Group | 3A |
| Department | 81022-Operating Room Unit |
| Job Title | Staff Nurse CNII-OR |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.
- Current CPR certification required.
- 1-2 years' experience in an inpatient acute care hospital.

STRONGLY PREFERRED:

- BSN or active enrollment in a BSN program
- 1-2 years of experience working in an operating room over the last 5 years.
- ACLS
- Epic Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-910 | 0 | 17 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 3 | 1 | 25 |
| Unqualified | 0 | 9 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 14 |
| Qualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 6 |
| Withdrew Application | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

The goal candidates, 2 WF, were selected.

| | |
|---------------------------|--|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1120 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Graduate Nurse CN1-Hematology Oncology |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

- Qualified applicants will be RN's who have graduated from an accredited nursing school/program with less than 1 year post graduate work experience or will be graduating in May 2023
- BLS Certification

PREFERRED REQUIREMENTS:

- Bachelor of Science in Nursing is strongly preferred (those graduating May 2023 are included)
- Capstone or Clinical Rotation on an Oncology Unit

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-1120 | 0 | 4 | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 9 |
| Unqualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

The goal candidates, 2 WF, were not interviewed for the following reasons:

- 1 WF did not have outpatient clinic experience.
- 1 WF had one year of registered nurse experience.

The goal candidates, 2 WF, were interviewed and not selected for the following reasons:

- 1 WF withdrew her application from consideration.
- 1 WF indicated she wanted to work in an inpatient critical care unit. This position is an outpatient clinical role in oncology.

1 BF was selected. She had outpatient clinic experience as a medical assistant. She also asked questions that were specific to the role.

| | |
|---------------------------|--------------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-926 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Graduate CNI |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

- Qualified applicants will be RN's who have graduated from an accredited nursing school/program with less than 1 year post graduate work experience or will be graduating in May 2023
- BLS Certification

PREFERRED REQUIREMENTS:

- Bachelor of Science in Nursing is strongly preferred (those graduating May 2023 are included)
- Capstone or Clinical Rotation on a Cancer Unit

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-926 | 0 | 7 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 11 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Qualified | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

The goal candidates, 2 WF, were selected.

| | |
|---------------------------|---|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1046 |
| Job Group | 3A |
| Department | 83064-Interventional Radiology |
| Job Title | Staff Nurse CNII - Interventional Radiology |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Knowledge of the principles and practices of nursing.

Knowledge of relevant health center policies and procedures and State regulations

Knowledge of clinical standards of care, documentation and patient record policies and standards.

Understanding of computer-based applications.

Considerable interpersonal and communication skills.

Ability to work as an effective team member.

Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program.

Special Experience:

One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

Bachelors of Science in Nursing or an ADN/ASN and current enrollment in a BSN program.

Moderate sedation experience

Radiology experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1046 | 2 | 5 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 10 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Qualified | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 WF, were not interviewed for the following reasons:

- 3 WF were contacted to schedule an interview, but they did not respond.
- 1 WF's license was on probation with a consent order on file.

The goal candidate, 1 WF, was interviewed and not selected because she did not have the special experience of one-year professional nursing.

1 HF was selected. She had one year of nursing medical surgical experience. She also asked appropriate questions when she shadowed in the operating room and interventional radiology.

| | |
|---------------------------|---|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1124 |
| Job Group | 3A |
| Department | 70045-UMG-Geriatrics |
| Job Title | Staff Nurse CN II - Outpatient - UMG-Geriatrics |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Knowledge of the principles and practices of nursing.

Knowledge of relevant health center policies and procedures and State regulations

Knowledge of clinical standards of care, documentation and patient record policies and standards.

Understanding of computer-based applications.

Considerable interpersonal and communication skills.

Ability to work as an effective team member.

Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program.

Special Experience:

One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:
Experience working with EPIC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1124 | 0 | 7 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 11 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WF, were not interviewed for the following reasons:

- 2 WF's resignations from UConn Health were not in good standing.
- 1 WF was contacted to schedule an interview, and she did not respond.

The goal candidates, 4 WF, were interviewed and not selected for the following reasons:

- 1 WF declined an offer of employment.
- 1 WF's primary experience was working in maternity and not related to geriatrics.
- 1 WF did not have longevity in her employment history.
- 1 WF did not assess patients' symptoms during a situational interview question.

1 AF was selected. She had sixteen years of geriatric experience. She also provided patient centered responses to interview questions and situational interview questions.

| | |
|---------------------------|----------------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-788 |
| Job Group | 3A |
| Department | 81022-Operating Room Unit |
| Job Title | Staff Nurse CN1 - Graduate Nurse |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

- Qualified applicants will be RN's who have graduated from an accredited nursing school/program with less than 1 year post graduate work experience.
- BLS Certification

PREFERRED REQUIREMENTS:

- Bachelor of Science in Nursing is strongly preferred (those graduating from May 2023 are included)
- Clinical Rotation or Capstone Project in an Operating Room

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-788 | 2 | 10 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 15 |
| Qualified | 1 | 7 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 10 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |

These positions were posted on the UConn Health website.

The goal candidates, 7 WF, were not interviewed for the following reasons:

- 3 WF did not have the preferred experience in an operating room.
- 2 WF were currently enrolled in a Bachelor of Science program and did not have a graduation date.
- 1 WF did not respond to attempts to schedule an interview.
- 1 WF was in her working test period and was not eligible per the University of Health Professional Union.

The goal candidate, 1 WF, was interviewed and not selected because she indicated her goal was to work in obstetrics/labor and delivery.

The goal candidates, 2 WF, and 1 TF were selected.

1 TF was selected. She had the preferred experience of working in an operating room as a surgical technician where she had experience scrubbing in all specialties including cardiac. She also graduated from an accredited nursing program and had her nursing license.

| | |
|---------------------------|---------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-906 |
| Job Group | 3A |
| Department | 81022-Operating Room Unit |
| Job Title | Staff Nurse CNII-OR |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Hiring Goal Analysis – Professional Non-Faculty

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.
- Current CPR certification required.
- 1-2 years' experience in an inpatient acute care hospital.

STRONGLY PREFERRED:

- BSN or active enrollment in a BSN program
- 1-2 years of experience working in an operating room over the last 5 years.
- ACLS
- Epic Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-906 | 0 | 6 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 12 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 5 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WF, was selected.

| | |
|---------------------------|---------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-911 |
| Job Group | 3A |
| Department | 81022-Operating Room Unit |
| Job Title | Staff Nurse CNII-OR |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.
- Current CPR certification required.
- 1-2 years' experience in an inpatient acute care hospital.

STRONGLY PREFERRED:

- BSN or active enrollment in a BSN program
- 1-2 years of experience working in an operating room over the last 5 years.
- ACLS
- Epic Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-911 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 6 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Qualified | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirements as posted.

The goal candidate, 1 WF, was interviewed and not selected because she did not have the preferred experience working in an operating room.

1 BF was selected. She had three years of preferred experience working in an operating room. She also asked appropriate questions about the position.

| | |
|---------------------------|---|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1065 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Staff Nurses CNII-Outpatient Medical Oncology/Hematology Clinic |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills, oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1 year of acute care experience.

PREFERRED:

- BSN or actively enrolled in a BSN program.
- Chemotherapy experience
- Outpatient clinic experience
- ONS chemotherapy/biotherapy provider card
- OCN certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1065 | 2 | 18 | 0 | 1 | 0 | 2 | 1 | 0 | 0 | 1 | 0 | 25 |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 8 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 11 |
| Withdrew Application | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Interviewed | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

The goal candidates, 2 WF, were selected.

| | |
|---------------------------|------------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1221 |
| Job Group | 3A |
| Department | 81037-Adult Sickle Cell Unit |
| Job Title | Staff Nurses CNII-Sickle Cell Unit |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:**MINIMUM REQUIREMENTS:**

Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.

One-year acute care nursing experience.

PREFERRED:

BSN or an AND/ASN and active enrollment in a BSN program.

Infusion experience

Outpatient clinic experience

Medical/surgical experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1221 | 1 | 8 | 0 | 6 | 1 | 1 | 1 | 2 | 0 | 1 | 0 | 21 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 4 | 0 | 3 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 10 |
| Withdrew Application | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 6 WF, were not interviewed for the following reasons:

- 2 WF withdrew their applications from consideration.
- 1 WF license was on probation with charges pending.
- 3 WF did not have the preferred infusion experience.

The goal candidate, 1 WF, was interviewed and not selected because she did not have IV or infusion experience.

The goal candidate, 1 WF, and 1 BF were selected.

- 1 BF had fourteen years' experience as a registered nurse including oncology infusion experience. She also provided concise and accurate responses to interview questions.

| | |
|---------------------------|--|
| Start Date | 9/22/2023 |
| Requisition Number | 2024-044 |
| Job Group | 3A |
| Department | UMG-Surgery Module |
| Job Title | Staff Nurse CN II - Outpatient - UMG-Surgery |

MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.

Special Experience:

- One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- 2 years wound care and ostomy experience or WOC Nurse
- Outpatient surgical nursing experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-044 | 1 | 5 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 9 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirements as posted.

The goal candidates, 3 WF, were not interviewed for the following reasons:

- 2 WF declined offers to schedule interviews.
- 1 WF applied after a candidate had been selected.

The goal candidate, 1 WF, was interviewed and not selected because she did not have experience with ostomy or continence.

1 HF was selected. She had the preferred experience with wound care patients. She also had experience with ostomy, and continence. She specifically had experience in Urology with catheter changes, and experience with gastroenterologist patients in the home care setting. Additionally, she had experience using EPIC (electronic medical record system).

| | |
|---------------------------|---------------------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2023-1432 |
| Job Group | 3A |
| Department | 81028-UConn Health Surgery Center-OR |
| Job Title | Staff Nurse CNII-UH Surgery Center OR |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.
- Must have at least 1-2 years of experience working in an operating room over the last 5 years.
- Current BLS certification required.

PREFERRED EXPERIENCE:

- BSN or active enrollment in a BSN program.
- Two (2) or more years of general operating room experience.
- Experience in an Ambulatory Surgery Operating Room.
- ACLS Certification
- Epic Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-1432 | 2 | 14 | 0 | 6 | 0 | 5 | 1 | 1 | 0 | 1 | 4 | 34 |
| Unqualified | 2 | 10 | 0 | 5 | 0 | 4 | 0 | 1 | 0 | 0 | 3 | 25 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 6 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|--------------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2024-111 |
| Job Group | 3A |
| Department | 80740-Dermatology Clinic |
| Job Title | Staff Nurse CN II - MOHS/Derm Clinic |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1-year professional nursing experience.

SPECIAL REQUIREMENT:

- BLS Certification

PREFERRED EXPERIENCE:

- Dermatology Experience
- Ambulatory experience
- BSN or active enrollment in a BSN program

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-111 | 1 | 15 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 19 |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 1 | 8 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 12 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|--|
| Start Date | 10/20/2023 |
| Requisition Number | 2024-037 |
| Job Group | 3A |
| Department | UMG-General Ob/Gyn |
| Job Title | Staff Nurses CN II - Outpatient - UMG-Women's Health |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.

Special Experience:

- One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Ob/Gyn RN experience
- Bachelor in Nursing (BSN)
- Non stress test (NST) experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-037 | 1 | 18 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 25 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 1 | 9 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 15 |
| Interviewed | 0 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

The goal candidates, 2 WF, were selected.

| | |
|---------------------------|---|
| Start Date | 10/20/2023 |
| Requisition Number | 2024-066 |
| Job Group | 3A |
| Department | 80820-Osteoporosis |
| Job Title | Staff Nurse CN II - Outpatient - Osteoporosis |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.

Special Experience:

- One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Experience administering pharmacologic therapies in an ambulatory clinic setting; strong preference for those with experience with Prolia, Evenity, and/or Reclast
- Proficiency with prior authorization process and care coordination with specialty pharmacies
- Interest and experience in nursing education on topics of nutrition, exercise, and healthy lifestyle

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-066 | 1 | 8 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| Qualified | 0 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|---|
| Start Date | 11/3/2023 |
| Requisition Number | 2023-1268 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Staff Nurse CNII-Endocrine Neoplasia Clinic |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1 year acute care Registered Nurse experience.

PREFERRED:

- At least 3 years of Medical Surgical nursing or oncology experience
- General endocrine experience or endocrine neoplasia experience
- Injection and or phlebotomy experience
- Outpatient experience
- Clinic RN experience
- Bachelor of Science in Nursing or active enrollment in a BSN program
- EPIC experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1268 | 2 | 18 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 | 24 |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 9 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 10 |
| Interviewed | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|--------------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2024-133 |
| Job Group | 3A |
| Department | 80320-Cardiology |
| Job Title | Staff Nurse CN II - Outpatient |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

- Qualified applicants will have at least 1 year of Registered Nurse experience in either acute care or an outpatient/ambulatory clinic.
- Cardiology experience with experience with advanced heart failure patients
- BLS and ACLS Certification

PREFERRED:

- Critical Care experience
- Bachelor of Science in Nursing
- IV Skills
- Proficiency in out-patient EPIC electronic medical records

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-133 | 2 | 11 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 16 |
| Unqualified | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 5 |
| Interviewed | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|------------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-018 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Staff Nurse CNII-Surgical Oncology |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1year acute care Registered Nurse experience.

PREFERRED:

- BSN or actively enrolled in a BSN program.
- Surgical experience, ambulatory surgical experience
- Medical Surgical experience
- Outpatient clinic experience
- Oncology Experience
- Epic experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-018 | 1 | 14 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 19 |
| Unqualified | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 7 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 BF was selected. She was a licensed registered nurse who had two years of nursing ambulatory experience. Her experience included pre-operative and post-operative care.

| | |
|---------------------------|--|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-098 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Staff Nurse CNII-Outpatient Medical Oncology/Hematology Clinic |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1 year acute care Registered Nurse experience.

PREFERRED:

- BSN or actively enrolled in a BSN program.
- Chemotherapy experience
- Outpatient clinic experience
- ONS chemotherapy/biotherapy provider card
- OCN certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-098 | 1 | 22 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 2 | 1 | 32 |
| Unqualified | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 8 |
| Qualified | 1 | 8 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 12 |
| Withdrew Application | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF was selected. She had ambulatory oncology experience. She also had an ONS chemotherapy and biotherapy provider card.

| | |
|---------------------------|--------------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-271 |
| Job Group | 3A |
| Department | 83064-Interventional Radiology |
| Job Title | Staff Nurse CNII-IR |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.

Special Experience:

- One (1) year professional acute care Medical/Surgical nursing experience

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Bachelors of Science in Nursing or an ADN/ASN and current enrollment in a BSN program.

- Moderate sedation experience
- Radiology experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-271 | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 8 |
| Qualified | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with previous hires and was no longer an established hiring goal.

Goal candidates did not apply for this position.

The 1 WF was selected. She had two years of medical surgical experience. She provided detailed responses to interview questions and asked appropriate questions.

| | |
|---------------------------|------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2023-115 |
| Job Group | 3A |
| Department | 83008-Cardiac Cath. Lab |
| Job Title | Staff Nurses CNII - Cath Lab |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of nursing

Knowledge of relevant health center policies and procedures

Considerable interpersonal skills; oral and written communication skills

Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

MINIMUM REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

Minimum 1-year acute care nursing experience.

ACLS Certification

PREFERRED REQUIREMENTS:

Experience with moderate sedation

Minimum of two (2) years' current Cath Lab, critical care experience or PACU experience.

Pre / Post procedure care.

Hemodynamic Monitoring Experience

Cardiac and Peripheral procedure
BSN or ADN/ASN and active enrollment in a BSN program

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-115 | 6 | 28 | 1 | 2 | 0 | 10 | 1 | 2 | 0 | 1 | 9 | 60 |
| Unqualified | 0 | 8 | 1 | 1 | 0 | 2 | 1 | 0 | 0 | 0 | 1 | 14 |
| Qualified | 5 | 12 | 0 | 1 | 0 | 5 | 0 | 1 | 0 | 0 | 8 | 32 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 5 |
| Offer Declined | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The WF goals were previously met and were no longer established hiring goals.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

The 1 WM and 1 WF were selected.

- 1 WM had the preferred three years of registered nurse experience in an intensive care unit.
- 1 WF had the preferred four and a half years of registered nurse experience in both intensive care unit and cardiac medicine. She also asked pertinent questions during the interview.

| | |
|---------------------------|---|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-391 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Staff Nurse CNII-Outpatient Medical Oncology Clinic |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1-year acute care experience.

PREFERRED:

- BSN or actively enrolled in a BSN program.
- Chemotherapy experience
- Outpatient clinic experience
- ONS chemotherapy/biotherapy provider card
- OCN certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-391 | 2 | 5 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 9 |
| Qualified | 2 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 7 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF was selected. She had four years of oncology registered nurse experience. Her experience included working with oncology patients in both inpatient and outpatient ambulatory care settings. She was also OCN certified and had an ONS chemotherapy/immunotherapy provider card.

| | |
|---------------------------|---|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-548 |
| Job Group | 3A |
| Department | 70060-UMG-General OB |
| Job Title | Staff Nurse CN II - Outpatient - UMG-Women's Health |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program. SPECIAL REQUIREMENTS:
- Candidates must possess and maintain or be eligible for licensure in the State of Connecticut as a Registered Nurse.
- Two (2) years professional nursing experience
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Minimum 3 years OB/Gyn RN experience
- Bachelor in Nursing (BSN) or enrolled in BSN Program
- Non stress test (NST) experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-548 | 0 | 9 | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 15 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 5 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had a Bachelor's degree in nursing and thirteen years of registered nursing experience with two of those years in OB/GYN experience. She also had experience in triaging.

| | |
|---------------------------|-----------------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-383 |
| Job Group | 3A |
| Department | 81017-Postoperative Services Unit |
| Job Title | Staff Nurse CNII-PACU |

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.
- Must have at least 1 year of acute care experience and prior Pre-Op or PACU experience.

SPECIAL REQUIREMENT:

- Must possess and maintain American Heart Association (AHA) **Basic Life Support (BLS) and Advanced Life Support (ACLS)** for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials *may* be accepted at hire, but incumbents will be required to obtain AHA BLS & ACLS certification within six (6) months of hire and maintain throughout employment.

PREFERRED QUALIFICATIONS: BSN.

- BSN or an ADN/ASN and active enrollment in a BSN program.
- Two (2) or more years' experience working in a PreOp or PACU.
- EPIC experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-383 | 1 | 14 | 0 | 2 | 0 | 2 | 2 | 2 | 0 | 0 | 1 | 24 |
| Unqualified | 0 | 9 | 0 | 0 | 0 | 2 | 2 | 1 | 0 | 0 | 0 | 14 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 5 |
| Interviewed | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with previous hires and was no longer an established hiring goal.

Goal candidates did not apply for this position.

The 1 WF was selected. She had experience in both PACU and critical care.

| | |
|---------------------------|---------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-252 |
| Job Group | 3A |
| Department | 81022-Operating Room Unit |
| Job Title | Graduate Nurse CNI1-OR |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

POSITION REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

- Qualified applicants will be RN's who have graduated from an accredited nursing school/program with less than 1 year post graduate work experience or will be graduating in December 2023.
- BLS Certification (please upload at the time of application)

PREFERRED REQUIREMENTS:

- Bachelor of Science in Nursing is strongly preferred (those graduating in December as a CEIN student are included)
- Clinical rotations or capstone in the Operating Room

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-252 | 2 | 11 | 0 | 5 | 1 | 4 | 0 | 2 | 0 | 0 | 5 | 30 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 2 | 7 | 0 | 5 | 1 | 2 | 0 | 1 | 0 | 0 | 4 | 22 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF and 2 HF were selected.

- 1 WF had a bachelor's degree in nursing. She had also completed surgical clinical rounds at UConn Health.
- 1 HF had an associate's degree in nursing and was currently enrolled in a BSN program. She had also completed a surgical clinical rotation.
- 1 HF had had a bachelor's degree in nursing. She had also completed a surgical clinical rotation.

| | |
|---------------------------|-------------------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-467 |
| Job Group | 3A |
| Department | UMG-Neurology |
| Job Title | Staff Nurse CN II - UMG - Neurology |

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS & ABILITY**

- Knowledge of the principles and practices of nursing.

- Knowledge of relevant health center policies and procedures.
- Considerable interpersonal skills.
- Oral and written communication skills.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

- Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid license to practice in the State of Connecticut
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Critical Care experience
- Bachelor of Science in Nursing
- EPIC experience
- Advance Cardiac Life Support (ACLS) certification for healthcare providers.
- IV Skills
- Experience in busy clinical outpatient practice (Internal Medicine, Neurology, etc.)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-467 | 0 | 12 | 0 | 6 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 19 |
| Unqualified | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 7 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 BF was selected. She had experience with Neurology patients in both the inpatient and outpatient setting. She also had experience with multiple sclerosis patients. She additionally had a stroke certification by NIHSS.

| | |
|---------------------------|---|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-488 |
| Job Group | 3A |
| Department | 81100-JDH-Prof Prac and Clin Excellence |
| Job Title | Staff Nurse CNII |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

- Must be a UConn Health CN2, CN3 or CN4 with Medical Surgical experience to be eligible
- CN2 with five (5) years of Medical Surgical experience with preceptor experience. Must obtain CN3 within one (1) year of hire
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials *may* be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) BLS certification within six (6) months of hire

STRONGLY PREFERRED:

- Critical Care or Intermediate Care Experience
- BSN with active enrollment in an MSN program
- Epic Experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-488 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for employees only.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF, part-time UConn Health employee, was selected. She had clinical experience in the emergency department and intensive care unit. She also had experience in a leadership role.

| | |
|---------------------------|---|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-565 |
| Job Group | 3A |
| Department | 80740-Dermatology Clinic |
| Job Title | Staff Nurse CNII - Outpatient - Dermatology |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 2-year professional nursing experience.

SPECIAL REQUIREMENT:

- BLS Certification

PREFERRED EXPERIENCE:

- Dermatology Experience
- Ambulatory experience
- BSN or active enrollment in a BSN program
- Experience answering nurse etriages and coordinating with providers.
- Experience with being responsible for carrying Nurse iPhone
- Ability to train in derm including Mohs, Dermatology and Psoriasis Center

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-565 | 1 | 29 | 0 | 6 | 0 | 3 | 0 | 0 | 0 | 0 | 2 | 41 |
| Unqualified | 0 | 12 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 15 |
| Qualified | 1 | 11 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 16 |
| Interviewed | 0 | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF was selected. She had worked in a high-traffic outpatient clinic that was similar to a dermatology office. In this office she had experience with dermatology procedures and had triage experience.

| | |
|---------------------------|---------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-683 |
| Job Group | 3A |
| Department | 81022-Operating Room Unit |
| Job Title | Graduate Nurses CN1 |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

POSITION REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

- Qualified applicants will be RN's who have graduated from an accredited nursing school/program with less than 1 year post graduate work experience or who have graduated in December 2023.
- BLS Certification (please upload at the time of application)

PREFERRED REQUIREMENTS:

- Bachelor of Science in Nursing is strongly preferred Clinical rotations or capstone in the Operating Room

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-683 | 0 | 7 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 11 |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 4 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF and 1 HF were selected.

- 1 WF had a Bachelor's degree in nursing. She completed rotations in pre-, intra and post-surgery at two hospital operating rooms.
- HF had an Associate's degree in nursing. She had completed a clinical rotation in an operating room.

| | |
|---------------------------|---------------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-457 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Staff Nurses CNII-Infusion Room |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1 year of acute care experience.

PREFERRED:

- BSN or actively enrolled in a BSN program.
- Ambulatory Care infusion experience
- Chemotherapy experience
- Outpatient clinic experience
- ONS chemotherapy/immunotherapy provider card
- OCN certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-457 | 7 | 27 | 0 | 4 | 0 | 3 | 1 | 5 | 0 | 1 | 2 | 50 |
| Unqualified | 1 | 7 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 10 |
| Qualified | 6 | 12 | 0 | 2 | 0 | 2 | 0 | 4 | 0 | 1 | 1 | 28 |
| Withdrew Application | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 3 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals. Goal candidates did not apply for this position.

The 1 WF, 1 AM, and 1 AF, were selected.

- 1 WF had thirty years of nursing experience with two years of outpatient infusion experience. She also provided detailed responses to interview questions.
- 1 AM had outpatient oncology infusion experience and inpatient oncology experience. He also had an ONS chemotherapy card. Additionally, he provided detailed examples of his infusion experience.
- 1 AF had oncology experience and outpatient oncology clinic experience. She also had an ONS chemotherapy card.

| | |
|---------------------------|---------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-257 |
| Job Group | 3A |
| Department | 81022-Operating Room Unit |
| Job Title | Staff Nurse CNII-OR |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.
- Current CPR certification required.
- 1-2 years' experience in an inpatient acute care hospital.

PREFERRED:

- BSN or active enrollment in a BSN program
- 1-2 years of experience working in an operating room over the last 5 years.
- ACLS (Advanced Cardiac Life Support) experience
- Epic Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-257 | 4 | 10 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 4 | 22 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 4 |
| Qualified | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Hired | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WM, 2 WF, and 1 AF were selected.

- 1 WM was a part-time UConn Health employee who had four years of registered nurse experience. His experience included intensive care unit and cardiac step down.
- 1 WF had five years of registered nurse experience. Her experience included working in a cardiac intensive care unit.
- 1 WF had six years of registered nurse experience.
- 1 AF had three years of operating room experience.

| | |
|---------------------------|--|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-700 |
| Job Group | 3A |
| Department | 70040-UMG-Internal Medicine |
| Job Title | Staff Nurse CN II - Outpatient - Internal Medicine |

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:**

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations.
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.
- One (1) year professional nursing experience.

Special Experience:

- Two (2) years of professional nursing experience.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-700 | 1 | 16 | 0 | 7 | 0 | 7 | 0 | 1 | 0 | 0 | 2 | 34 |
| Unqualified | 0 | 3 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 8 |
| Qualified | 1 | 9 | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 17 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 7 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 HF was selected. She had a Bachelor's degree in nursing and had primary care and ambulatory experience. She also provided patient centered responses to interview questions.

| | |
|---------------------------|---|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-401 |
| Job Group | 3A |
| Department | 70060-UMG-General OB |
| Job Title | Staff Nurse CN II - Outpatient - UMG-Women's Health |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

MINIMUM REQUIREMENTS:

- Graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

- Candidates must possess and maintain or be eligible for licensure in the State of Connecticut as a Registered Nurse.
- Two (2) years professional nursing experience
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Minimum 3 years OB/Gyn RN experience
- Bachelor in Nursing (BSN) or enrolled in BSN Program
- Non stress test (NST) experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-401 | 0 | 26 | 0 | 4 | 0 | 3 | 0 | 1 | 0 | 1 | 1 | 36 |
| Unqualified | 0 | 9 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 12 |
| Qualified | 0 | 14 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 18 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 HF was selected. She had a Bachelor's degree in nursing and had experience in NICU and women's health.

| | |
|---------------------------|----------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-201 |
| Job Group | 3A |
| Department | 10440-Neurology |
| Job Title | Research Nurse - Neurology |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of the principles and practices of nursing, with considerable nursing skills.
- Knowledge of research protocols.
- Knowledge of crisis theory, family dynamics.
- Considerable interpersonal skills; oral and written communication skills.
- Efficient computer skills.
- Ability to establish priorities.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program and two (2) years' professional nursing experience preferably including work in clinical research
- SPECIAL REQUIREMENTS:
- Must possess and maintain a current State of Connecticut Registered Nurse license

PREFERRED QUALIFICATIONS:

Completion of Good Clinical Practice modules in Collaborative IRB Training Initiative (CITI) within the past 2 years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-201 | 5 | 26 | 0 | 5 | 0 | 2 | 0 | 4 | 0 | 1 | 1 | 44 |
| Unqualified | 3 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| Qualified | 2 | 13 | 0 | 5 | 0 | 2 | 0 | 3 | 0 | 0 | 1 | 26 |
| Withdrew Application | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 4 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF was selected. She was a registered nurse who had research experience that translated to this position. She also had a Master's degree in clinical research.

| | |
|---------------------------|---|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-206 |
| Job Group | 3A |
| Department | 81037-Adult Sickle Cell Unit |
| Job Title | Staff Nurse CNII-CT Bleeding Cell Disorders |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

MINIMUM REQUIREMENTS:

Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.

One-year acute care nursing experience.

PREFERRED:

BSN or an AND/ASN and active enrollment in a BSN program.

Infusion experience

Outpatient clinic experience

Medical/surgical experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-206 | 1 | 8 | 0 | 5 | 0 | 2 | 0 | 2 | 0 | 1 | 1 | 20 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 4 | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 10 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 6 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 BF and 1 AF were selected.

- 1 BF had four years of outpatient infusion experience.
- 1 AF had four years of outpatient infusion experience with sickle cell disease patients.

| | |
|---------------------------|---|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-795 |
| Job Group | 3A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Staff Nurse CNII-Medical Oncology & Hematology Clinic |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1 year of acute care experience.

PREFERRED:

- BSN or actively enrolled in a BSN program.
- Oncology experience
- Hematology experience
- Outpatient clinic experience
- EPIC charting experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-795 | 3 | 34 | 0 | 6 | 0 | 5 | 0 | 3 | 0 | 2 | 6 | 59 |
| Unqualified | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 8 |
| Qualified | 2 | 20 | 0 | 5 | 0 | 3 | 0 | 3 | 0 | 2 | 2 | 37 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 10 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF was selected. She had oncology experience and an ONS chemotherapy card. She also answered all interview questions appropriately and thoroughly.

| | |
|---------------------------|-----------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-864 |
| Job Group | 3A |
| Department | 81017-Postoperative Services Unit |
| Job Title | Staff Nurses CNII-PACU |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

POSITION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program.
- Must have at least 1-year PreOp and/or PostOp experience or ICU experience.

SPECIAL REQUIREMENT:

- Must possess and maintain American Heart Association (AHA) **Basic Life Support (BLS) and Advanced Life Support (ACLS)** for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain AHA BLS & ACLS certification within six (6) months of hire and maintain throughout employment.

PREFERRED QUALIFICATIONS:

- BSN or an ADN/ASN and active enrollment in a BSN program.
- Two (2) or more years' experience working in a PreOp or PACU or an ICU.
- EPIC experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-864 | 3 | 8 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 3 | 16 |
| Unqualified | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 5 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WM and 1 WF were selected.

- 1 WM had the preferred ICU experience.
- 1 WF was a part-time UConn Health Staff Nurse CNII. She had two years of PACU experience.

| | |
|---------------------------|---|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-891 |
| Job Group | 3A |
| Department | 70060-UMG-General OB |
| Job Title | Staff Nurse CN II - Outpatient - Gynecology |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.
- One (1) year professional nursing experience.

Special Experience:

- Two (2) years of professional nursing experience.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED EXPERIENCE:

- Previous experience in OB/Gyn
- Experience with NST (nonstress testing)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-891 | 0 | 16 | 0 | 6 | 0 | 5 | 0 | 2 | 0 | 1 | 2 | 32 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 4 |
| Qualified | 0 | 12 | 0 | 4 | 0 | 3 | 0 | 2 | 0 | 1 | 1 | 23 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF was selected. She had outpatient experiences in pediatrics, neonatal, and family medicine. She also had EPIC (electronic medical records system) experience. Additionally, she provided patient centered responses to interview questions.

| | |
|---------------------------|------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-936 |
| Job Group | 3A |
| Department | 81024-Endoscopy |
| Job Title | Staff Nurse CNII - Endoscopy |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Considerable interpersonal skills; oral and written communication skills
- Ability to establish priorities and manage effectively

REQUIREMENTS:

- Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.
- Minimum 1-year acute care experience.
- Current BLS Certification

PREFERRED:

- 2 years of endoscopy experience.
- BSN Degree or active enrollment in a BSN program
- ACLS Certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-936 | 1 | 6 | 0 | 2 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 14 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 1 | 3 | 0 | 1 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 10 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF was selected. She had twenty-four years of registered nursing experience. Her experience included seven years working in endoscopy.

| | |
|---------------------------|--|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-939 |
| Job Group | 3A |
| Department | 70001-UMG-IMA West Hartford |
| Job Title | Staff Nurse CN II - Outpatient - Internal Medicine - West Hartford |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of nursing.
- Knowledge of relevant health center policies and procedures and State regulations.
- Knowledge of clinical standards of care, documentation and patient record policies and standards.
- Understanding of computer-based applications.
- Considerable interpersonal and communication skills.
- Ability to work as an effective team member.
- Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

- Graduation from an accredited nursing program.
- One (1) year professional nursing experience.

Special Experience:

- Two (2) years of professional nursing experience.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED EXPERIENCE:

Primary Care experience is preferred.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-939 | 1 | 11 | 0 | 10 | 0 | 6 | 0 | 1 | 0 | 2 | 1 | 32 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 1 | 1 | 7 |
| Qualified | 1 | 5 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 12 |
| Interviewed | 0 | 4 | 0 | 5 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 12 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF was selected. She had seven years of nursing experience in outpatient pediatrics and adolescent medicine, home care, and in-patient care. She also had experience as a Charge Nurse.

3A. (Registered Nurse) Hires – Part Time to Full Time

Staff Nurses CN2 (Postoperative Services Unit)

1 WM and 1 BF adjusted their work schedules from part time to full time during the reporting period.

Staff Nurse CN1 (Neag Cancer Center)

1 WF adjusted her work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 3B Nursing Supervisor | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|-----------------------|------------|----------|----------|----|-----------|
| 3B NURSING SUPERVISOR | 12/15/2023 | Y | 2024-225 | HF | 1 |

| | |
|--------------------|--|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-225 |
| Job Group | 3B |
| Department | 70045-UMG-Geriatrics |
| Job Title | Assistant Nursing Manager - UMG Geriatrics |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of the principles, standards, and practices of nursing
- Knowledge of hospital and community resources, policies and procedures, and patient's bill of rights
- Knowledge of mission, values, and department goals
- Receptive listening skills; considerable oral and written communication skills
- Excellent customer service skills
- Ability to effectively resolve conflicts and work under stressful conditions
- Ability to establish priorities and manage effectively
- Lead /supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

- Three (3) years of nursing experience

SPECIAL REQUIREMENTS:

- Must possess and maintain a license to practice nursing in the State of Connecticut
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Nursing (BSN)
- Previous management experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-225 | 1 | 6 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 14 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Qualified | 0 | 4 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HF, was selected.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 3C Specialized Nurses | 0 | 0 | 1 | 2 | 1 | 0 | 1 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|-----------------------|------------|----------|-----------|----|-----------|
| 3C SPECIALIZED NURSES | 7/14/2023 | N | 2023-1278 | WF | 1 |
| | 7/28/2023 | N | 2022-1389 | WM | 1 |
| | 8/25/2023 | N | 2023-1299 | WM | 1 |
| | 8/25/2023 | N | 2024-058 | WF | 1 |
| | 9/8/2023 | N | 2023-1303 | WF | 1 |
| | 12/29/2023 | Y | 2024-237 | BF | 1 |
| | 1/22/2024 | N | 2023-1045 | WF | 1 |
| | 1/26/2024 | N | 2024-364 | WF | 1 |
| | 5/31/2024 | N | 2023-1148 | WF | 1 |
| | 5/31/2024 | N | 2024-773 | WF | 1 |
| | 5/31/2024 | N | 2024-959 | UU | 1 |

| | |
|--------------------|---|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1278 |
| Job Group | 3C |
| Department | 81160-Case Management |
| Job Title | Clinical Case Manager- (Utilization Review) |

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE: Master's degree in Nursing

SUBSTITUTION ALLOWED: Bachelor's degree in nursing with three years' experience in an inpatient hospital setting or Case Management experience.

PREFERRED REQUIREMENTS:

Minimum 2 years case management experience.

Experience of utilization review regulations and tools such as InterQual, Milliman.

SPECIAL REQUIREMENTS: Incumbents in this class must maintain licensure as a registered nurse

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1278 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 5 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She was a certified Registered Nurse Case Manager with a Bachelor's degree in nursing. She had eleven years of case management experience which included three years' experience of utilization review of regulations utilizing InterQual.

| | |
|---------------------------|---------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2022-1389 |
| Job Group | 3C |
| Department | 81022-Operating Room Unit |
| Job Title | Nurse Anesthetist |

Minimum Qualifications Required:

Knowledge, Skills, and Abilities:

Considerable knowledge of the different disciplines and disease states, including the chemistry and physics of anesthesia; knowledge of complex anesthesia equipment; knowledge of the side effects and interactions of anesthesia drugs/cardiac drugs; knowledge of anatomy and physiology, fluids and electrolytes; nursing skills; skill in identifying and treating arrhythmia; considerable interpersonal skills; ability to interpret EKGs; ability to develop nursing care plans; ability to work under extreme pressure in emergency situations

General Experience and Training: Registered Nurse with (2) two year post graduate education in Anesthesia

Special Requirements:

- Must be certified as a Nurse Anesthetist and licensed as an Advanced Practice Registered Nurse
- Must be BLS and ACLS certified at the time of hire, or ACLS certified within 6 months of hire

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-1389 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WM was selected. He was a certified Nurse Anesthetist and licensed as an Advanced Practice Registered Nurse. He was also Basic Life Support (BLS), and Advanced Cardiac Life Support (ACLS) certified.

| | |
|---------------------------|--------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1299 |
| Job Group | 3C |
| Department | 81160-Case Management |
| Job Title | RN Clinical Case Manager |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of case management.

Knowledge of various disease modalities and expected and adverse outcomes of therapeutic interventions.

Knowledge of standards of practice for interdisciplinary delivery of patient care,

Excellent interpersonal and oral and written communication skills.

Problem solving skills and the ability to establish priorities and manage effectively.

Ability to elicit relevant information and cooperation of patients and staff, and to adapt teaching methods to individual needs.

Supervisory ability.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE: Master's degree in Nursing

SUBSTITUTION ALLOWED: Bachelor's degree in nursing with three years' experience in an inpatient hospital setting or Case Management experience.

PREFERRED REQUIREMENTS: Minimum 2 years case management experience.

SPECIAL REQUIREMENTS: Incumbents in this class must maintain a licensure as a registered nurse

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1299 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 5 |
| Unqualified | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 3 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HM, did not meet the minimum qualifications as posted.

1 WM was selected. He had six years of case management experience including emergency department case management experience. He also provided concise detailed examples of his

experience with software such as EPIC (electronic medical records).

| | |
|---------------------------|--------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2024-058 |
| Job Group | 3C |
| Department | 81160-Case Management |
| Job Title | RN Clinical Case Manager |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of case management.
- Knowledge of various disease modalities and expected and adverse outcomes of therapeutic interventions.
- Knowledge of standards of practice for interdisciplinary delivery of patient care,
- Excellent interpersonal and oral and written communication skills.
- Problem solving skills and the ability to establish priorities and manage effectively.
- Ability to elicit relevant information and cooperation of patients and staff, and to adapt teaching methods to individual needs.
- Supervisory ability.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE: Master's degree in Nursing

SUBSTITUTION ALLOWED: Bachelor's degree in nursing with three years' experience in an inpatient hospital setting or Case Management experience.

PREFERRED REQUIREMENTS: Minimum 2 years case management experience.

SPECIAL REQUIREMENTS: Incumbents in this class must maintain licensure as a registered nurse

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-058 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 5 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She had twelve years of case management experience. She also provided concise detailed examples of her ideas to improve patient experience.

| | |
|---------------------------|--|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1303 |
| Job Group | 3C |
| Department | 81100-JDH-Prof Prac and Clin Excellence |
| Job Title | Clinical Nurse Specialist-Nurse Educator |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of current clinical literature
 Research in practice and therapeutic nursing interventions
 Considerable knowledge of the principles/theories of adult learning
 Knowledge of unit-based orientation plans
 Skill in the process of educational needs assessment
 Skill in planning, developing, implementing, and evaluating educational programs to meet the needs of the nursing department
 Considerable interpersonal skills; considerable oral and written communication skills
 Ability to provide therapeutic interactions with patients/clients
 Ability to evaluate patient care plans
 Ability to incorporate research findings into standards of care
 Teaching ability

MINIMUM REQUIREMENTS:

Incumbents must possess and maintain during employment an RN license to practice nursing in the State of Connecticut.
 Registered Nurse with a Master's degree in Nursing or Education and a minimum of two (2) years of experience in an acute care environment

SPECIAL REQUIREMENTS:

Nursing Professional Development Certification or clinical certifications. If not certified at the time of hire, is required to become certified within one year of employment.
 BLS Certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1303 | 0 | 16 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 21 |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 4 |
| Qualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 7 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 11 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BF and 1 HM, were interviewed and not selected for the following reasons:

- 1 BF indicated she had concerns regarding flexibility of schedule. She also did not have experience with education programs that would assist in achieving the nursing department's goals.
- 1 HM only assisted in clinical education and his inpatient acute care experience was approximately ten years ago.

1 WF was selected. She had been a clinical nurse instructor and an adjunct clinical nursing instructor. She also had hospital inpatient clinical experience.

| | |
|---------------------------|-----------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-237 |
| Job Group | 3C |
| Department | 81160-Case Management |
| Job Title | Clinical Case Manager |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of case management.
- Knowledge of various disease modalities and expected and adverse outcomes of therapeutic interventions.
- Knowledge of standards of practice for interdisciplinary delivery of patient care,
- Excellent interpersonal and oral and written communication skills.
- Problem solving skills and the ability to establish priorities and manage effectively.
- Ability to elicit relevant information and cooperation of patients and staff, and to adapt teaching methods to individual needs.
- Supervisory ability.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE: Master's degree in Nursing

SUBSTITUTION ALLOWED: Bachelor's degree in nursing with three years' experience in an inpatient hospital setting or Case Management experience.

PREFERRED REQUIREMENTS: Minimum 2 years case management experience.

SPECIAL REQUIREMENTS: Incumbents in this class must maintain licensure as a registered nurse

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-237 | 0 | 5 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 8 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 BF, was selected.

| | |
|---------------------------|--|
| Start Date | 1/26/2024 |
| Requisition Number | 2023-1045 |
| Job Group | 3C |
| Department | 81100-JDH-Prof Prac and Clin Excellence |
| Job Title | PeriOperative-Clinical Nurse Specialist/Nurse Educator |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of current clinical literature, research in practice and therapeutic nursing interventions
- Considerable knowledge of the principles/theories of adult learning
- Knowledge of unit-based orientation plans
- Skill in the process of educational needs assessment skills in planning, developing, implementing, and evaluating educational programs to meet the needs of the nursing department
- Considerable interpersonal skills
- Considerable oral and written communication skills
- Ability to provide therapeutic interactions with patients/clients
- Ability to evaluate patient care plans
- Ability to incorporate research findings into standards of care
- Teaching ability.

EXPERIENCE AND TRAINING:

General Experience:

- Registered Nurse with a Master's degree in Nursing or Education and a minimum of two (2) years of recent Perioperative Services experience.
- Must possess and maintain during employment a license in the State of Connecticut as a Registered Nurse.

SPECIAL REQUIREMENTS:

- Must possess and maintain during employment Certification in a related specialty as required for the subspecialty for the unit. If not certified at the time of hire, is required to become certified within one year of employment.
- Must possess and maintain during employment Certification in a related specialty. If not certified at the time of hire, is required to become certified within one year of employment.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

PREFERRED EXPERIENCE:

- Minimum one (1) year experience providing clinical education
- Three (3) or more years of recent Perioperative Services experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1045 | 0 | 13 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 16 |
| Unqualified | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 9 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The 1 WF was selected. She had experience with different roles in the operating room. This experience included providing clinical education. She also had the AHA and BLS certifications.

| | |
|---------------------------|--|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-364 |
| Job Group | 3C |
| Department | 81100-JDH-Prof Prac and Clin Excellence |
| Job Title | L&D Clinical Nurse Specialist/Nurse Educator |

MINIMUM QUALIFICATIONS (Knowledge, Skills & Ability):

- Considerable knowledge of current clinical literature, research in practice and therapeutic nursing interventions
- Considerable knowledge of the principles/theories of adult learning
- Knowledge of unit-based orientation plans
- Skill in the process of educational needs assessments
- Skill in planning, developing, implementing, and evaluating educational programs to meet the needs of the nursing department

- Considerable interpersonal skills
- Considerable oral and written communication skills
- Ability to incorporate research findings into standards of care
- Teaching ability

Experience and Training:

Minimum requirements:

- Registered Nurse with a Master's degree in Nursing or Education and a minimum of two (2) years of experience in a Labor & Delivery acute care setting or related specialty area.
- Must possess and maintain during employment a license in the State of Connecticut as a Registered Nurse

SPECIAL REQUIREMENTS:

- Must possess and maintain during employment Certification in a related specialty. If not certified at the time of hire, is required to become certified within one year of employment (examples include Nursing Professional Development Certification NPD-BC, Inpatient Obstetric Nursing Certification RNC-OB)
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

PREFERRED EXPERIENCE:

- Three (3) or more years of recent Labor & Delivery acute care experience
- One (1) or more years of experience providing clinical education or in professional development role

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-364 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had ten years of labor and delivery acute care experience. She also had five years of experience in a professional development role and in providing clinical education. Additionally, she had experience with Magnet accreditation.

| | |
|---------------------------|---|
| Start Date | 2/23/2024 |
| Requisition Number | 2023-1148 |
| Job Group | 3C |
| Department | 81100-JDH-Prof Prac and Clin Excellence |
| Job Title | Oncology Clinical Nurse Specialist/Nurse Educator |

MINIMUM QUALIFICATIONS (Knowledge, Skills & Ability):

- Considerable knowledge of current clinical literature, research in practice and therapeutic nursing interventions
- Considerable knowledge of the principles/theories of adult learning
- Knowledge of unit-based orientation plans
- Skill in the process of educational needs assessments
- Skill in planning, developing, implementing, and evaluating educational programs to meet the needs of the nursing department
- Considerable interpersonal skills
- Considerable oral and written communication skills
- Ability to incorporate research findings into standards of care
- Teaching ability

Experience and Training:

Minimum requirements:

- Registered Nurse with a Master's degree in Nursing or Education and a minimum of two (2) years of experience in a related specialty area in an acute care environment
- Must possess and maintain during employment a license in the State of Connecticut as a Registered Nurse

SPECIAL REQUIREMENTS:

- Must possess and maintain during employment Certification in a related specialty. If not certified at the time of hire, is required to become certified within one year of employment (examples include Nursing Professional Development Certification NPD-BC, Oncology Certified Nurse OCN, Blood & Marrow Transplant Certified Nurse BMTCN)
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

PREFERRED EXPERIENCE:

- Three (3) or more years of recent Hematology/Oncology experience
- ONS/ONCC Chemotherapy Immunotherapy provider
- Experience administering chemotherapy and immunotherapy
- Bone Marrow/Stem Cell Transplant experience
- One (1) or more years of experience providing clinical education or in professional development role

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1148 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 8 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.
Goal candidates did not apply for this position.

The 1 WF, a part-time UConn Health employee, was selected. She had six years of inpatient oncology experience. She also was ONS/ONCC Chemotherapy Immunotherapy certified. Additionally, she had experience administering chemotherapy.

| | |
|---------------------------|----------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-773 |
| Job Group | 3C |
| Department | UMG-Orthopaedics Module |
| Job Title | Clinical Patient Navigator |

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the principles and practices of nursing.
- Knowledge of case management principles and practices.
- Knowledge of the Core measures for the specific discipline.
- Knowledge of community resources; strong background in cultural competency and understanding of the cultural beliefs and traditions of various communities.
- Computer proficiency; effective communication skills, both written and verbal; teaching skills; good organization skills with the ability to manage competing priorities in a timely manner.
- Ability to work collaboratively with all members of the treatment team as well as community and payer representatives.
- Ability to collect and analyze data; strong patient service/satisfaction focus; passion to care for people and commitment to healthcare.

EXPERIENCE AND TRAINING:
GENERAL EXPERIENCE:

- Must possess and maintain a State of CT Registered Nurse (RN) license during employment.
- Registered Nurse (RN) and three (3) years recent acute care or outpatient clinical setting
- Excellent communication and organizational skills, with an ability to manage multiple tasks simultaneously in a fast-paced environment.
- Proficiency with electronic health records systems and digital scheduling platforms.

SUBSTITUTION:

- A Master's degree in Nursing may be substituted for one year of the required general experience.

PREFERRED EXPERIENCE:

- Experience in Orthopedics

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-773 | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF, a part-time UConn Health employee, was selected. She had three years of RN experience and clearly articulated how her current skill set would be incorporated into this role. She also provided detailed examples of her ability to prioritize and multi-task as well as her critical thinking skills. Additionally, she asked appropriate questions about the position.

| | |
|---------------------------|-----------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-959 |
| Job Group | 3C |
| Department | 81160-Case Management |
| Job Title | Clinical Case Manager |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of case management.
- Knowledge of various disease modalities and expected and adverse outcomes of therapeutic interventions.
- Knowledge of standards of practice for interdisciplinary delivery of patient care,
- Excellent interpersonal and oral and written communication skills.
- Problem solving skills and the ability to establish priorities and manage effectively.
- Ability to elicit relevant information and cooperation of patients and staff, and to adapt teaching methods to individual needs.
- Supervisory ability.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE: Master's degree in Nursing

SUBSTITUTION ALLOWED: Bachelor's degree in nursing with three years' experience in an inpatient hospital setting or Case Management experience.

PREFERRED REQUIREMENTS: Minimum 2 years case management experience.

SPECIAL REQUIREMENTS: Incumbents in this class must maintain licensure as a registered nurse

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-959 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 UU was selected. The candidate had five years of hospital case management experience. Their experience included all the elements of case management including length of stay and the process of moving patients through the hospital system from admission to discharge. The candidate also had experience with Medicare regulations.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------|----|----|----|----|----|----|----|----|
| 3D Clinical Supervisors | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 |

Hiring activity in this job category did not occur during this reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 3E Clinical Group | 0 | 0 | 5 | 12 | 2 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|-------------------|------------|----------|-----------|----|-----------|
| 3E CLINICAL GROUP | 6/2/2023 | N | 2023-1014 | WM | 1 |
| | 6/16/2023 | Y | 2023-462 | HF | 1 |
| | 7/14/2023 | N | 2023-1068 | WM | 1 |
| | 7/14/2023 | N | 2023-1205 | WF | 1 |
| | 7/28/2023 | N | 2023-1092 | HF | 1 |
| | 7/28/2023 | N | 2023-857 | AM | 1 |
| | 9/8/2023 | N | 2023-1406 | AF | 1 |
| | 10/6/2023 | N | 2023-1346 | AF | 1 |
| | 10/6/2023 | N | 2023-1346 | WM | 1 |
| | 10/6/2023 | N | 2023-1382 | WF | 1 |
| | 11/17/2023 | N | 2023-109 | WF | 1 |
| | 11/17/2023 | N | 2024-218 | WM | 1 |
| | 12/1/2023 | N | 2023-1091 | WM | 1 |
| | 12/1/2023 | N | 2024-148 | WF | 1 |
| | 12/15/2023 | N | 2024-026 | HF | 1 |
| | 12/29/2023 | N | 2024-481 | WF | 1 |
| | 1/12/2024 | N | 2024-089 | WM | 1 |
| | 1/12/2024 | N | 2024-464 | WF | 1 |
| | 1/12/2024 | Y | 2024-506 | HM | 1 |
| | 1/26/2024 | N | 2024-611 | WM | 1 |
| | 2/9/2024 | N | 2024-637 | WF | 1 |
| | 2/23/2024 | N | 2024-185 | WF | 1 |
| | 3/8/2024 | N | 2024-144 | WF | 1 |
| | 3/22/2024 | N | 2022-557 | WM | 1 |
| | 4/19/2024 | N | 2024-187 | WM | 1 |
| | 5/31/2024 | N | 2024-1132 | WM | 1 |
| | 5/31/2024 | N | 2024-876 | WF | 1 |

| | |
|---------------------------|--------------------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1014 |
| Job Group | 3E |
| Department | 81012-N.N.I.C.U. Unit |
| Job Title | Neonatal Specialist-Respiratory Care |

EXPERIENCE AND TRAINING:

General Experience:

- Five (5) years' respiratory care experience with at least three (3) years' clinical experience in neonatal/pediatric respiratory care

Substitution allowed:

- Bachelor of Science degree in Respiratory Therapy may substitute for two years of the general experience with at least three (3) years' clinical experience in neonatal/pediatric respiratory care

SPECIAL REQUIREMENTS:

- Employees in this class will be required to possess and maintain current licensure in the State of Connecticut as a Respiratory Care Practitioner
- Credentialed as a Registered Neonatal/Pediatric Respiratory Care Specialist by the National Board for Respiratory Care (NBRC) or equivalent
- Maintain active membership in the American Association for Respiratory Care (AARC) in the Neonatal/Pediatric Specialty
- Neonatal Resuscitation Program (NRP) completion within six (6) months of hire
- Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential. Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification

PREFERRED QUALIFICATIONS:

- Master's Degree in Respiratory Therapy
- Experience in clinical teaching
- Leadership experience, 1 year or more

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1014 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WM was selected. He had respiratory and teaching experience at CT Children's Level IV Neonatal Intensive Care Unit. He also had quality improvement experience which was related and helpful in improving respiratory processes/care.

| | |
|---------------------------|---|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-462 |
| Job Group | 3E |
| Department | 70112-Institute for Sports Med - Storrs |
| Job Title | Athletic Trainer |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE AND SKILLS:

- Knowledge of the general principles and techniques of physical care for athletes.
- Considerable interpersonal skills.
- Ability to communicate effectively, oral and written.
- Ability to be thorough and organized.
- Ability to motivate people to work toward physical fitness goals.
- Ability to identify the need for immediate medical attention.
- Demonstrates the knowledge and skill necessary to provide the care needed by pediatrics, adolescents, and adults.
- Knowledge of safety practices.
- Knowledge of medical office procedures.

EXPERIENCE AND TRAINING:

Certified Athletic Trainer (CAT or ATC) by the Board of Certification, Inc. (BOC)

SPECIAL REQUIREMENT:

- Incumbents are required to possess and maintain certification as a Certified Athletic Trainer (ATC) and CT State Athletic Trainer license
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-462 | 10 | 5 | 0 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 2 | 21 |
| Unqualified | 6 | 3 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 13 |
| Qualified | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HF, was selected.

| | |
|---------------------------|-----------------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1068 |
| Job Group | 3E |
| Department | 83080-Rehab Services - Outpatient |
| Job Title | Physical Therapist 2 |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of physical therapy
- Knowledge of anatomy, physiology, kinesiology, neurology, neuroanatomy, general and abnormal psychology, group dynamics, human development, pharmacology
- Considerable knowledge of relevant agency policies and procedures
- Considerable knowledge of community resources
- Considerable interpersonal skills, oral and written communication skills
- Ability to instruct others in principles and practices of physical therapy
- Ability to gain confidence, interest, and cooperation of physically, mentally, and/or developmentally disabled clients
- Considerable ability to plan and implement a comprehensive physical therapy program.

EXPERIENCE AND TRAINING:

General Experience:

PHYSICAL THERAPIST 1:

- Bachelor degree in Physical Therapy
- Eligibility for licensure as a physical therapist

PHYSICAL THERAPIST 2:

- Bachelor Degree in Physical Therapy
- Two (2) years' experience as a Physical Therapist with one-year recent (within the last 2 years) experience and strong understanding in orthopedic rehabilitation.

SPECIAL REQUIREMENTS:

- Employees in this class will be required to possess and maintain current licensure in the State of Connecticut. Employees in this class may be required to travel within the State of CT in the course of their daily work.
- American Heart Association (AHA) BLS (CPR/AED) Certification or formal training
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

PREFERRED QUALIFICATIONS:

- Advance Master's Degree or a Doctorate of Physical Therapy with 5 years' experience focusing on ortho and ortho spine clients
- Orthopedic Clinical Specialist (OCS) and/or Fellow American Academy of Orthopedic Manual Therapist (FAAOMPT)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1068 | 2 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 6 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The Hispanic female goal had been met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WM was selected. He had a Master's degree in physical therapy and five years of post-surgical rehabilitation experience. His experience also included conducting post-surgical protocols. Additionally, he provided details on his approach to treatments and his manual skills.

| | |
|---------------------------|----------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1205 |
| Job Group | 3E |
| Department | 83120-Pharmacy |
| Job Title | Pharmacist |

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of pharmacy and pharmacology and their application to the operation of a hospital pharmacy or outpatient facility, long-term care pharmacy, home-infusion pharmacy, specialty pharmacy, and outpatient clinics

Knowledge of relevant Federal and State laws and regulations, including USP 797 and USP 800, USP 795

Considerable interpersonal skills

Oral and written communication skills

Ability to maintain records, teaching ability

Knowledge of pharmaceutical waste management

Independent decision-making, clinical judgement, and in-depth knowledge of pharmacy and therapeutics

Ability to work with technical automated equipment and information systems

EXPERIENCE AND TRAINING:

General Experience:

Pharm-D or Bachelor degree in Pharmacy from an accredited Pharmacy program

Must possess and maintain license as a Registered Pharmacist in the State of Connecticut

PREFERRED EXPERIENCE:

Two (2) or more years' experience in hospital pharmacy practice
 Experience with EMR systems such as EPIC
 Experience with Pharmacy systems such as Pyxis, Logistics ES, DoseEdge
 Experience with pharmacy distributor systems such as Amerisource

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1205 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for employees only.

The Hispanic female goal had been met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She had been a pharmacy resident at UConn Health and graduated from the Pharmacy program in June 2023. She also worked as a student intern for two years prior to joining the Pharmacy program.

| | |
|---------------------------|--------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1092 |
| Job Group | 3E |
| Department | 80840-Diabetes Education |
| Job Title | Diabetes Educator |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Considerable knowledge of current diabetes treatment, technology, and management
- Considerable interpersonal skills
- Intermediate computer skills
- Considerable teaching skills
- Ability to lead and effectively manage groups
- Ability to develop a collaborative, therapeutic alliance with individuals
- Ability to communicate effectively (oral and written) with patients and health care teams
- Ability to be culturally sensitive in response to patients' needs
- Ability to think creatively
- Ability to establish and maintain effective working relationships with the public and health care teams.

EXPERIENCE AND TRAINING:

General Experience:

- Registered Nurse with at least three (3) years of nursing, or other certified/eligible healthcare professional with at least three (3) years of related healthcare practice experience; and
- One (1) year recent experience providing diabetes self-management education.

Substitution Allowed:

- Master's degree may be substituted for one (1) year of the related professional experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain certification during employment as a Certified Diabetes Educator (CDE) and/or Board Certified in Advanced Diabetes Management (BC-ADM) or if eligible for certification at time of hire, must become certified within one (1) year of employment in the position.
- Must possess and maintain during employment a State of Connecticut licensure as a Registered Nurse (RN) or licensure in the related healthcare profession as required.
- May require travel to satellite offices.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1092 | 0 | 7 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 10 |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The Hispanic female goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 HM, was interviewed and not selected. He provided incorrect responses to interview questions regarding current diabetes treatment, technology, and management.

1 HF was selected. For the past year she had been working as a diabetes educator. She provided concise accurate responses to interview questions regarding current diabetes treatment, technology, and management. She also provided detailed examples of her ability to create therapeutic relationships with her patients.

| | |
|---------------------------|-------------------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-857 |
| Job Group | 3E |
| Department | 62123-Environmental Health & Safety |
| Job Title | Biological Safety Officer |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of standards and practices and regulatory requirements and guidelines governing laboratory safety, biological safety and security, research involving synthetic or recombinant nucleic acid molecules, and animal use operations.
- Knowledge of basic molecular biology and/or microbiology principles, containment standards, biosafety principles, and practices, and the select agent regulations including security requirements.
- Knowledge of conducting risk assessments and/or protocol reviews for research involving the use of infectious agents, recombinant DNA and blood borne pathogens; Knowledge of the operation, maintenance, and certification of laboratory equipment, facilities and building systems, such as ventilation.
- Strong interpersonal skills with the ability to work collaboratively as part of a team.
- Supervisory skills.
- Strong computer skills: proficiency with Microsoft Office Suite.
- Effective problem solving and organizational skills.
- Ability to communicate effectively both in writing and verbally.
- Ability to research, compile, develop and summarize materials for reports.
- Ability to foster effective working relations with multi-levels of employees and students.
- Ability to solve problems.

EXPERIENCE AND TRAINING:

General Experience:

- Bachelor's degree in molecular biology or relevant scientific discipline that provides a background in microbiology.
- Five (5) years directly related professional experience in a biological safety program in a research environment including active laboratory experience in microbiology and/or molecular biology involving viruses of eukaryotes, cell culture, bacterial culture, toxins, and/or work with infectious animals.

SUBSTITUTIONS ALLOWED:

- Master's degree in a relevant scientific discipline may be substituted for one (1) year of the general experience.
- Doctoral degree in relevant scientific discipline may be substituted for two (2) years of the general experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain registration as a Biological Safety Professional (RBP) by the American Biological Safety Association (ABSA). If not eligible at the time of hire must obtain registration within six months (6) of employment.
- Must have the ability to travel locally.
- Must be able to wear a respirator.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-857 | 0 | 5 | 1 | 0 | 0 | 1 | 2 | 4 | 0 | 0 | 0 | 13 |
| Unqualified | 0 | 5 | 1 | 0 | 0 | 1 | 1 | 3 | 0 | 0 | 0 | 11 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The Hispanic female goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

1 AM was selected. He had a Master's degree in microbiology and six years of experience in a biological safety program in a research environment. Specifically, he worked in a biosafety level 3 laboratory that studied infectious agents and recombinant deoxyribonucleic acid agents.

| | |
|---------------------------|------------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1406 |
| Job Group | 3E |
| Department | 83083-Rehab Services - OP Pavilion |
| Job Title | Physical Therapist 1 |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of physical therapy
- Knowledge of anatomy, physiology, kinesiology, neurology, neuroanatomy, general and abnormal psychology, group dynamics, human development, pharmacology
- Considerable knowledge of relevant agency policies and procedures
- Considerable knowledge of community resources
- Considerable interpersonal skills
- Considerable oral and written communication skills
- Ability to instruct others in principles and practices of physical therapy
- Ability to gain confidence, interest, and cooperation of physically, mentally, and/or developmentally disabled clients
- Considerable ability to plan and implement a comprehensive physical therapy program.

EXPERIENCE AND TRAINING:

General Experience:

PHYSICAL THERAPIST 1:

- Must possess and maintain current State of CT Physical Therapist license

PHYSICAL THERAPIST 2:

- Must possess and maintain current State of CT Physical Therapist license
- Two (2) years' experience as a Physical Therapist with one-year recent (within the last 2 years) experience in neurological rehabilitation including a strong understanding of stroke and progressive neurological disease rehabilitation

SPECIAL REQUIREMENTS:

- Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials *may* be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification.
- Employees in this class may be required to travel within the State of CT in the course of their daily work.

PREFERRED QUALIFICATIONS:

- Advanced Master's Degree or a Doctorate of Physical Therapy
- Clinical Specialist Certification from ABPTS (American Board of Physical Therapy Specialists) in Neurology.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1406 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 5 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 AF was selected. She had experience treating patients with Parkinson's Disease, Movement Disorders, Vestibular Rehabilitation, Multiple Sclerosis, etc. She also provided detailed responses to interview questions.

| | |
|---------------------------|----------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-1346 |
| Job Group | 3E |
| Department | 83120-Pharmacy |
| Job Title | Pharmacists |

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of pharmacy and pharmacology and their application to the operation of a hospital pharmacy or outpatient facility, long-term care pharmacy, home-infusion pharmacy, specialty pharmacy, and outpatient clinics

Knowledge of relevant Federal and State laws and regulations, including USP 797 and USP 800, USP 795

Considerable interpersonal skills

Oral and written communication skills

Ability to maintain records, teaching ability

Knowledge of pharmaceutical waste management

Independent decision-making, clinical judgement, and in-depth knowledge of pharmacy and therapeutics

Ability to work with technical automated equipment and information systems

EXPERIENCE AND TRAINING:

General Experience:

Pharm-D or Bachelor degree in Pharmacy from an accredited Pharmacy program

Must possess and maintain license as a Registered Pharmacist in the State of Connecticut

PREFERRED EXPERIENCE:

Two (2) or more years' experience in hospital pharmacy practice

Experience with EMR systems such as EPIC

Experience with Pharmacy systems such as Pyxis, Logistics ES, DoseEdge

Experience with pharmacy distributor systems such as Amerisource

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1346 | 2 | 2 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 2 | 9 |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal. Goal candidates did not apply for this position.

1 WM and 1 AF were selected.

- 1 WM had 12 years of experience as a Pharmacist in Connecticut. Ten of those years he worked in a hospital pharmacy setting.
- 1 AF graduated from the UConn Health Pharmacy PGY-1 program. She also completed her pharmacy residency at UConn Health where she was trained in all departmental systems and clinical protocols. In addition to completing her residency she continued to work at UConn Health as a Staff Pharmacist through an agency contract. She met all the preferred experiences.

| | |
|---------------------------|-------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-1382 |
| Job Group | 3E |
| Department | 83120-Pharmacy |
| Job Title | Pharmacy Clinical Coordinator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of the principles and practices of specialty pharmacotherapy, pharmacokinetics, pathophysiology, and medical diagnosis

Considerable knowledge of the operation of a hospital pharmacy or outpatient ambulatory practice clinic

Considerable knowledge of relevant Federal and State Laws

Considerable interpersonal, oral, and written communication skills

Teaching and preceptor ability

Ability to proficiently utilize technical automated equipment and information systems to collect, maintain and analyze data

EXPERIENCE AND TRAINING:

General Experience:

Pharm D, Master's, or Bachelor's degree in Pharmacy from an accredited Pharmacy program

Five (5) years clinical ambulatory/specialty experience

One (1) year American Society of Health-systems Pharmacists [ASHP] accredited ambulatory resident program may substitute for two [2] years of the required clinical ambulatory/specialty experience; additional PGY residency experience will be reviewed on a case-by-case basis

Incumbents in this class must possess and maintain a license as a Registered Pharmacist in the State of Connecticut or be eligible for reciprocity within first 30 days of hire

PREFERRED QUALIFICATIONS:

Bachelor of Science in pharmacy with 10 years of clinical experience

Certification by the Board of Pharmaceutical Specialties (BCPS)

Certification by the Commission for Certification in Geriatric Pharmacy (CGP)

A credential in disease state management from the National Institute for Standards in Pharmacist Credentialing

Completion of a disease state management certification program approved by the Accreditation Council for Pharmacy Education (ACPE)
 Pharmacy residency accredited by the American Society of Health-System Pharmacists
 Two or more years of MTM experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1382 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She was a Doctor of Pharmacy who had completed her pharmacy residency accredited by the American Society of Health-System Pharmacists. She also had twelve years of clinical experience which included ambulatory care. Additionally, she clearly presented her knowledge of the operation of a hospital pharmacy.

| | |
|---------------------------|---------------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2023-109 |
| Job Group | 3E |
| Department | 81008-Surgery/Orthopedics Unit |
| Job Title | Physician Assistant - General Surgery |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology. Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions. Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills. Ability to perform invasive procedures. Ability to work independently. Ability to work under pressure. Ability to formulate plans of care. Decision making ability.

EXPERIENCE AND TRAINING:

General Experience:

- Incumbents in this class must possess and maintain licensure as a Physician Assistant issued by the Connecticut State Department of Public Health in accordance with the applicable Connecticut General Statutes. (Must obtain prior to start of employment)

SPECIAL REQUIREMENT:

- Incumbents in this class must possess and maintain Connecticut Controlled Substance Registration for Practitioners issued by the State of Connecticut Department of Consumer Protection. (Must be obtained prior to start of employment)
- Incumbents in this class must possess and maintain United States Drug Enforcement Administration Registration issued by the United States Federal Government.
- Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).
- Incumbents in this class are required to possess and maintain NCCPA certification.
- Incumbents in this class must complete 100 hours of CME every 2 years.
- Incumbents in this class may be required to travel.

PREFERRED REQUIREMENT:

Two or more years of work experience as a Physician Assistant in General Surgery as part of patient population mix

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-109 | 6 | 9 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 18 |
| Unqualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 3 | 6 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 11 |
| Withdrew Application | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 HM, was not interviewed. He did not respond to an attempt to schedule an interview.

1 WF was selected. As a student she had experience in transplant, general, and ortho trauma surgery. She also provided detailed examples of her organizational skills and asked appropriate questions.

| | |
|---------------------------|---|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-218 |
| Job Group | 3E |
| Department | 60002-UConn Health Pharmacy Services Inc. |
| Job Title | Pharmacist - Infusion Pharmacy Services |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of pharmacy and pharmacology and their application to the operation of hospital pharmacy, long-term care pharmacy, home-infusion pharmacy, specialty pharmacy, and outpatient clinics
- Knowledge of pharmaceutical waste management
- Knowledge of relevant Federal and State laws and regulations, including USP 797 and USP 800
- Considerable interpersonal, oral, and written communication skills
- Ability to work with technical automated equipment and information systems
- Ability to precept students
- Ability to maintain records
- Teaching ability

EXPERIENCE AND TRAINING

General Experience:

- PharmD or Bachelor's degree in Pharmacy from an accredited Pharmacy program.
- Must possess and maintain a license as a Registered Pharmacist in the State of Connecticut.

PREFERRED KNOWLEDGE/ EXPERIENCE:

- Immunization Certification
- 2 years' Retail/Community and Specialty pharmacy experience
- Experience in pharmacy software applications, automated medication system and QS1
- Knowledge of 340b contract pharmacy operations and distribution practices including cold chain and vaccine handling

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-218 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 6 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WM was selected. He had four years of experience in IV and with utilizing cleanrooms which are designed to prevent contamination of drugs and vaccines. He also provided detailed examples of his ability to work as a team member and pay attention to details.

| | |
|---------------------------|---|
| Start Date | 12/1/2023 |
| Requisition Number | 2023-1091 |
| Job Group | 3E |
| Department | 70112-Institute for Sports Med - Storrs |
| Job Title | Athletic Trainer |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE AND SKILLS:

- Knowledge of the general principles and techniques of physical care for athletes.
- Considerable interpersonal skills.
- Ability to communicate effectively, oral and written.
- Ability to be thorough and organized.
- Ability to motivate people to work toward physical fitness goals.
- Ability to identify the need for immediate medical attention.
- Demonstrates the knowledge and skill necessary to provide the care needed by pediatrics, adolescents, and adults.
- Knowledge of safety practices.
- Knowledge of medical office procedures.

EXPERIENCE AND TRAINING:

Certified Athletic Trainer (CAT or ATC) by the Board of Certification, Inc. (BOC)

SPECIAL REQUIREMENT:

- Incumbents are required to possess and maintain certification as a Certified Athletic Trainer (ATC) and CT State Athletic Trainer license
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1091 | 5 | 6 | 1 | 1 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 17 |
| Qualified | 4 | 6 | 1 | 1 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 16 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal. The goal candidates, 1 BM, 1 BF, and 1 HM, were not interviewed for the following reasons:

- 1 BM did not respond to repeated attempts to schedule an interview.
- 1 BF withdrew her application from consideration.
- 1 HM declined an invitation to schedule an interview.

1 WM was selected. He had twenty years of athletic trainer experience. He currently worked in a similar setting and understood what the job role would entail. He also provided detailed examples of his ability to be a team player.

| | |
|---------------------------|---------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-148 |
| Job Group | 3E |
| Department | 81021-Emergency Room Unit |
| Job Title | Physician Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology. Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions. Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills. Ability to perform invasive procedures. Ability to work independently. Ability to work under pressure. Ability to formulate plans of care. Decision making ability.

EXPERIENCE AND TRAINING:

General Experience:

- Incumbents in this class must possess and maintain licensure as a Physician Assistant or APRN issued by the Connecticut State Department of Public Health in accordance with the applicable Connecticut General Statutes. (Must obtain prior to start of employment)

SPECIAL REQUIREMENT:

- Incumbents in this class must possess and maintain Connecticut Controlled Substance Registration for Practitioners issued by the State of Connecticut Department of Consumer Protection. (Must be obtained prior to start of employment)
- Incumbents in this class must possess and maintain United States Drug Enforcement Administration Registration issued by the United States Federal Government.
- Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).
- Incumbents in this class are required to possess and maintain NCCPA certification.
- Incumbents in this class must complete 100 hours of CME every 2 years.
- Incumbents in this class may be required to travel.
- CME every 2 years.
- Incumbents in this class may be required to travel.

PREFERRED REQUIREMENT:

- Two or more years of work experience as a Physician Assistant or Nurse Practitioner in Emergency Medicine environments.
- ACLS, PALS and ATLS certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-148 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 7 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal had been met with a previous hire and it was no longer an established hiring goal.

Goal candidates did not apply for this position.

The 1 WF was selected. She was a licensed physician assistant who had clinical rotation experience in an emergency department. She also had two years of experience as an emergency department technician. Additionally, she had been an intern at UConn Health.

| | |
|---------------------------|---|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-026 |
| Job Group | 3E |
| Department | 60002-UConn Health Pharmacy Services Inc. |
| Job Title | Informatics Pharmacist |

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of the principles and practices of pharmacy and pharmacology and pharmacy operations/services within an integrated health system including billing procedures
- Considerable knowledge of information technology systems and tools
- Technical knowledge of automated office equipment (e.g., scanner, fax machines) and pharmacy equipment including automated distribution devices (e.g., Automed, Talyst, Pyxis, etc.)
- Knowledge of relevant Federal and State laws and accreditation guidelines
- Effective communication (verbal and written)
- Considerable interpersonal, problem-solving skills and analytical skills
- Prioritization, organization, and time-management skills
- Ability to use pharmacy experience to configure clinical information systems

- Ability to multi-task with ease and efficiency
- Ability to work independently and in a team environment
- Ability to conduct educational presentations
- Ability to proficiently utilize word processing, database, and spreadsheet applications (such as Excel, MS Access)
- Supervisory ability and ability to interact with all levels of staff.

EXPERIENCE AND TRAINING

General Experience:

- Graduate of an accredited School of Pharmacy with a B.S in Pharmacy or Pharm D degree and three (3) years' experience as a hospital and/or specialty Pharmacist with demonstrated computer and networking technology and pharmacy operations experience.

SUBSTITUTION ALLOWED:

A combination of relevant coursework in computer technology and network systems and demonstrated pharmacy operations experience may substitute for the demonstrated computer and networking technology.

SPECIAL QUALIFICATION:

Incumbents in this class must possess active registration as a Registered Pharmacist. If not registered in the State of CT, must obtain registration in the State of CT within six (6) months of hire and maintain throughout employment.

PREFERRED EXPERIENCE:

Experience using pharmacy operation systems such as CareFusion, Pyxis, QS1, Epic Willow or other similar systems.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-026 | 1 | 4 | 0 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 2 | 11 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 6 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 HF was selected. She had a PharmD degree as well as nine years of experience using pharmacy operation systems such as QS1, EPIC and Pyxis.

| | |
|---------------------------|------------------------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-481 |
| Job Group | 3E |
| Department | 80280-Clinical Effectiveness Admin |
| Job Title | RN Quality Assurance Specialist |

MINIMUM QUALIFICATION REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of quality improvement methodologies and tools, such as PDSA cycles, and LEAN.
- Prior work or knowledge with trend analysis, outcome measures and quality improvement processes.
- Demonstrated ability to manage various data collection methodologies, information analyses and produce clear report presentations.
- Proficient with data analysis and use of Microsoft Excel, PowerPoint, and Word.
- Must be able to analyze patient safety and quality trends and issues.
- Knowledge of high reliability principles and practices.
- Knowledge of the principles, practices, and current trends in quality assurance.
- Knowledge of, and ability to apply relevant State and Federal regulations.
- Ability to work well independently and in collaboration with other staff members to meet reporting deadlines.
- Strong interpersonal, verbal, and written communication skills.

EXPERIENCE AND TRAINING:

MINIMUM REQUIREMENTS:

- Bachelor's degree in nursing, with four (4) or more years of inpatient clinical experience.

SPECIAL REQUIREMENTS:

- Two (2) years of the general experience must have been gained through active participation in Quality Assurance and Patient Safety activities.

SUBSTITUTIONS ALLOWED:

A Master's degree may be substituted for the Bachelor's degree and one (1) year of experience.

PREFERRED QUALIFICATIONS: Experience with apparent cause analysis (ACA) and root cause analysis (RCA).

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-481 | 1 | 6 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 9 |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

1 WF was selected. She had a Bachelor's degree in nursing and had a CT nursing license. She also had four years of experience in inpatient clinical, quality, and patient safety. Additionally, she provided detailed examples of her ability to collaborate with staff members.

| | |
|---------------------------|-----------------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-089 |
| Job Group | 3E |
| Department | 83080-Rehab Services - Outpatient |
| Job Title | Physical Therapist II |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of physical therapy
- Knowledge of anatomy, physiology, kinesiology, neurology, neuroanatomy, general and abnormal psychology, group dynamics, human development, pharmacology
- Considerable knowledge of relevant agency policies and procedures
- Considerable knowledge of community resources
- Considerable interpersonal skills, oral and written communication skills
- Ability to instruct others in principles and practices of physical therapy
- Ability to gain confidence, interest, and cooperation of physically, mentally, and/or developmentally disabled clients
- Considerable ability to plan and implement a comprehensive physical therapy program.

EXPERIENCE AND TRAINING:

General Experience:

PHYSICAL THERAPIST 1:

- Bachelor degree in Physical Therapy
- Eligibility for licensure as a physical therapist

PHYSICAL THERAPIST 2:

- Bachelor Degree in Physical Therapy
- Two (2) years' experience as a Physical Therapist with one-year recent (within the last 2 years) experience and strong understanding in orthopedic rehabilitation.

SPECIAL REQUIREMENTS:

- Employees in this class will be required to possess and maintain current licensure in the State of Connecticut. Employees in this class may be required to travel within the State of CT in the course of their daily work.
- American Heart Association (AHA) BLS (CPR/AED) Certification or formal training
Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

PREFERRED QUALIFICATIONS:

- Advance Master's Degree or a Doctorate of Physical Therapy with 5 years' experience focusing on ortho and ortho spine clients
- Orthopedic Clinical Specialist (OCS) and/or Fellow American Academy of Orthopedic Manual Therapist (FAAOMPT)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-089 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 6 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The Hispanic female goal had been met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WM was selected. He had a doctoral degree in physical therapy and was a board-certified OCS. He also had a CT physical therapist license. Additionally, he had one year of orthopedic rehabilitation experience.

| | |
|---------------------------|---------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-464 |
| Job Group | 3E |
| Department | 81013-Intensive Care Unit |
| Job Title | Physician Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of theory, principles, and practices of advanced nursing and therapeutic models in area of specialty
- Knowledge of pharmacology as it relates to advanced nursing practice
- Knowledge of different disciplines and disease states
- Knowledge of medication and their interactions and reactions

- Physical assessment skills
- Counseling skills
- Considerable interpersonal skills
- Oral and written communication skills
- Skill in performing specialty specific invasive procedures
- Ability to effectively assess physical and psychosocial conditions
- Ability to work independently
- Ability to work under pressure
- Ability to formulate appropriate treatment plans
- Decision making ability
- Ability to lead others and to work cooperatively in a team environment

EXPERIENCE AND TRAINING:

General Experience:

- Graduate of an accredited Nurse Practitioner (APRN) program or Physician Assistant (PA) program
- Current unencumbered Nurse Practitioner (APRN) license or Physician Assistant (PA) license in the State of Connecticut
- Connecticut Controlled Substance license and DEA license.

SPECIAL REQUIREMENT:

- Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as Nurse Practitioner (APRN) or Physician Assistant

PREFERRED:

- Inpatient Advance Practice Critical Care experience 2 year
- ACNP or AG-ACNP
- BLS (if selected, must acquire prior to start date)
- ACLS (if selected, must acquire prior to start date)
- NIHSS certification
- ENLS certification
- Expertise/credentialed in central line and arterial line placement
- Expertise/credentialed in critical care bedside procedures

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-464 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She had a Master's degree in physician assistant studies. She also had a CT physician assistant license, a fundamentals of critical care science certification, emergency neurology life support certificate, NIHSS certification, and an ACL and BLS certification. Additionally, she had three years of inpatient Advance Practice Critical Care experience. Part of her experience had been in a per-diem position in intensive care unit at UConn Health.

| | |
|---------------------------|---------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-506 |
| Job Group | 3E |
| Department | 80320-Cardiology |
| Job Title | Physician Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of theory, principles, and practices of advanced nursing and therapeutic models in area of specialty
- Knowledge of pharmacology as it relates to advanced nursing practice
- Knowledge of different disciplines and disease states
- Knowledge of medication and their interactions and reactions
- Counseling skills
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to work independently
- Ability to work under pressure
- Ability to formulate appropriate treatment plans

EDUCATION AND TRAINING:

General Experience:

- Bachelor's degree and completion of the two (2) year accredited and approved physician assistant certification program, and
- Must possess and maintain Physician Assistant licensure in the State of Connecticut. (New Graduates must possess a temporary permit and are subject to the provisions of Public Act 90-211, Section 4 (d)).

SPECIAL REQUIREMENTS:

- Current ACLS Certification.
- Candidates must possess a master's degree and a graduate of an accredited Physician Assistant program with requisite licensing and certification (PA-C).

PREFERRED:

- Minimum of 5-7 years of experience in busy Cardiology outpatient heart failure clinic.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-506 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HM, was selected.

| | |
|---------------------------|---|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-611 |
| Job Group | 3E |
| Department | 70112-Institute for Sports Med - Storrs |
| Job Title | Athletic Trainer |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE AND SKILLS:

- Knowledge of the general principles and techniques of physical care for athletes.
- Considerable interpersonal skills.
- Ability to communicate effectively, oral and written.
- Ability to be thorough and organized.
- Ability to motivate people to work toward physical fitness goals.
- Ability to identify the need for immediate medical attention.
- Demonstrates the knowledge and skill necessary to provide the care needed by pediatrics, adolescents, and adults.
- Knowledge of safety practices.
- Knowledge of medical office procedures.

EXPERIENCE AND TRAINING:

Certified Athletic Trainer (CAT or ATC) by the Board of Certification, Inc. (BOC)

SPECIAL REQUIREMENT:

- Incumbents are required to possess and maintain certification as a Certified Athletic Trainer (ATC), CT State Athletic Trainer license, and CPR certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-611 | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 1 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BM, was interviewed and not selected. He was currently working in the Dominican Republic and would not be able to transition to this role in the necessary time to meet UConn Health's contractual obligation.

1 WM was selected. He was a certified athletic trainer and had a CT Athletic Trainer license. He also provided concise responses to interview questions and was able to start as needed for the contract with UConn Department of Athletics.

| | |
|---------------------------|----------------------------------|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-637 |
| Job Group | 3E |
| Department | 83082-Rehab Services - Inpatient |
| Job Title | Physical Therapist 2 |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of physical therapy
- Knowledge of anatomy, physiology, kinesiology, neurology, neuroanatomy, general and abnormal psychology, group dynamics, human development, pharmacology
- Considerable knowledge of relevant agency policies and procedures
- Considerable knowledge of community resources
- Considerable interpersonal skills, oral and written communication skills
- Ability to instruct others in principles and practices of physical therapy
- Ability to gain confidence, interest, and cooperation of physically, mentally, and/or developmentally disabled clients
- Considerable ability to plan and implement a comprehensive physical therapy program.

EXPERIENCE AND TRAINING:

General Experience:

PHYSICAL THERAPIST 1:

- Bachelor degree in Physical Therapy
- Eligibility for licensure as a physical therapist

PHYSICAL THERAPIST 2:

- Bachelor Degree in Physical Therapy
- Two (2) years' experience as a Physical Therapist

SPECIAL REQUIREMENTS:

- Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification.

- Employees in this class will be required to possess and maintain current licensure in the State of Connecticut
- Employees in this class may be required to travel within the State of CT in the course of their daily work.

PREFERRED QUALIFICATIONS:

- Master's degree in PT or Doctor of Physical Therapy
- Ability to supervise clinical education experiences
- Inpatient acute care physical therapy experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-637 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The Hispanic female goal had been met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She had a doctoral degree in physical therapy and had a CT physical therapist license. She also had eight years of inpatient acute care physical therapy experience.

| | |
|---------------------------|--------------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-185 |
| Job Group | 3E |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Physician Assistant - UHP |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of anatomy and physiology
- Knowledge of different disciplines and disease states.
- Knowledge of medication and their interactions and reactions.
- Physical assessment skills and counseling skills.
- Considerable interpersonal skills.
- Oral and written communication skills.
- Skill in performing invasive procedures.
- Ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:

Hiring Goal Analysis – Professional Non-Faculty

General Experience:

- Registered Nurse and completion an accredited Nurse Practitioner program or A Physician Assistant.
- Incumbents in this class must possess a valid license to practice in the State of Connecticut

PREFERRED:

- APRN/PA oncology experience
- Chemotherapy experience
- EPIC experience.
- Women's Health experience
- Gynecologic oncology experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-185 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BF, was not interviewed because she had an H1 visa. UConn Health does not sponsor visas for nurses.

1 WF was selected. She had experience as a physician assistant in oncology, and experience with chemotherapy prescribing. She also had an oncology nursing society and oncology nursing certification Chemotherapy Biotherapy Provider card. Additionally, she had completed clinical rotations within a gynecology specialty and had experience with EPIC (electronic medical records system).

| | |
|---------------------------|---|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-144 |
| Job Group | 3E |
| Department | 60180-Office of Patient Experience |
| Job Title | Q.A. RN Specialist - Patient Experience |

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the principle's practices, and current trends in patient relations, regulatory compliance, and clinical care standards.
- Knowledge of quality assurance methods, applicable program rules and relevant State and Federal regulations.

- Knowledge of medical/technical terminology.
- Must have strong interpersonal, oral, and written communication skills, with the ability to maintain professional demeanor with patients, visitors, staff, and physicians in high-stress situations.
- Considerable knowledge of office procedures and etiquette.
- Proficient with data analysis and use of Excel and Microsoft Word.
- Ability to take initiative, to organize and prioritize work in a fast paced, high-volume setting, and to be receptive to change.
- Some supervisory ability.

EXPERIENCE AND TRAINING:

- Bachelor's degree in Nursing and minimum of four (4) years of inpatient hospital/clinical experience.

SUBSTITUTION ALLOWED:

- Master's degree in Nursing and one (1) year inpatient clinical experience.

SPECIAL REQUIREMENTS:

- MUST POSSESS AND MAINTAIN DURING EMPLOYMENT A LICENSE IN THE State of Connecticut as a Registered Nurse.
- Two (2) years of General Experience must be from a closely related role such as Nursing leadership, Quality Assurance, Patient Advocate, Patient Relations, Patient Experience representative, Care Coordination, Population Health, and Home Health care.

PREFERRED REQUIREMENTS:

- Minimum of two (2) years of management/supervisory experience.
- Minimum of one (1) year prior work experience in population health, case management, or home healthcare.
- Demonstrated ability to navigate and resolve conflict regarding patient medical care and patient/family concerns.
- Demonstrated ability to analyze, understand, and translate general health system data to key stakeholders.
- Demonstrated work experience reviewing and navigating Epic electronic patient medical record system.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-144 | 2 | 21 | 0 | 3 | 0 | 4 | 0 | 5 | 0 | 2 | 3 | 40 |
| Unqualified | 2 | 7 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 2 | 1 | 17 |
| Qualified | 0 | 9 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 2 | 14 |
| Interviewed | 0 | 4 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal was met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The goal candidates, 2 BF, were interviewed and not selected for the following reasons:

- 1 BF had eleven years of nursing experience in behavioral health. This field of nursing did not focus on inpatient nursing, data analytics, and program development.
- 1 BF did not provide succinct responses to interview questions. She also did not prepare for the interview because she did not have knowledge of the department or the organization. Additionally, she did not clearly understand the position she applied for.

1 WF was selected. She had six years of experience as a registered nurse. Her experience included both post-discharge calls, and nurse navigator experience. She also provided succinct responses to interview questions regarding process improvement, collaborating, and patient perceptions. Additionally, she provided detailed examples of her leadership skills and conflict management skills. Lastly, she had prepared questions about the department and organization.

| | |
|---------------------------|--|
| Start Date | 3/22/2024 |
| Requisition Number | 2022-557 |
| Job Group | 3E |
| Department | 81008-Surgery/Orthopedics Unit |
| Job Title | Physician Assistant/Nurse Practitioner- Neurosurgery |

MINIMUM REQUIREMENTS:

- Graduate of an accredited Physician Assistant/Nurse Practitioner Program.
- Current unencumbered Physician Assistant/Nurse Practitioner License in the State of CT.
- ACLS certification

PREFERRED REQUIREMENTS:

- Two (2) years Surgical Physician Assistant/Nurse Practitioner experience with at least one (1) year of neurosurgical experience. (Willing to train new graduates).
- RNFA Certification or Surgical first assist experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-557 | 7 | 19 | 1 | 2 | 0 | 1 | 0 | 2 | 1 | 0 | 6 | 39 |
| Unqualified | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 4 | 9 | 0 | 0 | 0 | 1 | 0 | 2 | 1 | 0 | 4 | 21 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 8 |
| Offer Declined | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the following websites:

- American Academy of Physician Assistants
- American Association of Neurological Surgeons
- UConn Health

The HF goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

The goal candidates, 2 BF, were interviewed.

- 1 BF was offered the position, and she declined it.
- 1 BF did not have the preferred surgical first experience, RNFA certification, or neurosurgical experience.

1 WM was selected. He had completed a clinical rotation in neurosurgery. He also provided detailed responses to interview questions.

| | |
|---------------------------|---|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-187 |
| Job Group | 3E |
| Department | 81026-Center for Perioperative Medicine |
| Job Title | Physician Assistant - UHP |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology. Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions. Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills. Ability to perform invasive procedures. Ability to work independently. Ability to work under pressure. Ability to formulate plans of care. Decision making ability.

EXPERIENCE AND TRAINING:

General Experience:

- Incumbents in this class must possess and maintain licensure as a Physician Assistant or APRN issued by the Connecticut State Department of Public Health in accordance with the applicable
- Connecticut Controlled Substance license and DEA license
- Incumbents in this class must possess and maintain a valid license to practice Advance Nursing or Physician Assistant in the State of Connecticut
- Connecticut General Statutes. (Must obtain prior to start of employment)

PREFERRED REQUIREMENT:

- Experience in the preoperative evaluation and preparation of patients for surgery
- Experience working in the operating room performing procedures such as arterial line placement, IV placement, and assisting with starting complex anesthetics cases.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-187 | 2 | 4 | 1 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 11 |
| Unqualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 4 |
| Interviewed | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was interviewed and not selected because she did not have experience as a nurse practitioner and indicated she does not work well under stress.

1 WM was selected. He had cardiac surgical physician assistant procedural experience with arterial and central lines. He also had experience with preoperative evaluation and optimization of sick cardiac and vascular surgical patients.

| | |
|---------------------------|--------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-1132 |
| Job Group | 3E |
| Department | 83001-Perfusion Services |
| Job Title | Clinical Perfusionist |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITY:

- In-depth knowledge of extracorporeal equipment
- Knowledge of basic science with strong background in biology and chemistry
- Knowledge of principles of laboratory analysis
- Knowledge of biomedical engineering
- Knowledge of relevant State, Federal or accreditation agencies laws, regulations, and guidelines
- Knowledge of the ethical professional conduct of clinical perfusionist
- Knowledge of patient safety guidelines
- Excellent interpersonal skills; ability to communicate effectively (written and oral)

- Demonstrated competency in dealing with all age groups
- Ability to work as a team member; ability to work under stressful conditions.

EXPERIENCE AND TRAINING:

General Experience. Graduation from an accredited cardiovascular perfusion program and a two-year science degree or graduation from an accredited cardiovascular perfusion program and two (2) years' experience in an allied health field.

Special Experience:

- Certification or eligible by the American Board of Cardiovascular Perfusion (ABCP) as a Certified Clinical Perfusionist (CCP).
- Must have and maintain CT State Perfusionist license.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-1132 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for employees only.

The HF goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WM was selected. He was certified as a clinical perfusionist by the ABCP. He had worked full-time for four years as a clinical perfusionist at UConn Health and then for the past five years he had been working at UConn Health as a per diem clinical perfusionist.

| | |
|---------------------------|--------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-876 |
| Job Group | 3E |
| Department | 81008-Surgery/Orthopedics Unit |
| Job Title | Physician Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology. Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions. Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills. Ability to perform invasive procedures. Ability to work independently. Ability to work under pressure. Ability to formulate plans of care. Decision making ability.

EXPERIENCE AND TRAINING:

General Experience:

- Registered Nurse, and completion of an accredited Nurse Practitioner program or a Graduate of an accredited Physician Assistant program.
- Connecticut Controlled Substance license and DEA license
- Incumbents in this class must possess and maintain a valid license to practice Advance Nursing or Physician Assistant in the State of Connecticut

SPECIAL REQUIREMENT:

- Incumbents in this class must possess and maintain Connecticut Controlled Substance Registration for Practitioners issued by the State of Connecticut Department of Consumer Protection. (Must be obtained prior to start of employment)
- Incumbents in this class must possess and maintain United States Drug Enforcement Administration Registration issued by the United States Federal Government.
- Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).
- Incumbents in this class are required to possess and maintain NCCPA certification.
- Incumbents in this class must complete 100 hours of CME every 2 years.
- Incumbents in this class may be required to travel.

PREFERRED REQUIREMENT:

- Two or more years of work experience as a Physician Assistant/Advanced Practice Nurse in General Surgery as part of patient population mix
- First Assist OR experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-876 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 6 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HF goal had been met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She had completed a physician assistant program and had her CT physician assistant license. She also had inpatient and outpatient surgical experience. Additionally, she had been trained to use the robot in the operating room.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------|----|----|----|----|----|----|----|----|
| 3F Research | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|-------------|------------|----------|------------|----|-----------|
| 3F RESEARCH | 6/30/2023 | N | 2023-1207 | AM | 1 |
| | 6/30/2023 | N | 2023-1266 | WF | 1 |
| | 7/28/2023 | N | 2023-1143 | WF | 1 |
| | 8/11/2023 | N | 2023-1307 | TF | 1 |
| | 8/25/2023 | Y | 2023-1416 | WM | 1 |
| | 11/3/2023 | Y | 2024-240 | WM | 1 |
| | 11/17/2023 | N | 2024-230 | AF | 1 |
| | 11/17/2023 | N | 2024-315 | AF | 1 |
| | 11/17/2023 | N | 2024-342 | AM | 1 |
| | 12/1/2023 | N | 2024-316 | WF | 1 |
| | 12/15/2023 | N | 2024-083 | WF | 1 |
| | 12/15/2023 | N | 2024-409 | TF | 1 |
| | 12/15/2023 | N | 2024-491 | WF | 1 |
| | 12/29/2023 | Y | 2024-363 | WM | 1 |
| | 1/12/2024 | N | 2024-236 | WF | 1 |
| | 1/12/2024 | N | 2024-421 | BM | 1 |
| | 1/12/2024 | N | 2024-585 | WF | 1 |
| | 1/26/2024 | N | 2024-569 | WF | 1 |
| | 2/9/2024 | N | 2023-1305 | WF | 1 |
| | 3/8/2024 | N | 2024-691 | WF | 1 |
| | 3/8/2024 | N | 2024-692 | WF | 1 |
| | 3/22/2024 | N | 2024-210 | UU | 1 |
| | 3/22/2024 | N | 2024-398 | HM | 1 |
| | 4/5/2024 | N | 2024-601 | HF | 1 |
| | 5/3/2024 | Y | 2024-571 | WM | 1 |
| | 5/17/2024 | N | 2024-839 | AF | 1 |
| | 5/31/2024 | N | 2024-796 | AF | 1 |
| | 5/31/2024 | N | 2024-999 | WF | 1 |
| | 5/31/2024 | N | 9999-00845 | WF | 1 |
| | 5/31/2024 | N | 9999-03456 | AM | 1 |
| | 5/31/2024 | N | 9999-20482 | BF | 1 |

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1207 |
| Job Group | 3F |
| Department | 10300-Orthopaedic Surgery |
| Job Title | Clinical Research Assistant I - Orthopedic Surgery |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of research protocols, principles, and procedures
- Knowledge of aspects of clinical trials such as screening, interviewing, case reports forms
- Knowledge of experimental design, mathematics, statistics, computer applications and written communication skills
- Ability to organize and work with data
- Knowledge of ethics and regulatory procedures (i.e., Informed consent, IRB applications) involved with clinical trials and other research
- Ability to work as a member of a project team
- Applying procedures
- Knowledge of clinical tasks required for research (e.g., centrifugation, interviewing).

EDUCATION AND TRAINING:

General Experience: Bachelor's degree in the appropriate scientific discipline, e.g. Biology or Psychology. Degrees in other areas may be substituted on a case-by-case basis.

Substitutions Allowed: Certification as a Clinical Research Professional (CCRP) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

PREFERRED QUALIFICATIONS:

- Film OR cases for educational videos
- Manage the purchasing of cadaveric specimens and lab supplies
- Maintain and clean the lab on a regular basis
- Coordinate with industry representatives and attending physicians to ensure that the lab runs smoothly

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1207 | 3 | 8 | 0 | 0 | 0 | 0 | 3 | 2 | 1 | 1 | 0 | 18 |
| Qualified | 2 | 5 | 0 | 0 | 0 | 0 | 2 | 2 | 1 | 1 | 0 | 13 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, were not interviewed for the following reasons:

- 1 WM's E2 visa did not allow him to work at UConn Health.
- 1 WM did not include detailed job duties in his application.

The goal candidate, 1 WM, was interviewed and not selected because his responses to interview questions were difficult to follow and not accurate demonstrating his inability to independently perform support tasks, be involved in projects and trouble shooting.

1 AM was selected. He had a biomechanics background and had worked as a scribe and in a laboratory. Also, his responses to interview questions were organized and easy to follow.

| | |
|---------------------------|------------------------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1266 |
| Job Group | 3F |
| Department | 10500-Univ of Conn Center on Aging |
| Job Title | Clinical Research Assistant I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of research protocols, principles, and procedures

Knowledge of aspects of clinical trials such as screening, interviewing, case reports forms

Knowledge of experimental design, mathematics, statistics, computer applications and written communication skills

Ability to organize and work with data

Knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications) involved with clinical trials and other research

Ability to work as a member of a project team, applying procedures.

Knowledge of clinical tasks required for research (e.g., phlebotomy, centrifugation, interviewing).

Must be able to work independently and possess excellent communication skills both orally and written, considerable attention to detail and follow through.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in the appropriate scientific discipline, e.g. Psychology, Gerontology, Social Work, Public Health, Sociology or related discipline. Degrees in other areas may be substituted on a case-by-case basis.

Substitution Allowed:

Certification as a Clinical Research Coordinator (CCRC) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the

Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

SPECIAL REQUIREMENTS:

Training and experience conducting CT Money Follows the Person (MFP) and CT Housing Engagement and Support Services (CHESS) program interviews

Must be able to work independently and possess excellent communication skills both orally and written, considerable attention to detail and follow through.

Willingness to travel statewide to complete in person interviews.

Must have a reliable car to travel to in-person interviews within Connecticut

PREFERRED QUALIFICATIONS:

Experience recruiting for and conducting interviews with research participants

Experience working with older adults, people with physical, mental health and intellectual disabilities and their families.

Knowledge of long-term care services and support system including regulations, Medicaid waivers, payment structures and financing.

Computer skills include Internet, Word, Outlook, Excel, Access, PowerPoint, and REDCap.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1266 | 2 | 7 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 14 |
| Unqualified | 2 | 6 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 13 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum qualifications as posted.

1 WF was selected. For the past year she had worked as an intern for a research group. She had experience conducting CT Money Follows the Person and CT Housing Engagement and Support Services program interviews. She also had experience recruiting for and conducting interviews with research participants as well as experience working with older adults, people with physical, mental health, and intellectual disabilities and their families. Additionally, she had knowledge of long-term care services and support systems including regulations, Medicaid waivers, payment structures, and financing. Lastly, she also had the preferred computer skills.

| | |
|---------------------------|---|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1143 |
| Job Group | 3F |
| Department | 10100-Public Health Sciences |
| Job Title | Clinical Research Associate II - Public Health Sciences |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of clinical research protocols, principles, and procedures
- Considerable knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms, reviewing medical records
- Considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases
- Considerable knowledge of a science such as biology or psychology
- Excellent oral and written communication skills
- Project management, interpersonal and organizational skills
- Ability to identify, produce, organize, analyze, evaluate, and interpret data
- Knowledge of regulatory procedures (e.g., Informed consent, IRB applications, FDA regulations, data safety and monitoring plans, boards, safety of subjects in clinical research) involved with clinical research
- Ability to work as a member of a project team and independently
- Supervisory ability

EDUCATION AND TRAINING:

General Experience: A Master's Degree in a relevant discipline, plus five (5) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and six (6) years of appropriate clinical research experience or certification as a Clinical Research Professional (CCRP) by SOCRA or equivalent with twelve (12) years of appropriate practical clinical research experience. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

Special experience:

One (1) year of the general experience must have been at the level of Research Associate I.

SPECIAL REQUIREMENTS:

May involve travel to local, regional, or out of state project/partner sites to attend stakeholder/clinical research meetings or conduct data collection activities.

PREFERRED QUALIFICATIONS:

- Knowledge of health services research, implementation science, substance use/addiction, and/or behavioral health
- Experience with projects using qualitative interviewing and/or mixed methods approaches, including experience conducting interviews/focus groups and analyzing related data
- Strong scientific writing ability and experience with scientific manuscript writing and submission
- Interpersonal skills that foster collaboration
- Proficiency in using computer software, including Microsoft Word, Excel, and PowerPoint, and statistical and survey packages such as SPSS, SAS, Atlas.ti, DeDoose, RedCap and/or Qualtrics (or related software)
- Ability to produce verbal and written communications appropriate for a range of audiences
- Experience with preparing grant applications for NIH-funded studies and other federal funders (E.g., SAMHSA, PCORI)
- Experience developing, organizing, and submitting data for grant applications, progress reports, and NIH data sharing requirements

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1143 | 5 | 17 | 1 | 2 | 1 | 1 | 0 | 10 | 0 | 0 | 3 | 40 |
| Unqualified | 2 | 8 | 0 | 2 | 1 | 0 | 0 | 7 | 0 | 0 | 1 | 21 |
| Qualified | 2 | 5 | 0 | 0 | 0 | 1 | 0 | 3 | 0 | 0 | 2 | 13 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on Academy Health and UConn Health website.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

The goal candidates, 2 WM, were not interviewed because they did not have the preferred knowledge of health services research, implementation science, substance use/addiction, and/or behavioral health.

The goal candidate, 1 WM, was interviewed and not selected because he was unable to communicate his research knowledge of addiction and substance abuse as well as implementation science field clearly and concisely. He was only able to answer questions regarding basic data experience for both quantitative and qualitative research. This impacted his ability to work independently.

1 WF was selected. She had experience working in health services research role and had a background in behavioral health research. She also had experience developing, organizing, and submitting data for grant applications, progress reports, and National Institution of Health data sharing requirements. Additionally, she had a scientific writing history of twenty-one peer reviewed publications along with scientific training, including advanced data analysis skills and experience with qualitative data collection.

| | |
|---------------------------|----------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1307 |
| Job Group | 3F |
| Department | Genetics & Genome Sciences |
| Job Title | Research Assistant 1 |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

Basic knowledge of research protocols, principles, and procedures

Basic knowledge of scientific techniques such as tissue culturing, reagent/solution preparation, staining, etc.

Basic knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment and procedures

Basic knowledge of science such as chemistry, biology, microbiology, pharmacology

Basic knowledge of physical and data resources in application scientific disciplines
 Oral and written communication skills
 Ability to identify, produce, organize, analyze, evaluate, and interpret data.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in Biology, preferably with a connection in biomedical science. Degrees in other areas may be substituted on a case-by-case basis.

Substitutions Allowed:

College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours, equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

Research experience in biochemical and genetic assays in a wet lab setting.

Basic computational skills to set up experiments and obtain and organize quantitative research results.

Experience with culturing pathogens such as trypanosomes

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

PREFERRED QUALIFICATIONS:

Work in a biosafety 2 level setting

Experience in plasmid construction

Experience in working with proteins

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1307 | 1 | 10 | 1 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 19 |
| Unqualified | 1 | 10 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 17 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

1 TF was selected. She had a Bachelor's degree in biology and had experience in biochemical and genetic assays in a wet lab setting. She also had experience with culturing pathogens such as trypanosomes and had computational skills to set up experiments and obtain and organize quantitative research results. Additionally, she had experience working in a biosafety two level setting and had experience working in plasmid construction and working with proteins.

| | |
|---------------------------|--------------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1416 |
| Job Group | 3F |
| Department | 10520-Neag Cancer Center (SOM) |
| Job Title | Research Assistant 2 |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of relevant research protocols, principles, and practices

Knowledge of scientific techniques

Knowledge of experimental design, mathematics/statistics, relevant computer applications, laboratory equipment and procedures

Knowledge of science such as chemistry, biology, microbiology, pharmacology

Knowledge of physical and data resources in applicable scientific fields

Oral and written communication skills

Ability to identify, produce, organize, analyze, evaluate, interpret, and present data.

EXPERIENCE AND TRAINING

General Experience:

Bachelor's degree in the appropriate discipline, i.e., Biology, Medical Technology, Biochemistry, Psychology, degrees in other areas may be substituted on a case-by-case basis.

One (1) year of research experience in a relevant discipline

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

WORKING CONDITIONS:

Incumbents in this class may occasionally be required to lift heavy objects such as standard laboratory equipment and/or trays/boxes or glassware

may be exposed to such hazards as broken glass, toxic vapors, radioactive materials, and toxic or disease carrying substances.

PREFERRED QUALIFICATIONS/EXPERIENCE:

Experience working in a research lab, preferably in the field of immunology and/or cancer research along with work with animals, specifically mice including culturing animal cells and tumor implantation

Experience with assays including tetramer decay assays and heat shock protein purification assays

Experience with scientific equipment including but not limited to Flow Cytometry equipment and centrifuges.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1416 | 2 | 3 | 2 | 0 | 0 | 0 | 0 | 3 | 0 | 1 | 3 | 14 |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Qualified | 0 | 3 | 2 | 0 | 0 | 0 | 0 | 3 | 0 | 1 | 2 | 11 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|------------------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2024-240 |
| Job Group | 3F |
| Department | 10500-Univ of Conn Center on Aging |
| Job Title | Clinical Research Assistant I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of research protocols, principles, and procedures
- Knowledge of aspects of research studies such as screening, interviewing, case reports forms
- Knowledge of experimental design, mathematics, statistics, computer applications and written communication skills
- Ability to organize and work with data
- Knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications) involved with clinical trials and other research
- Ability to work as a member of a project team, applying procedures.
- Knowledge of clinical tasks required for research (e.g., phlebotomy, centrifugation, interviewing).

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in the appropriate scientific discipline, e.g. Psychology, Gerontology, Social Work, Public Health, Sociology or related discipline. Degrees in other areas may be substituted on a case-by-case basis.

Substitution Allowed:

Certification as a Clinical Research Coordinator (CCRC) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

SPECIAL REQUIREMENTS:

- Must be able to work independently and as part of a team and possess excellent

communication skills both orally and written, considerable attention to detail and follow through.

- Willingness to travel statewide to complete in person interviews.
- Must have a reliable car to travel to in-person interviews within Connecticut. Mileage will be reimbursed.

PREFERRED QUALIFICATIONS:

- Experience recruiting for and conducting interviews with research participants
- Experience working with older adults, people with physical, mental health and intellectual disabilities and their families.
- Knowledge of long-term care services and support system including regulations, Medicaid waivers, payment structures and financing.
- Computer skills include Internet, Word, Outlook, Excel, Access, PowerPoint, and REDCap.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-240 | 5 | 8 | 0 | 2 | 1 | 2 | 1 | 8 | 1 | 0 | 2 | 30 |
| Unqualified | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 3 | 1 | 0 | 1 | 11 |
| Qualified | 2 | 3 | 0 | 1 | 1 | 1 | 1 | 2 | 0 | 0 | 1 | 12 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|--------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-230 |
| Job Group | 3F |
| Department | 10700-Child and Family Studies |
| Job Title | Research Assistant 1 |

Minimum Qualifications Required:

Knowledge, Skill, and Ability:

- Working knowledge of Microsoft office suite programs, Zoom, Smartsheet and Qualtrics
- Excellent organizational skills with attention to details
- Excellent oral and written communication skills

Experience and Training

General Knowledge:

Bachelor's degree in Educational Psychology, Special Education, or related field

Substitutions Allowed:

College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree

Special Requirements:

- Experience and knowledge of the field of early childhood intervention

Preferred Qualifications:

- Experience working on grant funded projects

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-230 | 1 | 5 | 1 | 1 | 2 | 0 | 0 | 3 | 1 | 1 | 0 | 15 |
| Unqualified | 0 | 2 | 1 | 0 | 1 | 0 | 0 | 2 | 0 | 1 | 0 | 7 |
| Qualified | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not have experience working on grant-funded projects.

1 AF was selected. She had experience collecting data on an early childhood project and had knowledge in the field of early childhood intervention. She also had experience working on grant funded projects as well as Smartsheet for data collection.

| | |
|---------------------------|--------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-315 |
| Job Group | 3F |
| Department | 10700-Child and Family Studies |
| Job Title | Research Assistant 1 |

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:**

- Basic knowledge of research protocols, principles, and procedures
- Basic knowledge of experimental design and applied research techniques
- Excellent oral and written communication skills

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in an appropriate discipline, i.e., Arts, Public Health, or related discipline. Degrees in other areas may be substituted on a case-by-case basis.

Substitutions Allowed:

College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours, equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
- Participated and graduated from the Leadership in Neurodevelopmental and Related Disabilities (LEND)
- Coursework in disability in Public Health

PREFERRED QUALIFICATIONS:

- Familiarity with statistical analyses and software
- Experience analyzing data
- Experience managing databases

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-315 | 1 | 6 | 2 | 2 | 1 | 2 | 0 | 5 | 0 | 0 | 2 | 21 |
| Unqualified | 1 | 6 | 2 | 2 | 1 | 2 | 0 | 4 | 0 | 0 | 2 | 20 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

1 AF was selected. She had experience collecting and analyzing data. She also had participated and graduated from the Leadership in Neurodevelopmental and Related Disabilities (LEND) program.

| | |
|---------------------------|----------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-342 |
| Job Group | 3F |
| Department | 10460-Neuroscience |
| Job Title | Research Assistant 1 |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Previous experiences in maintaining mouse strains, performing electrophysiological recordings on mouse brain slices, and analyzing electrophysiological data.
- Basic knowledge of research protocols, principles, and procedures
- Basic knowledge of scientific techniques such as tissue culturing, reagent/solution preparation, staining, etc.

- Basic knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment and procedures
- Basic knowledge of science such as chemistry, biology, microbiology, pharmacology
- Basic knowledge of physical and data resources in application scientific discipline
- Oral and written communication skills
- Ability to identify, produce, organize, analyze, evaluate, and interpret data.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in an appropriate discipline, i.e., Biology, Medical Technology, Biochemistry, Psychology. Degrees in other areas may be substituted on a case-by-case basis.

Substitutions Allowed:

College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours, equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-342 | 2 | 6 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 14 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 |
| Qualified | 2 | 6 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 11 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted on UConn Health website.

The goal candidates, 2 WM, were not interviewed because they did not have experience performing electrophysiological recordings on mouse brain slices.

1 AM was selected. He had experience with performing electrophysiological recordings on mouse brain slices.

| | |
|---------------------------|----------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-316 |
| Job Group | 3F |
| Department | Genetics & Genome Sciences |
| Job Title | Research Assistant 1 |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Basic knowledge of research protocols, principles, and procedures.
- Basic knowledge of scientific techniques such as tissue culturing, reagent/solution preparation, staining, etc.

- Basic knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment and procedures.
- Basic knowledge of science such as chemistry, biology, microbiology, pharmacology.
- Basic knowledge of physical and data resources in application scientific disciplines.
- Oral and written communication skills; ability to identify, produce, organize, analyze, evaluate, and interpret data.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in an appropriate discipline, i.e., Biology, Medical Technology, Biochemistry, Psychology. Degrees in other areas may be substituted on a case-by-case basis.

Substitutions Allowed:

College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours, equaling one-half year of experience, to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
- Must have more than 1 year of experience in the maintenance of a zebrafish research facility.
- Must have experience in performing microinjection of zebrafish embryos.
- Must have a base in Bioinformatic programming language such as python and/or R.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-316 | 2 | 9 | 1 | 0 | 0 | 0 | 0 | 5 | 1 | 1 | 0 | 19 |
| Unqualified | 2 | 8 | 1 | 0 | 0 | 0 | 0 | 5 | 1 | 1 | 0 | 18 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

1 WF was selected. For the past year and a half, she had been working in UConn Health's genetics and genome sciences laboratory as a special payroll research assistant. Her experience included experience in the maintenance of a zebrafish research facility as well as performing microinjection of zebrafish embryos. She also had experience in bioinformatic programming language.

| | |
|---------------------------|-------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-083 |
| Job Group | 3F |
| Department | 10100-Public Health Sciences |
| Job Title | Clinical Research Assistant I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY: Knowledge of research protocols, principles and procedures; knowledge of aspects of clinical trials such as screening, interviewing, case reports forms; knowledge of experimental design, mathematics, statistics, computer applications and written communication skill; ability to organize and work with data; knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications) involved with clinical trials and other research; ability to work as a member of a project team; applying procedures; knowledge of clinical tasks required for research; ability to organize and manage competing tasks and meet deadlines; strong written and oral communication skills; ability to work as a member of a project team.

EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree in Social or Biomedical Sciences, Public Health, or related field.

Substitution Allowed: Certification as a Clinical Research Professional (CCRP) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

PREFERRED QUALIFICATIONS:

- Experience working with community partners on behavioral health-related topics
- Experience in conducting needs assessments
- Experience in data visualization and creation of graphics (e.g., infographics) to communicate health related topics
- Experience with data visualization and related software (e.g., Tableau, PowerBI, ArcGIS)
- Master's degree preferred

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-083 | 8 | 19 | 2 | 3 | 0 | 3 | 2 | 8 | 1 | 0 | 3 | 49 |
| Unqualified | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 6 |
| Qualified | 6 | 15 | 1 | 3 | 0 | 2 | 2 | 5 | 1 | 0 | 2 | 37 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 3 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The goal candidates, 6 WM, were not interviewed for the following reasons:

- 2 WM did not have clinical research experience.
- 1 WM did not have the preferred experience with data visualization skills or statistical software.
- 1 WM experience was with program implementation rather than research and evaluation.
- 1 WM did not have experience with behavioral health related topics.
- 1 WM research was not about behavioral health related topics.

The goal candidate, 1 WM, was interviewed and not selected because he was unable to articulate his experience with related software and data visualization as well as other required job duties.

1 WF was selected. She had a Bachelor's degree in biostatistics and had completed an internship at Substance Abuse and Mental Health Services Administration where she had experience with different levels of programs. She also had the preferred experience in data visualization and presentation. Additionally, she had experience with SPSS, R, SAS (statistical software). Furthermore, she provided detailed examples of her understanding of mental health and substance use topics and provided detailed responses to interview questions regarding data analysis and data sets.

| | |
|---------------------------|-------------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-409 |
| Job Group | 3F |
| Department | 10460-Neuroscience |
| Job Title | Research Assistant I - Neuroscience |

MINIMUM QUALIFICATIONS REQUIRED

EXPERIENCE AND TRAINING:

General Experience:

Applicants must have a Bachelor's degree in an appropriate discipline, i.e. Biology, Medical Technology, Biochemistry, Psychology. Degrees in other areas may be substituted on a case-by-case basis.

SPECIAL REQUIREMENTS:

- Candidates must possess at least 18 months of full-time experience working in rodent research.
- Applicants must have experience performing rodent survival surgeries, cryosectioning, histology, 2-photon microscopy and conduct rodent cognition and behavioral testing.
- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-409 | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 9 |
| Unqualified | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

1 TF was selected. For the past year and a half, she had been working in a neuroscience laboratory as a research assistant. Her experience included Genotyping, rodent behavior experiments, rodent stereotaxic surgeries, performing 2-photon in vivo imaging and analysis of behavioral and neural data.

| | |
|---------------------------|--------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-491 |
| Job Group | 3F |
| Department | 10700-Child and Family Studies |
| Job Title | Research Assistant 1 |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Basic knowledge of research protocols, principles, and procedures
- Basic knowledge of experimental design and applied research techniques
- Excellent oral and written communication skills

Experience and Training:

- Bachelor's degree in Neuroscience, Public Health, Special Education, or related field

Special Requirements:

- Leadership Education in Neurodevelopmental and Related Disabilities (LEND) program Trainee
- Experience and knowledge in the field of neurodevelopment and other disabilities

Preferred qualifications:

- Experience working on grant funded projects
- Experienced with individuals with Developmental Disabilities

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-491 | 2 | 6 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 12 |
| Unqualified | 2 | 5 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 10 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

1 WF was selected. She was a graduate of the Leadership Education in Neurodevelopmental and Related Disabilities (LEND) program. She also had experience with individuals with developmental disabilities. Additionally, she had experience working on federally funded grant projects.

| | |
|---------------------------|--|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-363 |
| Job Group | 3F |
| Department | 10580-Clinical Research Center |
| Job Title | Research Assistant II - Clinical Research Center |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of relevant research protocols, principles and practices; knowledge of scientific techniques; knowledge of experimental design, mathematics/statistics, relevant computer applications, laboratory equipment and procedures; knowledge of a science such as chemistry, biology, microbiology, pharmacology; knowledge of physical and data resources in applicable scientific fields; oral and written communications skills; ability to identify, produce, organize, analyze, evaluate, interpret and present data.

EXPERIENCE AND TRAINING

General Experience:

Bachelor's degree in the appropriate discipline, i.e., Biology, Chemistry, Biochemistry, plus one (1) year of research experience in a relevant discipline. Degrees in other areas may be substituted on a case-by-case basis.

Substitutions Allowed:

College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours, equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

- At least one year of laboratory experience
- Knowledge of and experience with immunoassays and Molecular Biology Procedures including, but not limited to:
 - DNA isolation/RNA extraction process
 - Immunoassays (Elisa, Immulite, RIA, Multiplexing)
 - qPCR
 - SNP genotyping
 - PBMC isolation
 - Biospecimen management including but not limited to collecting, processing, storing, shipping, and tracking of research samples.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-363 | 3 | 10 | 0 | 1 | 0 | 1 | 1 | 6 | 2 | 0 | 1 | 25 |
| Unqualified | 1 | 7 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 6 | 1 | 0 | 1 | 11 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|---------------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-236 |
| Job Group | 3F |
| Department | 10260-Obstetrics and Gynecology |
| Job Title | Clinical Research Assistant I |

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILL & ABILITY:

Knowledge of research protocols, principles and procedures; knowledge of aspects of clinical trials such as screening, interviewing, case reports forms; knowledge of experimental design, mathematics, statistics, computer applications and written communication skill; ability to organize and work with data; knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications) involved with clinical trials and other research; ability to work as a member of a project team; applying procedures; knowledge of clinical tasks required for research (e.g. phlebotomy, centrifugation, interviewing).

EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree in the appropriate scientific discipline, e.g. Biology or Psychology. Degrees in other areas may be substituted on a case-by-case basis.

Substitution Allowed: Certification as a Clinical Research Professional (CCRP) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-236 | 0 | 8 | 1 | 3 | 0 | 0 | 0 | 5 | 0 | 1 | 2 | 20 |
| Unqualified | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Qualified | 0 | 7 | 0 | 1 | 0 | 0 | 0 | 4 | 0 | 1 | 1 | 14 |
| Interviewed | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She had a Bachelor's degree in molecular and cellular biology. She also had experience as a student and as a special payroll employee working at UConn Health in a wet lab and patient-centered settings conducting research utilizing various systems. Additionally, she provided detailed examples of her understanding of research principles and procedures and her experience in research recruiting patients.

| | |
|---------------------------|----------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-421 |
| Job Group | 3F |
| Department | 10180-Pediatrics |
| Job Title | Research Assistant I |

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:

- Basic knowledge of research protocols, principles, and procedures.
- Basic knowledge of scientific techniques such as tissue culturing, reagent/solution preparation, staining, etc.
- Basic knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment and procedures.
- Basic knowledge of science such as chemistry, biology, microbiology, pharmacology.
- Basic knowledge of physical and data resources in application scientific disciplines.
- Oral and written communication skills.
- Ability to identify, produce, organize, analyze, evaluate, and interpret data.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in an appropriate discipline, i.e., Biology, Biochemical Sciences, Medical Technology, Biochemistry, Psychology.

PREFERRED EXPERIENCE:

- Experience working with BSL2 pathogens.
- Experience with all stages of generation of recombinant proteins from E. coli.
- Experience with affinity and size exclusion chromatography.
- Experience with mouse and rabbit handling, immunization, and specimen collection.
- Experience with isolation of *Treponema pallidum*, subspecies *pallidum*.
- Experience with molecular methodologies, including Western blotting and ELISA.
- Experience with processing, inventorying, and shipping of multiple types of clinical specimens.
- Experience troubleshooting experimental data and adjusting protocols accordingly.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-421 | 3 | 8 | 1 | 2 | 0 | 0 | 0 | 4 | 0 | 2 | 4 | 24 |
| Unqualified | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 6 |
| Qualified | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 | 4 | 15 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The goal candidates, 2 WM, were not interviewed for the following reasons:

- 1 WM was selected for another UConn Health position.
- 1 WM did not have experience with BSL2 pathogen handling, recombinant protein production, and chromatography.

1 BM was selected. He had experience working with BSL2 microbiological agents, PCR, immunoblot and ELISA assays. He also had experience handling mice and rabbits. Additionally, he had experience processing, storing, shipping, and receiving human biological specimens. Furthermore, he had experience with recombinant protein production and troubleshooting.

| | |
|---------------------------|-------------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-585 |
| Job Group | 3F |
| Department | 10200-Psychiatry |
| Job Title | Clinical Research Assistant I |

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL & ABILITY:

Knowledge of research protocols, principles, and procedures; knowledge of aspects of clinical trials such as screening, interviewing, case reports forms; knowledge of experimental design; ability to organize and work with data; knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications) involved with clinical trials and other research; ability to work as a member of a project team; applying procedures; knowledge of clinical tasks required for research.

EXPERIENCE AND TRAINING:

- Bachelor's degree in Cognitive Science or Psychology
- Knowledge of research protocols
- Knowledge of IRB protocols and consent procedures
- Excellent clinical, interpersonal, and social skills.
- Experience working with young children in a laboratory setting
- Experience acquiring and processing psychophysiological data (EEG/ERP, heart rate, etc.).
- Ability to maintain confidentiality

PREFERRED:

- High attention to detail
- Experience assessing young children's cognitive and social-emotional functioning with standardized developmental tests, computerized tasks, and puppet interviews.
- 1 year research experience in collecting, processing, analysis, and presentation of electrophysiology data (EEG/ERP, heart rate, skin conductance) using EMSE, Mindware, MatLab as well as Microsoft Office packages.
- Experiencing coding child behavior and social-emotional functioning from videotape.
- Proficiency with software packages commonly used in research, including REDCap, Qualtrics and Microsoft Office Suite.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-585 | 1 | 3 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 8 |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

1 WF was selected. She had a Bachelor's degree in cognitive science and had been working at UConn Health for the past year as a special payroll research assistant. Her experience included assessing children's (ages of four to eight years old) cognitive and social-emotional functioning with standardized developmental tests, computerized tasks, and puppet interviews. She also had experience collecting, processing, analysis, and presentation of electrophysiology data. Additionally, she had experience coding child behavior and social emotional functioning from videotape and had experience with commonly used research software packages.

| | |
|---------------------------|---------------------------------------|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-569 |
| Job Group | 3F |
| Department | 100280-Molecular Biology & Biophysics |
| Job Title | Research Associate 1 |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of relevant research protocols, principles, procedures, considerable knowledge of relevant advanced scientific techniques; knowledge of research practices; knowledge of experimental design, mathematics, statistics, computer applications; data processing (including non-Fourier methods); developing novel workflows for NMR structural biology that employ recent advances in machine learning; ability to develop metadata requirements and data dictionaries for NMR experiments and design user interfaces for harvesting metadata; oral and written communication skills; ability to work independently, to attend to detail, problem solve and be organized; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in a relevant discipline, plus two (2) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

SPECIAL REQUIREMENTS:

1. Incumbents in the class may be required to travel.
2. Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

Preferred Requirements:

Ph.D. and a minimum of six years of post-doctoral experience.

Highly desired experience includes the application of multidimensional NMR experiments to protein structural biology, modern signal processing of nonuniformly sampled data, computer-aided assignment of multidimensional NMR spectra, methods for protein structure determination, and machine learning for protein structure prediction. Familiarity with the NMRbox platform and the Biological Magnetic Resonance Data Bank is also desired.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-569 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

1 WF was selected. She had a Ph.D. in biomedical science and six years of postdoc experience. She also had worked as a graduate assistant and a postdoctoral fellow at UConn Health. Her experience includes application of multidimensional NMR experiments, NMRbox platform and the Biological Magnetic Resonance Data Bank.

| | |
|---------------------------|--------------------------------|
| Start Date | 2/9/2024 |
| Requisition Number | 2023-1305 |
| Job Group | 3F |
| Department | 10700-Child and Family Studies |
| Job Title | Research Associate 1 |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of relevant research protocols, principles, procedures
- Considerable knowledge of relevant advanced scientific techniques
- Knowledge of research practices
- Knowledge of experimental design, mathematics, statistics, computer applications
- Oral and written communication skills
- Ability to work independently, to attend to detail, problem solve and be organized
- Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in Education Administration or relevant discipline plus two (2) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

SPECIAL REQUIREMENTS:

- Experience teaching and administration of Early Care and Education Programs
- Experience teaching in higher education, early childhood personnel preparation programs online.
- Experience providing professional development to early childhood providers
- Experience with early childhood systems integrating services for mental health, special education, and Early Care.
- Knowledge of Connecticut Early Learning and Development Standards (ELDS) and other quality indicators including NAEYC standards
- Experience working with Head Start and Office of Early Childhood regulations
- Experience developing strategic plans for early childhood systems
- Experience working on grants

PREFERRED QUALIFICATIONS:

- Experience managing budgets for large programs
- Experience developing training materials for early childhood personnel
- Experience working with Blackboard

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1305 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 1 | 1 | 9 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Qualified | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She had experience working in early childcare, knowledge of early learning and development and NAEYC standards. She also had worked with Head Start and Office of Early Childhood. Additionally, she had experience working on grants.

| | |
|---------------------------|-------------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-691 |
| Job Group | 3F |
| Department | 10200-Psychiatry |
| Job Title | Clinical Research Assistant I |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of research protocols, principles, and procedures

Knowledge of experimental design, mathematics, statistics, computer applications and written communication skill

Knowledge of written communication skill

Ability to organize and work with data

Ability to work as a member of a project team

Applying procedures

Knowledge of SAMSHA procedures and documentation.

EDUCATION AND TRAINING:

General Experience: Bachelor's degree in the appropriate scientific discipline, e.g. Psychology.

Degrees in other areas may be substituted on a case-by-case basis.

Substitutions Allowed: Certification as a Clinical Research Professional (CCRP) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

PREFERRED QUALIFICATIONS:

Knowledge of SAMSHA procedures and documentation

Clinical research experience with youth and parents

Experience working with adolescents and families with mental health difficulties in juvenile detention settings

Knowledge and experience working with Qualtrics

Experience with subject recruitment and outreach

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-691 | 2 | 13 | 0 | 1 | 1 | 1 | 2 | 4 | 0 | 0 | 0 | 24 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 5 |
| Qualified | 2 | 10 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 17 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, were not interviewed because they did not have the preferred knowledge of Substance Abuse and Mental Health Services Administration (SAMSHA) with

subject recruitment and outreach.

1 WF was selected. She had experience in coordinating research projects, with SAMHSA procedures and with Qualtrics. She also had experience with adolescents and families with mental health difficulties in juvenile detention settings. Additionally, she provided detailed examples of her organizational skills.

| | |
|---------------------------|-------------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-692 |
| Job Group | 3F |
| Department | 10200-Psychiatry |
| Job Title | Clinical Research Assistant I |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of research protocols, principles, and procedures

Knowledge of experimental design, mathematics, statistics, computer applications and written communication skill

Knowledge of written communication skill

Ability to organize and work with data

Ability to work as a member of a project team

Knowledge of SAMSHA procedures and documentation.

EDUCATION AND TRAINING:

General Experience: Bachelor's degree in the appropriate scientific discipline, e.g., Psychology.

Degrees in other areas may be substituted on a case-by-case basis.

Substitutions Allowed: Certification as a Clinical Research Professional (CCRP) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

PREFERRED QUALIFICATIONS:

Excellent verbal and written communication skills

Excellent interpersonal and organizational skills

Experience utilizing relational databases

Experience in website development or maintenance

Knowledge and experience working with REDCap, Qualtrics, Penelope, ECIS, SPARS and BaseCamp

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-692 | 2 | 12 | 2 | 1 | 1 | 1 | 1 | 2 | 0 | 2 | 4 | 28 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 3 |
| Qualified | 2 | 9 | 2 | 1 | 1 | 1 | 0 | 1 | 0 | 2 | 4 | 23 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, were not interviewed because they did not have knowledge of Substance Abuse and Mental Health Services Administration (SAMSHA).

1 WF was selected. She had experience in coordinating research projects, with SAMHSA procedures and with the preferred REDCap and Basecamp. She also had experience with website maintenance and development. Additionally, she provided detailed examples of her organizational skills.

| | |
|---------------------------|---|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-210 |
| Job Group | 3F |
| Department | 10700-Child and Family Studies |
| Job Title | Research Associate I - Child & Family Studies |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of relevant research protocols, principles, procedures.
- Considerable knowledge of relevant advanced scientific techniques.
- Knowledge of research practices.
- Oral and written communication skills.
- Ability to work independently, to attend to detail, problem solve and be organized.
- Some supervisory ability.
- Some travel.
- Flexible schedule.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in Education Administration or relevant discipline plus two (2) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

SPECIAL REQUIREMENTS:

- Experience with young children with disabilities and their families in Early Care and Education Programs.
- Experience coordinating and managing grant funded projects in early childhood personnel preparation programs.
- Demonstrated ability to multitask.

PREFERRED QUALIFICATIONS:

- Experience developing training materials for early childhood personnel.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-210 | 3 | 11 | 1 | 1 | 0 | 3 | 0 | 6 | 1 | 0 | 5 | 31 |
| Unqualified | 3 | 8 | 1 | 1 | 0 | 3 | 0 | 4 | 1 | 0 | 4 | 25 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM, did not meet the minimum requirements.

1 UU was selected. The candidate had experience working with youth and family services as well as a background in project management and research. The candidate also had experience in statistics and data collection. Additionally, the candidate had experience working on grants, reports, and submissions for grants.

| | |
|---------------------------|--|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-398 |
| Job Group | 3F |
| Department | 10740-UCONN Health Disparities Institute |
| Job Title | Research Assistant 2 |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Understanding of and interest in health disparities and the social determinants of health
- Facilitation skills
- Knowledge of the community and the principles of community engagement.
- Oral and written communication skills in English and Spanish.
- Ability to work independently, pay attention to detail, solve problems, and be organized.
- Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Hiring Goal Analysis – Professional Non-Faculty

Bachelor's degree in community or public health, social work, community psychology, allied health profession or related field and two (2) years of appropriate public or community health research experience.

Substitutions Allowed:

Some research or evaluation, data collection, and data management experience and 2 years of experience in a non-profit or community-based organization setting.

SPECIAL REQUIREMENTS:

- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
- Must have demonstrable work experience in health disparities, health equity, services utilization, and/or community engagement.
- Experience working with diverse Black and Latinx communities.
- Must be bilingual.
- Experience with program planning.
- Extensive experience and expertise with Microsoft Office (Outlook, Internet Explorer, Word, Excel, PowerPoint, Access, etc.).
- Proficiency in qualitative and quantitative data collection and analysis methods.
- Submission of a research manuscript and health policy related writing sample may be requested (e.g., health policy brief or research paper).
- A skills assessment during the interview may be required.

PREFERRED QUALIFICATIONS:

Applicants with a background in research and population health, health disparities, social sciences, economics, social work, public health, health equity, and health policy.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-398 | 2 | 14 | 3 | 5 | 7 | 8 | 1 | 7 | 1 | 3 | 4 | 55 |
| Unqualified | 2 | 12 | 2 | 5 | 5 | 6 | 1 | 5 | 1 | 3 | 4 | 46 |
| Qualified | 0 | 1 | 1 | 0 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum qualifications as posted.

1 HM was selected. He had a Master's degree in public health as well as supervisory experience and community health research experience. He also was fluent in Spanish.

| | |
|---------------------------|---|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-601 |
| Job Group | 3F |
| Department | 10100-Public Health Sciences |
| Job Title | Clinical Research Associate II - Public Health Sciences |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of clinical research protocols, principles, and procedures
- Considerable knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms, reviewing medical records
- Considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases
- Considerable knowledge of a science such as biology or psychology
- Excellent oral and written communication skills
- Project management, interpersonal and organizational skills
- Ability to identify, produce, organize, analyze, evaluate, and interpret data
- Knowledge of regulatory procedures (e.g., Informed consent, IRB applications, FDA regulations, data safety and monitoring plans, boards, safety of subjects in clinical research) involved with clinical research
- Ability to work as a member of a project team and independently
- Supervisory ability

EDUCATION AND TRAINING:

General Experience: A Master's Degree in a relevant discipline, plus five (5) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and six (6) years of appropriate clinical research experience or certification as a Clinical Research Professional (CCRP) by SOCRA or equivalent with twelve (12) years of appropriate practical clinical research experience. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

Special experience:

One (1) year of the general experience must have been at the level of Research Associate I.

WORKING CONDITIONS:

- Incumbents in this class may be exposed to communicable/infectious diseases.

SPECIAL REQUIREMENTS:

- May involve travel to local, regional, or out of state project/partner sites to attend stakeholder/clinical research meetings or conduct data collection activities.

PREFERRED QUALIFICATIONS:

- Knowledge of health services research, implementation science, substance use/addiction, and/or behavioral health
- Experience with projects using qualitative interviewing and/or mixed methods approaches, including experience conducting interviews/focus groups and analyzing related data
- Strong scientific writing ability and experience with scientific manuscript writing and submission
- Interpersonal skills that foster collaboration
- Proficiency in using computer software, including Microsoft Word, Excel, and PowerPoint, and statistical and survey packages such as SPSS, SAS, Atlas.ti, DeDoose, RedCap and/or Qualtrics (or related software)
- Ability to produce verbal and written communications appropriate for a range of audiences
- Experience with preparing grant applications for NIH-funded studies and other federal funders (E.g., SAMHSA, PCORI)
- Experience developing, organizing, and submitting data for grant applications, progress reports, and NIH data sharing requirements

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-601 | 3 | 19 | 1 | 4 | 2 | 4 | 1 | 6 | 0 | 2 | 3 | 45 |
| Unqualified | 0 | 9 | 1 | 3 | 2 | 0 | 0 | 5 | 0 | 2 | 1 | 23 |
| Qualified | 3 | 3 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 10 |
| Interviewed | 0 | 7 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 11 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM, were not interviewed for the following reasons:

- 2 WM applied after a candidate had been selected.
- 1 WM did not have a background in addiction and substance use.

1 HF was selected. She had the preferred experience with health services research in addiction science and with substance use disorder treatment program. She also had clinical knowledge on the topic. She additionally had a publication history on substance use topics and managed research projects and scientific publications. Lastly, she had experience with qualitative and quantitative data management and analysis.

| | |
|---------------------------|--------------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-571 |
| Job Group | 3F |
| Department | 10200-Psychiatry |
| Job Title | Clinical Research Assistant II |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE. SKILL & ABILITY:

Considerable knowledge of clinical research protocols, principles and procedures; experience conducting psychological evaluations with adolescents and young adults with mental illness and substance use disorders; considerable knowledge of clinical research methods such as screening and interviewing; considerable knowledge of computerized databases and data management; oral and written communication skills; ability to identify, organize and interpret data, knowledge of regulatory procedures(e.g. informed consent, IRB applications, FDA regulations) involved with clinical research.

EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree in Psychology or related field plus one (1) year of clinical research experience in a relevant discipline. Degrees in other areas may be substituted.

Substitution Allowed: Certification as a Clinical Research Coordinator (CCRC) by SOCRA or an equivalent with six (6) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

SPECIAL REQUIREMENTS:

- Have a car and a valid driver's license
- Travel within Central Connecticut and Hartford County to solicit recruitment of eligible youth for subject interviews.
- Able to work evenings and/or weekend hours to accommodate research needs.
- Proficiency using SPSS, Excel, REDCap, and IRIS.
- Experience conducting psychological clinical interviews.
- Experience working with adolescents and young adults in a research setting

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-571 | 6 | 20 | 4 | 6 | 1 | 3 | 3 | 11 | 0 | 2 | 6 | 62 |
| Unqualified | 3 | 10 | 3 | 5 | 1 | 2 | 3 | 10 | 0 | 1 | 5 | 43 |
| Qualified | 2 | 9 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 16 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|---------------------------------------|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-839 |
| Job Group | 3F |
| Department | 10840-The Cato T. Laurencin Institute |
| Job Title | Research Assistant 1 |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Basic knowledge of research protocols, principles, and procedures
- Basic knowledge of scientific techniques such as tissue culturing, reagent/solution preparation, staining, etc.
- Basic knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment and procedures.
- Basic knowledge of science such as chemistry, biology, microbiology, pharmacology
- Basic knowledge of physical and data resources in application scientific disciplines
- Oral and written communication skills
- Ability to identify, produce, organize, analyze, evaluate, and interpret data.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in an appropriate discipline, i.e., Biology, Medical Technology, Biochemistry, Psychology. Degrees in other areas may be substituted on a case-by-case basis.

Substitutions Allowed:

College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours, equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
- Some research experience in the area of Biology, Chemistry, Biochemistry, or related sciences.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-839 | 9 | 10 | 1 | 0 | 0 | 2 | 0 | 6 | 0 | 2 | 0 | 30 |
| Unqualified | 2 | 6 | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 12 |
| Qualified | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 5 |
| Interviewed | 5 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 10 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Selected | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on UConn Health website.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

The goal candidates, 2 WM, were not interviewed because they cancelled their interviews and were not interested in rescheduling.

The goal candidates, 5 WM, were interviewed and not selected for the following reasons:

- 4 WM did not have professional laboratory experience.
- 1 WM did not provide complete detailed responses to questions regarding his laboratory experience.

1 AF was selected. She had laboratory experience which included animals and research techniques. She also provided complete detailed responses to interview questions regarding laboratory techniques.

| | |
|---------------------------|--|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-796 |
| Job Group | 3F |
| Department | 10280-Molecular Biology and Biophysics |
| Job Title | Research Associate 1 |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Experience in general techniques in biochemistry, molecular biology, and cell biology
- Experience using quantitative real time PCR
- Experience with enzyme activity assays and dose response determination
- Experience with microscopy and PCR to image the progression of viral infections
- Experience with protein crystallization and solution of protein structure
- Experience in recombinant protein production and protein purification
- Generation of point mutations and gene knockouts using vitro methods
- Ability to work independently or as part of a multi-disciplinary team
- Strong organizational and troubleshooting skills

- Good oral and written communication skills
- Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in Biochemistry or Biotechnology, plus two (2) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

SPECIAL REQUIREMENTS:

1. Incumbents in the class may be required to travel.
2. Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

PREFERRED QUALIFICATIONS:

- A PhD in Biochemistry or Biotechnology
- 5+ years of research experience in an academic environment
- Experience with hydrogen-deuterium exchange mass spectrometry, small - angle x-ray scattering
- Experience making baculovirus recombinants and expressions of proteins in insect cells
- Expertise cell imaging using immunofluorescence and confocal microscopy
- Ability to contribute to writing manuscripts for publication
- Experience working in collaboration with other laboratories

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-796 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

1 AF was selected. She had a Ph.D. in biotechnology and had completed her postdoctoral fellowship at UConn Health. She also had experience with hydrogen-deuterium exchange mass spectrometry with small-angle x-ray scattering. Additionally, she had expertise in cell imaging using immunofluorescence.

| | |
|---------------------------|-------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-999 |
| Job Group | 3F |
| Department | 10200-Psychiatry |
| Job Title | Clinical Research Assistant I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of research protocols.
- Principles and procedures.
- Knowledge of aspects of clinical trials such as screening, interviewing, case reports forms.
- Knowledge of experimental design, mathematics, statistics, computer applications and written communication skills.
- Ability to organize and work with data.
- Knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications) involved with clinical trials and other research.
- Ability to work as a member of a project team.
- Applying procedures.
- Knowledge of clinical tasks required for research (e.g., phlebotomy, centrifugation, interviewing).

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in the appropriate scientific discipline, e.g., Biology or Psychology. Degrees in other areas may be substituted on a case-by-case basis.

Substitution Allowed:

Certification as a Clinical Research Professional (CCRP) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

SPECIAL REQUIREMENTS:

This position may involve local or out of state travel. Incumbents in this classification may be required to work some evenings and weekend hours.

PREFERRED QUALIFICATIONS:

- Experience utilizing social media and preparing multi-media presentations.
- Excellent interpersonal and organizational skills.
- Knowledge of SAMSHA procedures and documentation.
- Experience and proficiency with REDCap.
- Clinical research experience with youth and parents.
- Experience working with adolescents and families with mental health difficulties in juvenile detention settings.

- Knowledge and experience working with Qualtrics, SPSS and IRIS.
- Experience with subject recruitment and outreach.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-999 | 0 | 7 | 2 | 0 | 2 | 0 | 2 | 2 | 0 | 1 | 4 | 20 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 |
| Qualified | 0 | 5 | 2 | 0 | 2 | 0 | 2 | 1 | 0 | 1 | 3 | 16 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She had experience coordinating clinical research projects, with Substance Abuse and Mental Health Services Administration procedures and documentation. She also had experience utilizing REDCap and Qualtrics. Additionally, she had website and social media experience.

3F. (Research) Hires – Part Time to Full Time

Clinical Research Assistant 3 (Calhoun Cardiology Center)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Research Associate 1 (Surgery - Administration)

1 AM adjusted his work schedule from part time to full time during the reporting period.

Research Associate 1 (Family Medicine)

1 BF adjusted her work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 3G Clinical Technologist | 0 | 0 | 2 | 6 | 2 | 2 | 0 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|--------------------------|------------|----------|-----------|----|-----------|
| 3G CLINICAL TECHNOLOGIST | 6/16/2023 | N | 2023-653 | WF | 1 |
| | 7/14/2023 | N | 2023-653 | WF | 1 |
| | 8/25/2023 | N | 2023-653 | BM | 1 |
| | 9/8/2023 | N | 2023-660 | WF | 1 |
| | 9/8/2023 | Y | 2023-660 | BF | 1 |
| | 12/1/2023 | N | 2023-932 | WF | 2 |
| | 1/12/2024 | N | 2024-233 | AF | 1 |
| | 1/26/2024 | N | 2022-1105 | WM | 1 |
| | 2/9/2024 | N | 2024-592 | WM | 1 |
| | 4/19/2024 | N | 2024-592 | WF | 1 |

| | |
|--------------------|------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-653 |
| Job Group | 3G |
| Department | 83003-Core Lab |
| Job Title | Medical Technologist I |

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Considerable knowledge of various laboratory disciplines i.e.: blood bank, chemistry, hematology, biology, bacteriology, microbiology, serology, urinalysis, radioimmunoassay, etc.
- Considerable knowledge of laboratory instrumentation including computers.
- Knowledge of standard clinical laboratory procedures including safety practices.
- Knowledge of scientific methods.
- Interpersonal skills; oral and written communication skills.
- Skill in performing mathematical computations.
- Ability to work quickly and accurately under stressful conditions.

EXPERIENCE AND TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed: Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board may substitute for the Bachelor's degree.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain certification during employment as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board.
- Must pass a visual color sampling test.

PREFERRED EXPERIENCE/KNOWLEDGE:

- Experience with system software i.e.: Epic – Beaker, LIS, Siemens
- Experience with other systems i.e.: Sysmex XN3000, IL TOP550, Abbott Architect Chemistry Nova 8, Sebia Hydrasys, Wallec Fluorometer

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-653 | 0 | 10 | 1 | 3 | 1 | 1 | 2 | 3 | 0 | 1 | 0 | 22 |
| Unqualified | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 7 |
| Qualified | 0 | 6 | 0 | 0 | 1 | 0 | 2 | 1 | 0 | 0 | 0 | 10 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |

This position was posted on the UConn Health website.

The goal candidates, 2 BF and 1 HF, did not meet the minimum qualifications as posted.

The goal candidate, 1 HM, was not interviewed because he had accepted another UConn Health position.

The goal candidate, 1 BF, was interviewed and not selected because she was selected for another UConn Health position.

2 WF and a goal candidate, 1 BM, were selected.

- 1 WF had a Medical Laboratory Science Certificate. She also completed a clinical rotation at Hartford Hospital. Additionally, she articulated her understanding of the laboratory and clearly communicated her approach to team-based work.
- 1 WF had a Medical Laboratory Science Certificate. She also completed a clinical rotation at UConn Health, where she obtained the preferred experience with Abott Alinity, Sysmex, TOP550, and other core lab instrumentation. Additionally, she had two years of experience in a laboratory setting.

| | |
|---------------------------|-------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-660 |
| Job Group | 3G |
| Department | 83007-Blood Bank-Lab Medicine |
| Job Title | Medical Technologist 2 |

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Considerable knowledge of various laboratory disciplines i.e.: blood bank, chemistry, hematology, biology, bacteriology, microbiology, serology, urinalysis, radioimmunoassay, etc.
- Considerable knowledge of laboratory instrumentation including computers.
- Knowledge of standard clinical laboratory procedures including safety practices.
- Knowledge of scientific methods.
- Interpersonal skills; oral and written communication skills.
- Skill in performing mathematical computations.
- Ability to work quickly and accurately under stressful conditions.

EXPERIENCE AND TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed Med Tech 1: Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board may substitute for the Bachelor's degree.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS:

- Med Tech 2 - Must possess and maintain certification during employment as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board.
- Med Tech 1 or 2 - Must pass a visual color sampling test.

PREFERRED EXPERIENCE AND TRAINING:

- Knowledge of EPIC Beaker and SoftBank systems.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-660 | 1 | 4 | 2 | 3 | 0 | 0 | 1 | 1 | 0 | 1 | 3 | 16 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 3 |
| Qualified | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 8 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum qualifications as posted.

The goal candidates, 2 BM and 1 BF, were not interviewed for the following reasons:

- 1 BM did not have medical technology education or work experience.
- 1 BM job duties on his application were incomplete.
- 1 BF withdrew her application from consideration.

1 WF and a goal candidate, 1 BF, were selected.

- 1 WF had a medical laboratory science degree and had an American Society for Clinical Pathology certification. She also had worked in a blood bank at a trauma two level hospital. Additionally, she had experience as a generalist laboratory technician and had experience with core lab instrumentation.

| | |
|---------------------------|-------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2023-932 |
| Job Group | 3G |
| Department | 83003-Core Lab |
| Job Title | Medical Technologists 2 |

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Considerable knowledge of various laboratory disciplines i.e.: blood bank, chemistry, hematology, biology, bacteriology, microbiology, serology, urinalysis, radioimmunoassay, etc.
- Considerable knowledge of laboratory instrumentation including computers.
- Knowledge of standard clinical laboratory procedures including safety practices.
- Knowledge of scientific methods.
- Interpersonal skills; oral and written communication skills.
- Skill in performing mathematical computations.
- Ability to work quickly and accurately under stressful conditions.

EXPERIENCE AND TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed Med Tech 1: Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board may substitute for the Bachelor's degree.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain certification during employment as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board
- Must pass a visual color sampling test.

PREFERRED EXPERIENCE AND TRAINING:

- Experience with system software i.e.: Epic – Beaker, LIS, Siemens
- Experience with other systems i.e.: Sysmex XN3000, IL TOP550, Abbott Architect Chemistry Nova 8, Sebia Hydrasys, Wallec Fluorometer

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-932 | 1 | 8 | 1 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 16 |
| Unqualified | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 8 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

The goal candidate, 1 BM, did not meet the minimum qualifications as posted.

The goal candidate, 1 BF, was not interviewed because while she had research experience, it was not in special chemistry, hematology, urinalysis, or an automated track. She also did not have experience with maintenance and troubleshooting.

The goal candidate, 1 BF, was interviewed and not selected because she had accepted another UConn Health position.

2 WF were selected:

- 1 WF had experience performing clinical chemistry, special chemistry, and hematology testing on specimens. She also had SOftlab experience and experience working on an automated line. Additionally, she had micro-plating experience which is important for cross training in microbiology, and she had performed maintenance and quality control on core laboratory equipment.
- 1 WF had experience performing tests according to laboratory protocols for chemistry, hematology, microbiology urinalysis, and blood bank. She also had experience identifying, diagnosing, repairing, and resolving issues with laboratory equipment. Additionally, she had experience with Siemens software and Sysmex system.

| | |
|---------------------------|---------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-233 |
| Job Group | 3G |
| Department | 83006-Microbio + Serology |
| Job Title | Medical Technologist 2 |

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Considerable knowledge of chemistry, hematology, biology, bacteriology, microbiology, serology, urinalysis, and radioimmunoassay
- Considerable knowledge of laboratory instrumentation including computers
- Knowledge of standard clinical laboratory procedures including safety practices
- Knowledge of scientific methods
- Interpersonal, oral, and written communication skills
- Skill in drawing blood samples
- Skill in performing mathematical computations
- Ability to work quickly and accurately under stressful conditions

EXPERIENCE AND TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed: Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board *may* substitute for the Bachelor's degree.

- Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain certification during employment as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board.
- Must pass a visual color sampling test.

PREFERRED EXPERIENCE AND TRAINING:

- Bachelor's Degree in Medical Technology.
- Knowledge of Soft Computer Systems, Epic, and Beaker

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-233 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 6 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 AF was selected. She was a certified microbiology technologist with two years of experience in a microbiology laboratory. Her experience included clinical microbiology techniques, instrumentation, and regulations.

| | |
|---------------------------|------------------|
| Start Date | 1/26/2024 |
| Requisition Number | 2022-1105 |
| Job Group | 3G |
| Department | 83012-Cytology |
| Job Title | Cytotechnologist |

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Must possess excellent technical and theoretical ability in cytology
- Must possess knowledge and experience in preparing, screening, evaluating and interpretation of GYN, Non-GYN and FNA specimens
- Ability to work without direct supervision in a deliberate manner
- Effective communication and interpersonal skills to interact with all levels of the laboratory staff, hospital professionals and personnel
- Ability to plan and organize workloads including varied tasks
- Demonstrates the ability to distinguish the result of various tests and to acknowledge the accuracy of those results
- Considerable knowledge of laboratory instrumentation including computers
- Knowledge of clinical laboratory procedures including safety practices

- Knowledge of scientific methods
- Ability to work quickly and accurately under stressful conditions

EXPERIENCE & TRAINING:

- Certification as a Cytotechnologist by an American Society for Clinical Pathology (ASCP) or equivalent certifying agency approved by Department of Human Health Services (HHS) and four (4) years current cytotechnology experience
OR
- Graduate from an accredited program and certification as a Cytotechnologist or be eligible for and obtain certification within three (3) months of employment

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-1105 | 2 | 6 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 11 |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 3 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the following websites:

- Facebook Blue Collar Groups
- UConn Health

The goal candidate, 1 BF, was not interviewed because she had not worked in cytology in two years.

1 WM was selected. He had nineteen years of cytotechnologist experience. His experience included processing gynecologic and non-gynecologic specimens including fine needle aspirations. He also diagnosed cancer at a microscopic level by evaluating gynecological and non-gynecological cytology smears.

| | |
|---------------------------|-------------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-592 |
| Job Group | 3G |
| Department | 83003-Core Lab |
| Job Title | Medical Technologists 2 |

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Considerable knowledge of various laboratory disciplines i.e.: blood bank, chemistry, hematology, biology, bacteriology, microbiology, serology, urinalysis, radioimmunoassay, etc.
- Considerable knowledge of laboratory instrumentation including computers.
- Knowledge of standard clinical laboratory procedures including safety practices.
- Knowledge of scientific methods.
- Interpersonal skills; oral and written communication skills.
- Skill in performing mathematical computations.
- Ability to work quickly and accurately under stressful conditions.

EXPERIENCE AND TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed: Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board may substitute for the Bachelor's degree.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain certification during employment as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board.
- Must pass a visual color sampling test.

PREFERRED EXPERIENCE/KNOWLEDGE:

- Experience with system software i.e.: Epic – Beaker, LIS, Siemens
- Experience with other systems i.e.: Sysmex XN3000, IL TOP550, Abbott Architect Chemistry Nova 8, Sebia Hydrasys, Wallec Fluorometer

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-592 | 3 | 3 | 2 | 2 | 0 | 3 | 0 | 2 | 0 | 3 | 0 | 18 |
| Unqualified | 1 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 6 |
| Qualified | 0 | 2 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 7 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 1 BM and 2 HF, did not meet the minimum requirements as posted.

The goal candidates, 1 BM, 2 BF, and 1 HF, were not interviewed for the following reasons:

- 1 BM cover letter indicated he was looking for a traveling position. This is a full-time permanent position.
- 1 BF did not attend her scheduled interview.
- 1 BF withdrew her application from consideration.
- 1 HF had multiple jobs listed on her resume and an unstable work history.

1 WM and 1 WF were selected.

- 1 WM had a clinical and research background. His experience was as a generalist. He also scored 90% on interview, 77% on Heme assessment, and 75% on Chemistry assessment.
- 1 WF had a clinical background. Her experience was as a generalist. She also scored 78% on interview, 70% on Heme assessment, and 66% on chemistry assessment.

The interview, heme and chemistry assessments were based on the following:

- Hematology, Coagulation, and Urinalysis sample
- Testing experience
- Experience operating instruments
- Communication skills
- Organizational skills
- Problem solving skills

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------|----|----|----|----|----|----|----|----|
| 3H Finance Group | 5 | 0 | 0 | 1 | 0 | 2 | 1 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|------------------|------------|----------|-----------|----|-----------|
| 3H FINANCE GROUP | 6/2/2023 | N | 2023-1237 | WF | 1 |
| | 12/1/2023 | N | 2024-200 | WF | 1 |

| | |
|--------------------|-----------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1237 |
| Job Group | 3H |
| Department | 62060-Finance and Reporting |
| Job Title | Staff Accountant I |

**MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILLS, AND ABILITY:**

Knowledge of basic accounting principles and practices; knowledge of federal and state financial regulations; knowledge of computerized financial systems; proficient computer skills; good interpersonal skills; ability to communicate effectively, written and oral; ability to effectively communicate accounting information, policies and procedures; ability to analyze and evaluate financial statements and other accounting reports and documents; ability to apply accounting methods and procedures.

EXPERIENCE AND TRAINING:

General Experience: Four (4) years' para-professional experience (exercise of some independent judgment in applying basic accounting principles) in accounting, auditing, or financial examining.

Substitution: Bachelor's degree in Accounting, Finance or Auditing or a closely related field.

PREFERRED

- Banner
- Husky Buy
- Advanced Excel (experience working with large datasets)
- Adobe experience
- Fixed Asset experience
- B.S in Accounting
- Healthcare experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1237 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

1 WF was selected. She had a bachelor's degree in finance and one year of experience working as an accounting intern at UConn Health. She also had the preferred Excel, Banner, and Husky Buy experience as well as the preferred fixed asset and healthcare experience. Additionally, she had experience reviewing reimbursements and preparing reconciliations.

| | |
|---------------------------|---------------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-200 |
| Job Group | 3H |
| Department | 62020-Budget and Data Analytics |
| Job Title | Staff Accountant II |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge of professional accounting principles and practices; knowledge of computerized financial systems; proficient computer skills; interpersonal skills; ability to prepare, analyze, and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize data processing for financial management; ability to communicate effectively, written and oral.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years' professional experience in accounting, Finance, or auditing.

Substitution: Bachelor's degree in Accounting, Finance, Auditing, or closely related field may be substituted for four (4) years of the general experience.

PREFERRED QUALIFICATIONS:

Knowledge of budgeting

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-200 | 3 | 8 | 0 | 1 | 0 | 1 | 2 | 2 | 0 | 1 | 2 | 20 |
| Unqualified | 2 | 3 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 11 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, 1 BF, 1 HF, and 1 AM, did not meet the minimum qualifications as posted.

The goal candidate, 1 AM, was not interviewed because he applied after a candidate had been selected.

The goal candidate, 1 WM, was interviewed and not selected. He was unable to read and understand a financial statement.

The 1 WF was selected. She had experience with data analytics and Excel. She also had experience with AD HOC financial reporting and presenting reports to upper management (CFO & Controller). She additionally was detailed oriented as evident with her experience in monthly quarterly entries. Lastly, she provided detailed examples of her ability to independently solve problems and her ability to effectively collaborate with a team.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------|----|----|----|----|----|----|----|----|
| 3I Administrative Group | 11 | 0 | 1 | 0 | 1 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|-------------------------|------------|----------|------------|----|-----------|
| 3I ADMINISTRATIVE GROUP | 6/2/2023 | N | 2022-1294 | WF | 1 |
| | 6/16/2023 | N | 2023-725 | AF | 1 |
| | 6/16/2023 | Y | 2023-1080 | WM | 1 |
| | 6/30/2023 | N | 2022-1558 | BF | 1 |
| | 9/8/2023 | N | 2023-440 | WF | 1 |
| | 10/6/2023 | N | 2023-1393 | BF | 1 |
| | 10/6/2023 | N | 2024-036 | WF | 1 |
| | 11/3/2023 | Y | 2023-1301 | HM | 1 |
| | 12/1/2023 | N | 2024-338 | AF | 1 |
| | 1/12/2024 | N | 2023-1136 | HF | 1 |
| | 1/12/2024 | N | 2023-1136 | WF | 1 |
| | 2/23/2024 | N | 2024-454 | BF | 1 |
| | 3/8/2024 | N | 2024-458 | BF | 1 |
| | 3/8/2024 | Y | 2024-561 | WM | 1 |
| | 5/3/2024 | N | 2024-415 | WF | 1 |
| | 5/31/2024 | N | 9999-03194 | WF | 1 |

| | |
|--------------------|----------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2022-1294 |
| Job Group | 3I |
| Department | 80000-Hospital-Admin |
| Job Title | Coding Trainer |

EXPERIENCE AND TRAINING

General Experience:

Six (6) years of experience in physician ICD and CPT coding with experience in training.

Substitution Allowed:

Associate degree in health care management may be substituted for one year of the general experience.

Bachelor's degree in health care management may be substituted for two years of the general experience.

PREFERRED REQUIREMENTS

- Experience in coding facility-based services
- Certified Outpatient Coder (COC) Certification

SPECIAL REQUIREMENTS

Certification from an accredited coding program through the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA) related to areas of expertise i.e.: Certified Professional Coder (CPC), or Certified Outpatient Coding (COC), or a related Special Medical Coding Certificate, or Certified Coding Specialist-Physician-based (CCP-P), or Registered Health Information Technician (RHIT).

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-1294 | 1 | 10 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 16 |
| Unqualified | 1 | 8 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 13 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The goal candidate, 1 HM, was interviewed and not selected because he had seven years of experience being a certified coder and he failed the skills assessment. The skills assessment contained three physician office visits, and the interviewed candidates were asked to code the visits. He incorrectly coded all three physician office visits. He also had one certification in professional coding.

1 WF was selected. She had thirteen years of experience being a certified coder and she passed the skills assessment. She correctly coded two out of the three physician office visits. She also had multiple special certifications in such areas as professional coding, OB/GYN coding, professional biller, and evaluation and management coder.

| | |
|---------------------------|---|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-725 |
| Job Group | 3I |
| Department | 60160-Human Resources |
| Job Title | Manager, Compensation & Classification - Human Resources Spec 3 |

Knowledge, Skills, and Abilities:

- Knowledge of Human Resources principles and best practices in compensation, job analysis/evaluation; knowledge of labor laws and other federal and state laws regulation

compensation; knowledge of research methods and data analysis techniques; knowledge of employee relations principles and practices.

- Excellent analytical skills: advanced computer skills with focus on excel for data analysis, project management skills, customer service skills, excellent interpersonal and organizational skills.
- Ability to collect and analyze diverse data; ability to make informed decisions based on data and statistics; ability to effectively communicate both verbal and written; ability to works with all levels of the organization; ability to work with diverse population, internal and external; ability to prepare findings in a concise format; ability to interpret policies, practices and procedures.

General Experience and Training:

- Bachelor's degree in human resource management, business, or closely related discipline and five [5] years of professional compensation and/or benefits experience in a large organization.

Or a combination of education/training and experience which provides the skills and experience necessary to competently perform the duties.

- Certification as a Certified Compensation Professional [CCP] by the World at Work Society of Certified Professionals or equivalent preferred.
- Knowledge of factor evaluation systems and public sector experience preferred.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-725 | 0 | 9 | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 3 | 1 | 18 |
| Unqualified | 0 | 8 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 3 | 1 | 16 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 AF was selected. She had a Master's degree in human resources management. She also had compensation experience in healthcare and private industry.

| | |
|---------------------------|--|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-1080 |
| Job Group | 3I |
| Department | 60160-Human Resources |
| Job Title | Manager of Leave Administration - Human Resources Specialist 3 |

Knowledge, Skills & Abilities Requirement:

Considerable knowledge and understanding of complex state statutes, regulations, and negotiated bargaining unit agreements regarding employee leave entitlements.

Considerable knowledge of Workers' Compensation statutes, policies, and practices, with ability to understand and enforce regulatory and compliance requirements.

Ability to interpret and implement federal employee programs (i.e., FMLA, OSHA, etc.) and ability to direct compliance at the agency level.

Strong knowledge of public administration and Human Resources principles and practices, as well as applicable statutory laws and regulations (i.e., FMLA, Workers' Compensation, Federal and State laws)

Exceptional ability to interpret collective bargaining and labor relations relating to leave administration.

Knowledge of and ability to apply management principles and techniques.

Exceptional organizational and time management skills.

Exceptional interpersonal, leadership, and communication skills.

Ability to multi-task and prioritize; ability to plan work activities efficiently to meet deadlines and high-level goals.

Ability to drive issues to closure despite obstacles and opposition.

Ability to exercise sound judgment in analyzing facts and arriving at conclusions for recommending action.

Ability to operate individually and employ solid decision-making skills.

Ability to develop and maintain highly effective relationships, externally and internally.

Ability to influence professionals of management level.

Solid sense of confidentiality and discretion.

Qualifications, Experience & Training:

Five (5) years of experience with demonstrated leave administration experience, preferably related to workers' compensation and FMLA. Experience must include advising and educating managers with respect to leave administration.

A Bachelor's degree in Human Resources management, Business management or closely related field may be substituted for four (4) years of administration experience.

Preferred Qualifications:

Three (3) years of supervisory/management experience with having direct reports.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1080 | 3 | 13 | 0 | 3 | 1 | 1 | 1 | 2 | 0 | 0 | 1 | 25 |
| Unqualified | 1 | 7 | 0 | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 12 |
| Qualified | 1 | 5 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 9 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Selected | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2022-1558 |
| Job Group | 3I |
| Department | 60160-Human Resources |
| Job Title | Labor Relations Coordinator - Generalist |

Knowledge, Skills, and Abilities:

- Knowledge of human resource principles and practice; collective bargaining and labor relations; research methods and techniques in the area of labor relations.
- Knowledge and understanding of federal laws and CT labor laws (statute and regulations).
- Knowledge of personnel administration; knowledge or principles and practices of employee compensation and benefits.
- Knowledge of procedures before administrative bodies; case preparation for arbitration or other administrative hearings.
- Effective communication skills, oral and written.
- Considerable interpersonal skills, excellent customer service skills, cultural sensitivity.
- Ability to understand and/or interpret, explain, and apply UConn Health's and bargaining units' rules, regulations, policies, and procedures and apply State and federal regulations.
- Ability to conduct investigations and fact-finding and present recommendations.
- Ability to exercise independent judgment and initiative within established guidelines.

General Experience and Training:

- Seven (7) years of labor relations or human resources experience [at generalist level] with responsibility involving labor relations.
- Bachelor's degree in Human Resources Management, business or closely related field may be substituted for four [4] years of experience.

Preferred Qualifications:

- A well-developed knowledge of working in a multi-union environment within the public sector in the State of Connecticut
- Experience in academia and/or health care environment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-1558 | 5 | 23 | 4 | 10 | 0 | 6 | 1 | 3 | 0 | 3 | 3 | 58 |
| Unqualified | 4 | 17 | 4 | 6 | 0 | 6 | 1 | 2 | 0 | 3 | 3 | 46 |
| Qualified | 1 | 5 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 10 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 WM and 4 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was not interviewed because his officer experience in a firefighter union was not applicable to this position.

The 1 BF was selected. She had four years of experience working as a legal secretary in the Office of Labor Relations. She also had one year of experience working at UConn.

| | |
|---------------------------|---------------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-440 |
| Job Group | 3I |
| Department | 60060-Office of Healthcare Compliance |
| Job Title | Assistant Privacy Officer |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITY:

Advanced knowledge of and experience with information privacy laws and regulations, particularly those related to healthcare.

Excellent organizational skills with attention to detail and accuracy.

Excellent written and oral communication, interpersonal and customer service skills.

Ability to multitask and manage competing priorities comfortably.

Ability to work independently with minimal direction.

Ability to work creatively with limited resources.

EXPERIENCE AND TRAINING: General Experience.

- Bachelor's degree in related field; and
- Three (3) years' experience working in a highly confidential, healthcare provider privacy, compliance or similar office environment that conducted privacy and/or information security investigations and privacy monitoring.

Preferred Experience:

- Advanced degree in a related field
- Five (5) or more years' experience working in a healthcare provider-based privacy, compliance, or similar office environment

- Holds at least one relevant privacy certification (e.g., CIPP, CIPM, CHPC, CHPS)
- Experience working in an academic medical center or a health system which includes a teaching hospital and healthcare research activities.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-440 | 7 | 36 | 7 | 12 | 0 | 8 | 0 | 3 | 0 | 4 | 4 | 81 |
| Unqualified | 3 | 25 | 5 | 8 | 0 | 7 | 0 | 3 | 0 | 4 | 3 | 58 |
| Qualified | 4 | 7 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 17 |
| Withdrew Application | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM and 5 BM, did not meet the minimum requirements as posted.

The goal candidates, 4 WM and 1 BM, were not interviewed for the following reasons:

- 2 WM did not have experience with THE Health Insurance Portability and Accountability Act (HIPAA)
- 1 WM resume had a misspelling of HIPAA on his resume which demonstrated that he did not pay attention to detail and accuracy.
- 1 WM and 1 BM's HIPAA experience were not in a healthcare/hospital setting.

The goal candidate, 1 BM, was interviewed and not selected. When asked to describe processes for privacy-related investigations, government responses, and development of education, he did not articulate how he would ensure compliance.

The 1 WF was selected. She had experience in establishing and developing healthcare privacy programs. She also spoke accurately and articulately about HIPAA Privacy requirements, risks, and opportunities.

| | |
|---------------------------|-------------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-1393 |
| Job Group | 3I |
| Department | 80100-Health Information Management |
| Job Title | Medical Records Supvr |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITY:

Considerable knowledge of basic medical record policies and procedures; knowledge of coding principles and applications; knowledge of clinical information and medical record information

systems; interpersonal skills; oral and written communication skills; skill in operating a computer; some supervisory ability; ability to schedule and prioritize workflow.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant experience, which included two (2) years in a medical records maintenance environment.

Special Experience:

Certification or eligibility as a Registered Health Information Technician or Registered Health Information Management Administrator may be required at the time of appointment to this class

Substitutions Allowed:

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Preferred Qualifications

- Previous experience with OnBase.
- Previous experience with HIM operations scanning.
- Previous provider practice management experience.
- Previous experience with physician clinics.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1393 | 0 | 21 | 0 | 6 | 1 | 10 | 1 | 2 | 0 | 3 | 0 | 44 |
| Unqualified | 0 | 15 | 0 | 5 | 1 | 7 | 1 | 2 | 0 | 3 | 0 | 34 |
| Qualified | 0 | 5 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 8 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 HM, did not meet the minimum requirements as posted.

The 1 BF was selected. She had experience with OnBase and experience with Health Information Management operations scanning. She also had experience with medical records management.

| | |
|---------------------------|-------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2024-036 |
| Job Group | 3I |
| Department | 60160-Human Resources |
| Job Title | Talent Acquisition Specialist |

Knowledge, Skills & Abilities Requirement:

Knowledge of full lifecycle recruitment process; Considerable knowledge of public personnel administration including recruitment, selection, employee relations, affirmative action; knowledge of relevant federal and state statutes, regulations and policies; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; ability to interpret collective bargaining contracts; ability to counsel employees; some supervisory ability.

Experience & Training:

General Experience:

Seven (7) years' professional experience in human resource management involving recruitment and selection.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's Degree in public administration, human resources management or other closely related fields may be substituted for one (1) additional year of the General Experience.

Preferred Experience:

- Experience working in a union environment
- Experience in a healthcare environment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-036 | 7 | 19 | 1 | 4 | 3 | 2 | 0 | 3 | 0 | 3 | 7 | 49 |
| Unqualified | 3 | 13 | 1 | 3 | 2 | 1 | 0 | 3 | 0 | 2 | 7 | 35 |
| Qualified | 4 | 4 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 12 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM, 1 BM and 2 HM, did not meet the minimum requirements as posted.

The goal candidates, 4 WM and 1 HM, were not interviewed for the following reasons:

- 1 WM and 1 HM did not respond to requests to schedule interviews.

- 3 WM did not have the preferred experience working in a healthcare environment.

The 1 WF was selected. She had 20 years of human resource experience which included health care. She understood recruitment for faculty, research, information technology, and other directly related areas within UConn Health.

| | |
|---------------------------|--|
| Start Date | 11/3/2023 |
| Requisition Number | 2023-1301 |
| Job Group | 3I |
| Department | 60102-Health Marketing & Multimedia Services |
| Job Title | Web & Marketing Associate |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of marketing and promotion initiatives/strategies; knowledge of web design principles and accessible web design principles based on federal and state guidelines such as usability; knowledge of communication methods and procedures; familiarity with Adobe Creative Cloud®; considerable writing and proofreading skills; knowledge of AP writing style; considerable interpersonal skills; considerable computer skills; programming skills, including experience using CMS, preferably Sitecore® or similar; ability to prioritize tasks and manage deadlines; artistic and creative abilities; ability to utilize various multimedia tools.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Six (6) years of a combination of web design and writing experience.

SUBSTITUTION ALLOWED:

Bachelor's degree in marketing, communications, multimedia or closely related field may be substituted for four (4) years of the general experience.

Master's degree in a closely related field may be substituted for one (1) year of the experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1301 | 9 | 14 | 1 | 6 | 2 | 3 | 0 | 0 | 1 | 1 | 7 | 44 |
| Unqualified | 2 | 4 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 11 |
| Qualified | 6 | 10 | 0 | 3 | 0 | 2 | 0 | 0 | 1 | 1 | 6 | 29 |
| Interviewed | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HM, was selected.

| | |
|---------------------------|---------------------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-338 |
| Job Group | 3I |
| Department | 10840-The Cato T. Laurencin Institute |
| Job Title | Web & Marketing Associate |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of marketing and promotion initiatives/strategies
- Knowledge of web design principles and accessible web design principles based on federal or state guidelines, such as usability.
- Knowledge of communication methods and procedures
- Considerable communication, presentation, writing and research skills
- Considerable interpersonal skills.
- Considerable computer skills; programming skills
- Ability to prioritize tasks and managed deadlines.
- Artistic and creative abilities; ability to utilize various multimedia tools.
- Good organizational skills; ability to meet deadlines; ability to create and manage work plans.
- Excellent customer service skills.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Six (6) years of a combination of web design and communication experience.

SUBSTITUTION ALLOWED:

Bachelor's degree in marketing, communications, multimedia or closely related field may be substituted for four (4) years of the general experience.

Master's degree in a closely related field may be substituted for one (1) year of experience.

SPECIAL EXPERIENCE:

- Incumbents in this class may be required to travel within the state in the course of their daily work
- Experience with WordPress and Adobe creative programs.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-338 | 6 | 3 | 0 | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 2 | 15 |
| Unqualified | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 3 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 8 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 3 WM, did not meet the minimum requirements as posted.

The goal candidates, 3 WM, were interviewed and not selected for the following reasons:

- 1 WM withdrew his application from consideration.
- 1 WM was unable to explain his previous marketing experience.
- 1 WM skillset was in photography and not in marketing and web design.

The 1 AF was selected. She had interned and worked at UConn for two years. Her experience included working with multiple software programs, creating marketing campaigns, and website experience. She provided detailed examples of her marketing and web design experience.

| | |
|---------------------------|---------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2023-1136 |
| Job Group | 3I |
| Department | 60161-Creative Child Care |
| Job Title | Childcare Teacher |

Minimum Qualification Required

Knowledge, Skill, and Ability:

Knowledge of theory and practices necessary to plan and implement curriculum for individual children and groups

Knowledge of child development

Ability to communicate effectively (written and oral)

Good interpersonal skills

Problem sensitivity - ability to tell when something is wrong or is likely to go wrong

Basic mathematical ability

Ability to work as part of a team

Creative thinking

Speech recognition - ability to identify and understand the speech of others

Basic medication and CPR knowledge

Ability to respond to the needs of children from the broad diversity of cultural backgrounds

Required Education and Training:

The Incumbent must:

have a high school diploma

be 18 years of age

have an Associates or Bachelors in Early Childhood Education or Child Development

must have experience with all age groups from 6 weeks to 5 years

Special Requirements:

Incumbents in this class must complete and maintain First Aid certifications and medication training and be responsible for obtaining state licensing required continuing education units.

Will be required to complete and maintain CPR certification.

In compliance with NAEYC guidelines, must be at least eighteen (18) years old.

Preferred Requirements:

Bachelor Degree in early childhood education, child development, elementary education, or early childhood special education; OR Bachelor Degree with at least 36 credits in early childhood education, child development, elementary education, or early childhood special education

Two or more years of experience in a NAEYC accredited childcare program working with children ages 6 weeks to 5 years

Knowledge of and experience with CT ELDS, DOTS, and NAEYC standards and criteria

Ability to update and maintain NAEYC classroom portfolio

Independently implement curriculum

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1136 | 1 | 30 | 0 | 4 | 0 | 8 | 0 | 4 | 1 | 1 | 9 | 58 |
| Unqualified | 0 | 13 | 0 | 3 | 0 | 2 | 0 | 1 | 1 | 1 | 3 | 24 |
| Qualified | 1 | 13 | 0 | 1 | 0 | 5 | 0 | 3 | 0 | 0 | 6 | 29 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 WM, was not interviewed because he did not have experience with all age groups from 6 weeks to 5 years old.

The 1 WF and 1 HF were selected.

- 1 WF had a Bachelor's degree in early childhood and had four years of experience with children ages 6 weeks to 5 years in National Association for the Education of Young Children (NAEYC) accredited centers. She also had experience working with CT Early Learning and Development Standards and Documentation (CT ELDS) and CT Documentation and Observation Teaching (DOT).
- 1 HF had a Bachelor's degree in early childhood and seven years of experience working with children ages 6 weeks to 5 years in NAEYC accredited centers. She also had experience working with the CT ELDS and DOTS.

| | |
|---------------------------|----------------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-454 |
| Job Group | 3I |
| Department | 10721-AHEC |
| Job Title | Web & Marketing Associate - SLFP |

NMINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of marketing and promotion initiatives/strategies
- Knowledge of web design principles and accessible web design principles based on federal or state guidelines, such as usability.
- Knowledge of communication methods and procedures
- Considerable communication, presentation, writing and research skills
- Considerable interpersonal skills.
- Considerable computer skills; programming skills
- Ability to prioritize tasks and managed deadlines.
- Artistic and creative abilities; ability to utilize various multimedia tools.
- Considerable knowledge of social media platforms and social influencer management tools to optimize engagement
- Knowledge of content management and web design
- Excellent written and oral communication skills, strong interpersonal and relationship building skills
- Strong organizational skills and attention to detail
- Ability to express new ideas and seek innovative new approaches to challenges.
- Ability to manage multiple projects, prioritize and meet deadlines

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Six (6) years of a combination of web design and communication experience.

SUBSTITUTION ALLOWED:

Bachelor's degree in marketing, communications, multimedia or closely related field may be substituted for four (4) years of the general experience.

Master's degree in a closely related field may be substituted for one (1) year of the experience.

PREFERRED QUALIFIATIONS

- Excellent oral and written communications skills.
- Ability to apply complex materials.
- Collaborative ability, desire to work within a team environment.
- Ability to travel within the state to contractors and/or SLRP facility agencies.
- Presentation of portfolio that demonstrates skill and experience with multimedia and marketing.
- Successful training/certification of web-based platforms and expertise.

- Bilingual written and spoken language skills – Spanish preferred.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-454 | 3 | 9 | 0 | 1 | 3 | 2 | 0 | 0 | 0 | 0 | 5 | 23 |
| Unqualified | 2 | 8 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 13 |
| Qualified | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 4 | 6 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was interviewed and not selected. He did not have experience with written media (i.e., press releases, etc.), which spoke to the preferred requirement of written communication skills.

The 1 BF was selected. She had experience in digital and print marketing. She also had experience with social media marketing and web-based platforms.

| | |
|---------------------------|---|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-458 |
| Job Group | 3I |
| Department | 60080-Strategy and Business Development |
| Job Title | Practice Relations Liaison |

MINIMUM REQUIREMENTS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business development functions.
- Knowledge of marketing and communications.
- Organizational ability.
- Considerable oral and written communication skills.
- Considerable computer skills.
- Ability to multi-task.
- Ability to assess business situations and make recommendations for action plans.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Six (6) years' relevant experience which included working on business development.

Or,

Bachelor's degree in a relevant discipline such as marketing or communication and two years of relevant experience.

PREFERRED QUALIFICATIONS:

Demonstrated skill and success in a sales or business development function, as demonstrated by measurable results and an orientation to actions that lead to a goal.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-458 | 2 | 8 | 0 | 3 | 0 | 5 | 1 | 2 | 0 | 0 | 1 | 22 |
| Unqualified | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Qualified | 0 | 5 | 0 | 1 | 0 | 3 | 1 | 1 | 0 | 0 | 1 | 12 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was interviewed and not selected. He had a tele interview with a poor internet connection and was unprepared for a professional interview.

The 1 BF was selected. She had a Master's degree in business administration with a concentration in marketing as well as two years of marketing experience. She also had experience in business development, networking, and establishing relationships to build UConn Health's business.

| | |
|---------------------------|---|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-561 |
| Job Group | 3I |
| Department | 60160-Human Resources |
| Job Title | Human Resources Specialist 3 - ADA Case Coordinator |

Minimum Qualifications:

- Bachelor's degree in human resources management, psychology, public administration, or related field and four (4) years of experience in human resources with an emphasis on the administration of rules and regulations and processing of leaves/absence management or equivalent combination of education/certification and experience which provides the skills and abilities necessary to perform the duties.
- Experience extracting and analyzing data to provide reports and metrics.
- Experience performing evaluations, interviewing, conducting assessments including drafting reports of facts, analysis, and recommendations.

- Experience relative to facilitating requests for accommodations from employees under the Americans with Disabilities Act (ADA) including demonstrated case management experience in ADA, Worker's Compensation, and/or FMLA.

Preferred Qualifications:

- Relevant experience related to ADA/CFEPA case management involving clinical staff at hospitals or health care facilities.
- Work experience managing the interactive accommodations process in a unionized environment.
- SPHR, SHRM-SCP or IPMA-SCP certification preferred.

Substitutions Allowed:

- A master's degree in human resources management, labor relations, public administration or other closely related field may be substituted for two (2) years of experience of the required four (4) years.
- For state employees, one year of experience as either a Human Resources Consultant or Human Resources Specialist or Human Resources Generalist or Human Resources Business Partner or Assistant Human Resources Business Partner or Labor Relations Specialist may be substituted for one (1) year of experience of the required four (4) years.
- A law degree may be substituted for two (2) years of experience of the required four (4) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-561 | 1 | 14 | 1 | 7 | 0 | 5 | 0 | 0 | 0 | 2 | 4 | 34 |
| Unqualified | 0 | 7 | 1 | 6 | 0 | 3 | 0 | 0 | 0 | 2 | 4 | 23 |
| Qualified | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|-------------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-415 |
| Job Group | 3I |
| Department | 10721-AHEC |
| Job Title | Administrative Officer - SLRP |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; accounting/budgeting skills; considerable interpersonal skills; oral and written communication skills; considerable ability to read, interpret and apply complex materials; ability to operate office equipment which may include work

processors, computer terminals or other automated equipment; ability to schedule and prioritize work flow; supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Seven (7) years' experience in an academic administrative position which included financial management responsibilities and/or grants management.

PREFERRED QUALIFICATIONS

- Considerable knowledge of office administration, management, quality improvement and performance experience.
- Excellent oral and written communication skills.
- Attention to detail, ability to interpret analyze and apply complex materials.
- Experience with leadership of teams includes accountability, training, problem solving, quality improvement and coordination with other teams (internal and external).
- Willingness to travel to SLRP facilities, CT DPH, contractors throughout the state.
- Experience with higher education, financial aid, and/or funding.
- Experience with student loan requirements, submissions, and site visits.
- Experience with monitoring, management of federal and/or state contracts and agreements, documentation requirements, submissions, and conducting site visits.
- Experience with public speaking/formal presentations in-person and virtual for large groups.

Substitution Allowed

Bachelor's Degree and three (3) years' experience in an academic administrative position which included financial management responsibilities and/or grants management.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-415 | 2 | 21 | 3 | 7 | 0 | 5 | 1 | 4 | 0 | 2 | 4 | 49 |
| Unqualified | 1 | 13 | 2 | 5 | 0 | 3 | 1 | 3 | 0 | 0 | 3 | 31 |
| Qualified | 0 | 4 | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 1 | 1 | 11 |
| Interviewed | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 1 WM and 2 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was interviewed. After the interview, he withdrew his application due to the salary.

The goal candidate, 1 BM, was offered the position and he declined it.

The 1 WF was selected. She had experience in program development, data collection, analysis, medical education and clinical practice. She also had supervisory experience and public speaking experience. Additionally, she had grant management experience.

3I. (Administrative Group) Hires – Part Time to Full Time – Adjusted Work Schedule

Research Compliance Monitor 2 (Research Integrity)

1 WF adjusted her work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 3J Admin Program Coord | 19 | 0 | 0 | 0 | 0 | 0 | 5 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|----------------------------|------------|----------|------------|----|-----------|
| 3J ADM PROGRAM COORDINATOR | 8/11/2023 | N | 2023-1364 | TF | 1 |
| | 9/8/2023 | N | 2023-1304 | WF | 1 |
| | 9/8/2023 | N | 2023-1428 | WF | 1 |
| | 10/6/2023 | N | 2024-011 | WF | 1 |
| | 10/6/2023 | N | 2024-068 | HF | 1 |
| | 1/12/2024 | N | 2023-1294 | WF | 1 |
| | 1/12/2024 | N | 2024-414 | HM | 1 |
| | 5/3/2024 | N | 9999-04855 | WF | 1 |
| | 5/31/2024 | N | 2024-910 | TM | 1 |

| | |
|---------------------------|---|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1364 |
| Job Group | 3J |
| Department | Medicine |
| Job Title | Administrative Program Coordinator - Medicine |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of applicable program rules and regulations

Knowledge of business math

Considerable knowledge of proper grammar, punctuation, and spelling

Considerable knowledge of business communications

Knowledge of medical/technical terminology

Considerable knowledge of office procedures

Oral and written communications skills

Considerable interpersonal skills

Data management skills

Ability to schedule and prioritize work

Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience in financial and research administration.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Experience with Banner, LDCA, EPAF, NIH ASSIST, Grant.gov and InfoED

Experience with NIH program rules and regulations, ability to interpret directives for filing of grant applications through federal, state, and private funding agencies.

Experience in grant submissions and / or administration

Demonstrated understanding of federal funding agencies, grants, and policy guidelines

Budget experience

Demonstrated proficiency in Microsoft Office including Outlook, Word, and Excel

Experience with grants, working with pre-award proposal submission and post-award reviewing/analyzing grants and contracts.

Experience with Excel spreadsheets and demonstrated experience with budget preparation.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1364 | 0 | 14 | 0 | 2 | 0 | 7 | 0 | 3 | 0 | 2 | 2 | 30 |
| Unqualified | 0 | 8 | 0 | 1 | 0 | 7 | 0 | 2 | 0 | 0 | 2 | 20 |
| Qualified | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 7 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 TF was selected. She had experience in submitting and managing grants, and she had secured \$1.3 Million in grant funding. She also had worked in the Provost's office at UConn Storrs managing travel, calendar, and other administrative duties. In addition, she had knowledge of federal, state, and higher education regulations, policy, and procedures.

| | |
|---------------------------|------------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1304 |
| Job Group | 3J |
| Department | Ctr Vascular Biology |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of applicable program rules and regulations.

Knowledge of business math.

Considerable knowledge of proper grammar, punctuation, and spelling.

Considerable knowledge of business communications.

Knowledge of medical/technical terminology.

Considerable knowledge of office procedures.

Oral and written communication skills; considerable interpersonal skills.
 Data management skills.
 Ability to schedule and prioritize work.
 Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years' relevant administrative experience having included bookkeeping principles.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.,

Special Requirements:

Must be able to independently perform bookkeeping and accounting activities

Experience in budget management, preparation, and projections

Preferred Qualifications:

Will be required to demonstrate experience in Excel

Must be proficient in Microsoft Office and will be required to demonstrate experience

Knowledge of travel arrangements

Knowledge of File Maker Pro

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1304 | 1 | 6 | 0 | 2 | 0 | 4 | 0 | 1 | 0 | 0 | 1 | 15 |
| Unqualified | 1 | 3 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 11 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on Indeed.com and the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The 1 WF was selected. She had experience performing bookkeeping and accounting activities independently. She also had experience with budgeting and account management as well as experience with grants and grant proposals. Additionally, she had experience with travel arrangements

| | |
|---------------------------|---|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1428 |
| Job Group | 3J |
| Department | 80261-Medical Staff Services |
| Job Title | Credentialing Coordinator/ Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of applicable program NCQA and TJC standards knowledge of medical/technical terminology; oral and written communications skills; considerable interpersonal skills; data management skills: ability to independently schedule and prioritize work; some supervisory ability.

EXPERIENCE & TRAINING:

General Experience:

Six (6) years relevant credentialing experience.

SUBSTITUTIONS ALLOWED

Bachelor's degree and two (2) years of relevant experience may be substituted to the General Experience.

SPECIAL EXPERIENCE

Credentialing and primary source verification including queries in the following systems: AMA Profile Service, Certifacts, Drug Enforcement Administration (DEA), Educational Commission for Foreign Medical Graduates (ECFMG), Federation of State Medical Boards (FSMB), National Practitioner Data Bank (NPDB) and Office of Inspector General (OIG).

PREFERRED EXPERIENCE:

Prior experience as a hospital or health system Medical Staff Office Coordinator.

Experience using EchoCredentialing credentials database

CPCS certification strongly preferred

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1428 | 1 | 7 | 0 | 2 | 0 | 2 | 0 | 3 | 1 | 0 | 0 | 16 |
| Unqualified | 1 | 5 | 0 | 1 | 0 | 2 | 0 | 3 | 1 | 0 | 0 | 13 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

1 WF was selected. She had experience working in a hospital medical staff office in a credentialing position. She had experience with National Student Clearinghouse, NPDB, AMA

Profile Service, FSMB, and OIG.

| | |
|---------------------------|---|
| Start Date | 10/6/2023 |
| Requisition Number | 2024-011 |
| Job Group | 3J |
| Department | 10040-Academic Affairs and Education |
| Job Title | Administrative Program Coordinator - Academic Educational Affairs |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of applicable program rules and regulations.
- Knowledge of business math.
- Considerable knowledge of proper grammar, punctuation, and spelling.
- Considerable knowledge of business communications.
- Knowledge of medical/technical terminology.
- Considerable knowledge of office procedures.
- Oral and written communication skills; considerable interpersonal skills.
- Data management skills.
- Ability to schedule and prioritize work.
- Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years administrative experience including work with budgets, invoicing, and general accounting.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.,

Preferred Qualifications:

- Considerable knowledge of Microsoft Office, including Word, Excel, and PowerPoint
- Ability to maintain confidentiality
- Ability to multi-task and coordinate several multi-faceted projects simultaneously

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-011 | 4 | 19 | 0 | 5 | 0 | 6 | 0 | 3 | 1 | 2 | 2 | 42 |
| Unqualified | 2 | 7 | 0 | 2 | 0 | 2 | 0 | 1 | 1 | 1 | 1 | 17 |
| Qualified | 2 | 9 | 0 | 2 | 0 | 3 | 0 | 2 | 0 | 1 | 1 | 20 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

The goal candidates, 2 WM, were not interviewed because their experience was not in administrative support.

- 1 WM's experience was managing certified nursing assistants and quality of clinical services.
- 1 WM experience was as a principal.

The 1 WF was selected. She had operational support experience which included financial matters. She also had experience with administrative support for meetings, special projects, and event planning. Additionally, she provided detailed examples of her writing and Excel experience.

| | |
|---------------------------|------------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2024-068 |
| Job Group | 3J |
| Department | Surgery - Administration |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of applicable program rules and regulations; knowledge of business math; considerable

knowledge of proper grammar, punctuation, and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills: ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of healthcare environment administrative experience.

SUBSTITUTION ALLOWED:

Bachelor's degree and two (2) years of healthcare environment administrative experience *may* substitute for the general experience.

PREFERRED QUALIFICATIONS:

Experience working with myevaluations

Experience working with ACGME

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-068 | 2 | 13 | 2 | 2 | 0 | 6 | 0 | 0 | 1 | 1 | 2 | 29 |
| Unqualified | 0 | 10 | 1 | 2 | 0 | 5 | 0 | 0 | 1 | 0 | 1 | 20 |
| Qualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 7 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, were interviewed and not selected. They did not have experience with education programs, and they did not have experience with Accreditation Council for Graduate Medical Education (ACGME).

The 1 HF was selected. She was familiar with educational programs. She also had knowledge of ACGME. Additionally, she provided detailed examples of her administrative and program building experience.

| | |
|---------------------------|--|
| Start Date | 1/12/2024 |
| Requisition Number | 2023-1294 |
| Job Group | 3J |
| Department | 62126-Sponsored Program Services |
| Job Title | Administrative Program Coordinator - SPS |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of sponsored projects rules and regulations; ability to interpret directive for filling of grant applications through federal, state, and private funding agencies; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of relevant administrative experience in a healthcare environment.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience.

PREFERRED REQUIREMENTS:

- Experience with developing and negotiating budgets.
- Some experience with Sponsored Programs.

- Knowledge of Banner Finance, infoEd, and AMS
- Bachelor's degree in accounting, finance, business, or related field.
- Demonstrated Microsoft Office Suite computer skills, with strong Excel and Word skills.
- Web site development/maintenance.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1294 | 4 | 54 | 4 | 11 | 1 | 15 | 2 | 8 | 0 | 3 | 4 | 106 |
| Unqualified | 3 | 33 | 3 | 7 | 1 | 12 | 2 | 7 | 0 | 0 | 2 | 70 |
| Qualified | 1 | 16 | 1 | 4 | 0 | 3 | 0 | 0 | 0 | 2 | 1 | 28 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM and 2 AM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was not interviewed. He had applied for a previous position in the department and did not respond to attempts to schedule an interview.

The 1 WF, a part-time UConn Health employee, was selected. She had worked at UConn Health for seven years in administrative program assistant positions. During this time, she had experience with web site development and maintenance, and internal systems and procedures. She also researched the position for the interview.

| | |
|---------------------------|--------------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-414 |
| Job Group | 3J |
| Department | 10721-AHEC |
| Job Title | Adm Program Coordinator - SLRP |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of applicable program rules and regulations
- Knowledge of business math
- Considerable knowledge of proper grammar, punctuation, and spelling
- Considerable knowledge of business communications
- Knowledge of medical/technical terminology
- Considerable knowledge of office procedures
- Oral and written communication skills
- Considerable interpersonal skills
- Data management skills

- Ability to schedule and prioritize work
- Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience.

PREFERRED QUALIFICATIONS:

- Considerable knowledge of office administration and coordination with community-based organizations.
- Excellent oral and written communications skills.
- Supervisory and training experience.
- Collaborative ability, desire to work within a team environment.
- Experience with programs supporting health professions shortage area facilities, clinicians, and patients such as Medicaid/Medicare services.
- Experience providing technical assistance and support services to clients/agencies
- Bilingual language skills – Spanish preferred.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-414 | 0 | 6 | 0 | 0 | 1 | 4 | 0 | 1 | 0 | 1 | 0 | 13 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 7 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 4 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HM was selected. He had four years of experience as a community engagement specialist. He provided concise responses to interview questions and detailed examples of his experience with Medicaid services and support services to clients. He also was bilingual in Spanish.

| | |
|---------------------------|--|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-910 |
| Job Group | 3J |
| Department | 62080-Procurement |
| Job Title | Administrative Program Coordinator - Procurement |

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skills & Ability

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; some supervisory ability.

General Experience & Training

Six (6) years relevant administrative experience.

Substitutions Allowed

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience.

Preferred experience:

- Proficient in HuskyBuy and Banner (SQL) and ability to utilize current software to sort, analyze, and compare multiple pricing usage reports
- Advanced Word, Excel, SharePoint, and Adobe Acrobat
- Financial and/or data analysis experience
- Experience in a clinical, hospital or academic medical center environment
- Experience with UConn Health's procurement and contract process, policies, and procedures

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-910 | 4 | 15 | 0 | 4 | 1 | 5 | 1 | 1 | 2 | 1 | 2 | 36 |
| Unqualified | 4 | 7 | 0 | 1 | 0 | 5 | 1 | 1 | 1 | 0 | 2 | 22 |
| Qualified | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 5 |
| Withdrew Application | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 4 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 WM and 1 AM, did not meet the minimum requirement in posting.

The 1 TM was selected. He had experience with programs (Excel, Adobe, Word). During the interview he created an inventory control system using his Excel skills. He also provided concise responses to interview questions and detailed examples of his data analysis experience.

3J. (Administrative Program Coordinator) Hires – Part Time to Full Time

Administrative Program Coordinator (Family Medicine)

1 WF adjusted her work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------|----|----|----|----|----|----|----|----|
| 3K Social Worker | 1 | 0 | 2 | 0 | 1 | 3 | 0 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|------------------|------------|----------|-----------|----|-----------|
| 3K SOCIAL WORKER | 6/30/2023 | N | 2023-1258 | WF | 1 |
| | 9/8/2023 | N | 2023-1344 | WF | 1 |
| | 2/23/2024 | Y | 2024-332 | HF | 1 |
| | 4/19/2024 | N | 2024-721 | WF | 1 |
| | 5/31/2024 | N | 2024-912 | WF | 1 |

| | |
|--------------------|-------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1258 |
| Job Group | 3K |
| Department | 81180-Social Work |
| Job Title | Social Worker II |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of principles, procedures, and techniques of medical and/or psychiatric social work services

Considerable knowledge of social, psychological, psychiatric, medical, economic, and legal factors influencing individual and group behavior

Considerable knowledge of group dynamics and case work methods

Considerable knowledge of community resources

Considerable interpersonal skills; oral and written communication skills

Ability to plan and execute effective service programs meeting client needs

Ability to work autonomously to make decisions affecting patients and families

Ability to respond to crises under pressure and deadlines

Ability to work with chronically and terminally ill or physically impaired individuals and their families

EXPERIENCE AND TRAINING:

General Experience:

A Master's degree from an accredited school of social work and two (2) years of relevant experience, preferably in a medical/health science setting for the medical services and psychiatric health services.

SPECIAL REQUIREMENTS:

Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut

May be required to travel

May be required to be bilingual

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1258 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was not interviewed because she did not have medical emergency department social work experience with a concentration on the social and emotional aspects of healthcare.

The 1 WF was selected. She had three years of medical social worker experience working in the emergency department. She provided concise responses and detailed examples to interview questions. Also, her experience was related to this position.

| | |
|---------------------------|-----------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1344 |
| Job Group | 3K |
| Department | 70045-UMG-Geriatrics |
| Job Title | Social Worker II - UMG-Geriatrics |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Considerable knowledge of principles, procedures, and techniques of medical and/or psychiatric social work services.

Considerable knowledge of social, psychological, psychiatric, medical, economic, and legal factors influencing individual and group behavior.

Considerable knowledge of group dynamics and case work methods.

Considerable knowledge of community resources.

Considerable interpersonal skills; oral and written communication skills.

Ability to plan and execute effective service programs meeting client needs.

Ability to work autonomously to make decisions affecting patients and families.

Ability to respond to crises under pressure and deadlines.

Ability to work with chronically and terminally ill or physically impaired individuals and their families.

EXPERIENCE AND TRAINING:

A master's degree from an accredited school of social work

Two (2) years of relevant experience, preferably in a medical/health science setting for the medical services and in a psychiatric mental health setting for the psychiatric services.

SPECIAL REQUIREMENTS:

Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut.

May be required to travel.

PREFERRED QUALIFICATIONS:

Certified Dementia Practitioner (CDP)

Familiarity coordinating placements into Long-Term-Care and Short-Term-Care facilities

Assisting in Advanced Directives

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1344 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had worked as a social worker in hospitals, skilled nursing facilities, and in a dialysis unit. She also had experience providing therapy, educating patients and families about dementia, and working with a multidisciplinary team. Additionally, she had experience collaborating with families and experience with interns.

| | |
|---------------------------|-------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-332 |
| Job Group | 3K |
| Department | 81180-Social Work |
| Job Title | Social Worker II |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of principles, procedures, and techniques of medical and/or psychiatric social work services
- Considerable knowledge of social, psychological, psychiatric, medical, economic, and legal factors influencing individual and group behavior
- Considerable knowledge of group dynamics and case work methods
- Considerable knowledge of community resources
- Considerable interpersonal skills; oral and written communication skills
- Ability to plan and execute effective service programs meeting client needs
- Ability to work autonomously to make decisions affecting patients and families
- Ability to respond to crises under pressure and deadlines

- Ability to work with chronically and terminally ill or physically impaired individuals and their families
- **EXPERIENCE AND TRAINING:**
- General Experience:
- A Master's degree from an accredited school of social work and two (2) years of relevant experience, preferably in a medical/health science setting for the medical services and psychiatric health services.
- **SPECIAL REQUIREMENTS:**
- Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut
- May be required to travel
- May be required to be bilingual

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-332 | 1 | 8 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 15 |
| Unqualified | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 7 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrew Application | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HF, was selected.

| | |
|---------------------------|--------------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-721 |
| Job Group | 3K |
| Department | 80360-Psychiatric Clinic |
| Job Title | Social Worker II |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of principles, procedures, and techniques of medical and/or psychiatric social work services
- Considerable knowledge of social, psychological, psychiatric, medical, economic, and legal factors influencing individual and group behavior
- Considerable knowledge of group dynamics and case work methods
- Considerable knowledge of community resources
- Considerable interpersonal skills; oral and written communication skills
- Ability to plan and execute effective service programs meeting client needs
- Ability to work autonomously to make decisions affecting patients and families

- Ability to respond to crises under pressure and deadlines
- Ability to work with chronically and terminally ill or physically impaired individuals and their families

EXPERIENCE AND TRAINING:

General Experience:

A master's degree from an accredited school of social work and two (2) years of relevant experience, preferably in a medical/health science setting for the medical services and psychiatric health services.

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut
- May be required to travel
- May be required to be bilingual

PREFERRED EXPERIENCE:

- Working experience using EPIC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-721 | 1 | 8 | 1 | 0 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 15 |
| Unqualified | 0 | 3 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 1 | 3 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 HM and 1 HF, did not meet the minimum requirements as posted.

The goal candidates, 1 WM, 1 BM, and 1 HF, were not interviewed for the following reasons:

- 1 WM did not respond to attempts to schedule an interview with him.
- 1 BM application indicated his LCSW license had expired.
- 1 HF received her LCSW license six months ago and did not have two years of relevant experience.

The goal candidate, 1 HF, was interviewed and not selected. She did not have experience with chronically and terminally ill patients. She also had not worked in a group practice in over five years.

1 WF was selected. She had direct experience with chronically and terminally ill patients. She also had worked as a therapist for over ten years, utilizing her dialectical behavior therapy, advanced alcohol and drug counselor, and continuing education certifications. Additionally, she provided concise detailed responses to interview questions.

| | |
|---------------------------|-------------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-912 |
| Job Group | 3K |
| Department | 81180-Social Work |
| Job Title | Social Worker II - OP Cancer Center |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of principles, procedures, and techniques of medical and/or psychiatric social work services
- Considerable knowledge of social, psychological, psychiatric, medical, economic, and legal factors influencing individual and group behavior
- Considerable knowledge of group dynamics and case work methods
- Considerable knowledge of community resources
- Considerable interpersonal skills; oral and written communication skills
- Ability to plan and execute effective service programs meeting client needs
- Ability to work autonomously to make decisions affecting patients and families
- Ability to respond to crises under pressure and deadlines
- Ability to work with chronically and terminally ill or physically impaired individuals and their families

EXPERIENCE AND TRAINING:

General Experience:

- Master's degree from an accredited school of social work and two (2) years of relevant experience, preferably in a medical/health science setting for the medical services and psychiatric health services.

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut
- May be required to travel
- May be required to be bilingual

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-912 | 1 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 HF, did not meet the minimum qualifications as posted.

1 WF was selected. She had experience working with cancer and palliative patients. She also had experience working in hospitals, clinics, and home care.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------------|----|----|----|----|----|----|----|----|
| 3L Technical Professional | 0 | 0 | 0 | 0 | 7 | 0 | 16 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|--------------|------------|----------|-----------|----|-----------|
| 3L TECHNICAL | 7/14/2023 | N | 2023-696 | WM | 1 |
| | 7/14/2023 | N | 2023-813 | WM | 1 |
| | 7/14/2023 | N | 2023-843 | WF | 1 |
| | 10/6/2023 | N | 2022-678 | WM | 1 |
| | 11/3/2023 | N | 2024-090 | WF | 1 |
| | 11/3/2023 | N | 2024-109 | BF | 1 |
| | 12/15/2023 | N | 2023-1267 | AF | 1 |
| | 1/12/2024 | N | 2024-300 | WF | 1 |
| | 1/26/2024 | N | 2024-445 | WM | 1 |
| | 2/9/2024 | N | 2024-513 | BF | 1 |
| | 2/23/2024 | N | 2024-463 | WM | 1 |
| | 3/22/2024 | N | 2024-778 | BF | 1 |
| | 4/5/2024 | N | 2024-356 | WM | 1 |
| | 4/19/2024 | Y | 2024-508 | HM | 1 |
| | 5/17/2024 | N | 2024-833 | WF | 1 |

| | |
|--------------------|---------------------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-696 |
| Job Group | 3L |
| Department | 60003-Poison Control |
| Job Title | Poison Control Center Systems Manager |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of healthcare operations, policies, and procedures related to the department's computer systems.
- Considerable knowledge of technology and administration, including system design and development, configuration, workflow modeling, audit rules, permissions and security role design, supplier integration and catalog management.
- Considerable knowledge of change management principles, methodologies and tools;
- Considerable computer expertise with strong technical skills to work with multiple database programs and to provide reporting content in the form of reports and dashboards.
- Proficient in MS-Office, Excel programming, SQL programming language, and various EHR (Epic, toxiCALL) systems.

- Strong critical thinking, problem solving and analytical skills to perform root cause analysis.
- Considerable organizational, project management and planning skills.
- Considerable interpersonal and customer service skills.
- Considerable professional and effective communication skills; excellent observation and listening skills.
- Ability to articulate technical concepts and ideas.
- Ability to conceptualize complex processes and organize into logical, efficient workflows.
- Ability to identify quantitative methods of tracking applicable issues and error trending.
- Ability to meet deadlines and facilitate solutions in a fast-paced environment.
- Ability to train others on procedures and use of system.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years relevant, progressive experience in systems administration, analysis, design, and development pertaining to operating systems used in the Poison Control Center and Emergency Department, which includes at least three (3) years of experience in project/change management involving technology. Or an equivalent combination of education, experience and/or training which provides the required knowledge, skills, and abilities.

Substitutions Allowed:

Bachelor's degree in a related field may be substituted for four (4) years of general experience requirement. Master's degree in a related field may be substituted for one (1) additional year of general experience.

Preferred Requirement:

Experience working in an EPIC environment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-696 | 5 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| Unqualified | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WM was selected. He had a Bachelor's degree in biology and a Master's degree. He also had experience with data mining, analysis and visualization techniques using multiple programming languages and software used by CPCC including SQL, R and Excel as an Entomology

Technician and National Science Foundation Research Fellow. In addition, he had experience with statistical analysis techniques and presentation of data using appropriate software products for each situation.

| | |
|---------------------------|-----------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-813 |
| Job Group | 3L |
| Department | 61033-Campus Planning |
| Job Title | Project Manager II |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITIES:

Knowledge of architectural principles as obtained through an architectural degree program

Professional or advanced degree

Considerable knowledge of project management

Knowledge of state design codes and national standards

Knowledge of statutes, regulations and laws governing construction permits

Knowledge of building materials

Knowledge of contract documentation

Knowledge of budget and financial processes

Considerable interpersonal, oral, and written communication skills

Organizational skills

Skill in the use of industry related technologies and tools including computer applications and professional office applications

Ability to analyze complex problems utilizing both theoretical knowledge and experience to attain solutions

Considerable administrative ability

Ability to maintain records and prepare reports

Considerable ability to read and interpret plans and specifications for comparison with construction progress

Mathematical ability

Ability to resolve technical and management issues at all levels internal and external

EDUCATION AND TRAINING

General Experience:

Bachelor degree in architecture, construction management, engineering, or related technical field

Five (5) years broad experience in a combination of large-scale construction/project management and design/implementation

SUBSTITUTION ALLOWED:

Master's degree in architecture or engineering or related field may substitute for one (1) year of the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-813 | 12 | 3 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 18 |
| Unqualified | 5 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Qualified | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Interviewed | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HM, was not interviewed because his experience was focused on the construction process and not the project management process.

1 WM was selected. He had project management experience with projects such as those at UConn Health and had worked with multiple projects of various size, duration, and complexity. He also had experience with project management systems that were utilized by UConn Health.

| | |
|---------------------------|-------------------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-843 |
| Job Group | 3L |
| Department | 80100-Health Information Management |
| Job Title | Business System Analyst |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, ABILITY:

Considerable knowledge of principles and techniques of systems analysis, design and development; considerable knowledge of the principles of information technology solutions, strong knowledge of relational databases technology; computer operating systems as it relates to clinical business applications; knowledge of operation of computer terminals; strong knowledge of principles and theories of business and planning functions; considerable knowledge of the principles and techniques of business information systems re-engineering; considerable knowledge of project management principles and techniques; ability to communicate effectively, orally and in writing; strong interpersonal skills; understanding and ability to apply rules, regulations, codes and laws pertaining to clinical business; ability to analyze and evaluate hardware, software and data processing systems, analyze and interpret technical data, prepare and conduct training classes, identify, resolve and recommend solutions related to system performance and user problems, establish and maintain effective working relationships and team work; supervisory ability;

EXPERIENCE AND TRAINING: Nine (9) years' relevant experience, which may include business administration, medical administration, information systems planning, project management, installation, and support.

Substitution Allowed: Bachelor's degree in Healthcare Administration or closely related field may be substituted for four (4) years of the general experience

Preferred Experience:

- Knowledge of data analytics, OnBase, Epic and other Legacy systems
- Experience with work-queue analysis
- Certification in Epic HIM build, testing and analysis
- Experience with HIM systems upgrades, administration, testing and build

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-843 | 8 | 13 | 0 | 1 | 0 | 1 | 2 | 3 | 0 | 0 | 1 | 29 |
| Unqualified | 2 | 8 | 0 | 1 | 0 | 1 | 2 | 1 | 0 | 0 | 1 | 16 |
| Qualified | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Withdrew Application | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 AM, did not meet the minimum qualifications as posted.

1 WF was selected. She had the preferred experience with Legacy systems and experience with EPIC Health Information Management (HIM) systems. She was a former HIM coding manager and had experience with revenue cycle.

| | |
|---------------------------|-------------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2022-678 |
| Job Group | 3L |
| Department | 10780-Cell Analysis Modeling - CCAM |
| Job Title | Application Developer II |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Application - Good working knowledge of the principles of application development and decision support; basic understanding of the principles of client server development; basic understanding of the principles and techniques of data modeling, knowledge and understanding of internet tools and technologies, including principles of web application development; knowledge of distributed systems architecture, networks, middleware or object-oriented analysis design. **System** – good working knowledge of the principles and techniques of application development; considerable knowledge of principles of systems analysis and design; considerable knowledge and ability in

writing program interfaces; knowledge of system architecture used consistently within or across the organization or enterprise. **General** - knowledge of technology support; ability to write and maintain program documents; ability to follow instructions and pay close attention to details; effective oral and written communication skills; good interpersonal skills; excellent logical, analytical and interpretive skills; ability to take action to ensure customer satisfaction; ability to analyze techniques and develop solution to problems in a timely manner.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in programming, systems analysis and design or systems engineering, application development, operating systems and network design/configuration and management including distributed and centralized desktop systems processing models or database management.

Substitution Allowed: Associate Degree in Computer Programming may be substituted for two (2) years of the general experience. Bachelor's degree in Computer Programming may be substituted for four (4) years of the general experience.

Special Requirements: Working knowledge of cloud/hybrid/on-premises application deployment technologies (e.g., Kubernetes, Docker Swarm, SwiftStack) and modern continuous integration/development (CI/CD) pipelines (e.g., Maven, Travis, Appveyor, GitHub Actions) is required. Previous experience with open-source software development is desired.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-678 | 6 | 0 | 1 | 0 | 1 | 0 | 6 | 2 | 1 | 0 | 3 | 20 |
| Unqualified | 1 | 0 | 1 | 0 | 1 | 0 | 3 | 1 | 1 | 0 | 0 | 8 |
| Qualified | 3 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 2 | 8 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on Monster.com and UConn Health website.

The goal candidates, 1 HM and 2 AM, did not meet the minimum qualifications as posted.

The goal candidate, 1 AM, did not meet the minimum qualifications because he did not complete his application.

The goal candidates, 2 AM, were not interviewed for the following reasons:

- 1 AM did not respond to a request to submit his resume and references.
- 1 AM did not meet any of the special requirements.

The goal candidate, 1 AM, was interviewed and not selected because he had accepted a position elsewhere.

The 1 WM was selected. He had the special requirements to include both working knowledge of cloud/hybrid/on-premises application deployment technologies using Docker Swarm and modern continuous integration development (CI/CD) pipelines using GitHub Actions. He also had been working at UConn Health for a year and a half as a contractor.

| | |
|---------------------------|--|
| Start Date | 11/3/2023 |
| Requisition Number | 2024-090 |
| Job Group | 3L |
| Department | 61120-IT Clinical Systems |
| Job Title | Application Analyst II (Amb_OR Workflow) |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

- Knowledge of clinical operations, policies, and procedures
- Knowledge of applicable clinical standard of practice as required by State, Federal and accreditation organizations.
- Knowledge of standards/codes pertaining to the patient care environment
- Knowledge of the principles of systems analysis, design, and decision support
- Knowledge of various systems and data analysis techniques and tools (such as Swim Lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, ERD data model diagrams, data conversion and transformation mappings)
- Knowledge and understanding of business process flows
- Knowledge of system integration design and development
- Knowledge of technology support and ability to take action to ensure customer satisfaction
- Excellent analytical thinking and problem solving and the ability to coach others in analysis and problem-solving techniques
- Excellent project management techniques
- Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions
- Demonstrated ability to conduct research/information seeking
- Demonstrated ability to develop complex solutions and application requirements
- Demonstrated ability to write and maintain system documentation
- Demonstrates careful attention to details
- Demonstrated ability to communicate effectively and present ideas to audiences of all levels of technical, clinical expertise and management
- Demonstrated ability to lead staff
- Proficient in MS-Office including Project, Word, Excel, PowerPoint, and Visio

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

- Clinical Care System: Eight (8) years in progressively complex clinical informatics, clinical process redesign, clinical systems analysis, design, and implementation experience, two [2] of which must be in an acute care or direct patient care setting.
- Clinical Financial System: Eight (8) years in health care operations including revenue cycle or ADT admit/discharge/transfer, access services or other relevant support function as required.

SPECIAL REQUIREMENT:

- Depending on the assigned areas and specialties of the Clinical Systems EHR, incumbents in this class may be required to maintain a current RN, Pharmacy, or other clinical license for the State of Connecticut.
- Incumbents in this class must have or achieve within six months EPIC certification [Clinical Systems] in their assigned areas and specialties and maintain certification while in the position.

SUBSTITUTION ALLOWED:

- Associate Degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely related field may be substituted for two (2) years of the general experience.
- Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, Physician Assistant, or closely related field may be substituted for four (4) years of the general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-090 | 2 | 3 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 8 |
| Unqualified | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had a bachelor's degree in nursing and a master's degree in nursing education. She also had an active registered nurse license. Additionally, she had four years of informatics experience and had been an EPIC (electronic medical system) SuperUser. Furthermore, she demonstrated effective communication skills by providing clear and complete answers to interview questions.

| | |
|---------------------------|------------------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2024-109 |
| Job Group | 3L |
| Department | 62042-Patient Access |
| Job Title | Patient Access Training Specialist |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

- Expert knowledge of patient access, health information and revenue cycle management, workflows and EMR system configuration.
- Expert knowledge of the complexities of health insurance plans and the relations between health plans (e.g., Medicare, Commercial Insurance, Workers Compensation) and self-pay.
- Knowledge of data integrity and release of information in a medical/healthcare setting.
- Knowledge of the principles/theories of adult learning and competency-based education
- Proficiency in Microsoft Office Suite, Visio and EMR systems.
- Considerable skill in educational needs assessment.
- Considerable interpersonal, verbal, and written communication, and presentation skills.
- Considerable organizational skills.
- Ability to train, coach and motivate all levels of staff.
- Supervisory ability to lead/coach others and communicate the importance of training to all stakeholders and caregivers.

EXPERIENCE AND TRAINING General Experience:

Seven (7) years progressive experience in Patient Access and Revenue Cycle records management in a hospital/healthcare environment including experience in coaching, training, and assisting in registration, pre-certification, and revenue cycle processes.

Experience developing workflows and builds in applications (Epic/Experian) related to Patient Access.

Preferred Qualifications:

- Bachelor's Degree in a Healthcare related field and three (3) years relevant/related professional work experience or an equivalent combination of comparable skills, education, training, and/or experience.
- At least one (1) year of the experience must have been in formal training or adult education. Knowledge of Professional and Hospital billing, Managed Care & commercial insurance follow-up, denials, credits, and contractual reimbursement.
- At least 5 years of EPIC experience-GC/Prelude/Cadence/Resolute (HB/PB)
- EPIC reporting experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-109 | 0 | 15 | 0 | 4 | 0 | 5 | 2 | 0 | 0 | 2 | 0 | 28 |
| Unqualified | 0 | 13 | 0 | 3 | 0 | 5 | 1 | 0 | 0 | 1 | 0 | 23 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 AM, did not meet the minimum qualifications that were in the posting.

The goal candidate, 1 AM, was not interviewed because he did not have seven plus years of experience in Patient Access.

The 1 BF was selected. She had the preferred bachelor's degree in health science and a master's in health management and informatics. She was also a certified revenue cycle representative. Additionally, she had experience developing and delivering training materials, and she had both hospital and professional billing knowledge base.

| | |
|---------------------------|--|
| Start Date | 12/15/2023 |
| Requisition Number | 2023-1267 |
| Job Group | 3L |
| Department | 61125-IT Project Management Office |
| Job Title | Information Technology Project Manager |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITY:

Extensive knowledge of hardware/software technologies used within applicable area, programming languages, database technologies, screen design and navigation, system interfaces, portal technology and system development tools, network and communication protocols; strong project management skills; skilled in Microsoft project; extensive knowledge of project management principles and practices; excellent leadership and management ability to manage and motivate a diverse group within a matrix reporting relationship through lengthy, complex development effort; considerable interpersonal skills; ability to communicate effectively (oral and written); planning and control skills; negotiation skills and experience; considerable analytical and interpretive skills to evaluate complex business and technical issues and identify innovative solutions; excellent problem solving skills; vendor management experience; excellent customer service skills; supervisory ability; broadly focused and able to manage multiple efforts concurrently.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years' experience directing large scale systems projects through all phases of the project life cycle with at least three (3) years' experience in the areas as specified (e.g., 3 years working as a developer with rational unified model methodology and/or experience with microsoft.net framework).

Substitution:

Bachelor's degree in computer science or closely related field may be substituted for four (4) years of the general experience.

Special Experience:

Position may require incumbent to have 2 – 3 years in a specific environment, such as research, clinical, education or financial; or proven experience with automated testing software, proven experience in managing Microsoft environments, experience managing data conversion projects

Preferred Qualifications:

- Project Management Professional (PMP) Certification
- Certified Scrum Master (CSM) or other Agile certifications
- Experience in a clinical healthcare environment
- Knowledge of or experience with Epic EHR, or Epic certifications
- Knowledge of or experience with other clinical applications.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1267 | 22 | 14 | 4 | 2 | 2 | 0 | 6 | 8 | 1 | 0 | 7 | 66 |
| Unqualified | 7 | 4 | 1 | 0 | 0 | 0 | 2 | 2 | 1 | 0 | 4 | 21 |
| Qualified | 11 | 7 | 2 | 1 | 2 | 0 | 3 | 4 | 0 | 0 | 3 | 33 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 4 | 3 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 10 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the following websites:

- Indeed.com
- LinkedIn
- UConn Health

The goal candidates, 2 AM, did not meet the minimum qualifications that were in the posting.

The goal candidates, 2 HM and 3 AM, were not interviewed for the following reasons:

- 1 HM application was received after a candidate had been selected.
- 1 HM did not respond to an offer to schedule an interview.
- 1 AM had an incomplete application because he did not submit his resume.
- 2 AM did not have project management experience in a clinical environment with EPIC (electronic medical records system).

The goal candidate, 1 AM, was interviewed and not selected. During the interview it was

discovered that he did not have project management experience in a clinical environment using EPIC.

The 1 AF was selected. She had eleven years of experience as both a project and program manager implementing electronic medical record projects. She also had experience working in a clinical environment using both EPIC and Cerner platforms (electronic medical records system). Additionally, she had nine years of experience as an analyst and testing lead with electronic medical records systems.

| | |
|---------------------------|---------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-300 |
| Job Group | 3L |
| Department | 61120-IT Clinical Systems |
| Job Title | Application Analysts 1 |

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills & Abilities:

- Considerable knowledge of the principles of systems analysis, design, and decision support
- Considerable knowledge of clinical operations, policies, and procedures
- Considerable knowledge of applicable clinical standard of practice as required by State, Federal and accreditation organizations
- Knowledge of standards/codes pertaining to the patient care environment
- Considerable knowledge of various systems and data analysis techniques and tools (such as Swim Lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, EHR data model diagrams, data conversion and transformation mappings.
- Knowledge of computer technology support and capabilities.
- Considerable logical, analytical, problem solving and interpretive skills
- Ability to take action to ensure customer satisfaction
- Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions.
- Demonstrated ability to write and maintain system documentation and user how to guides.
- Ability to pay careful attention to details
- Demonstrated ability to analyze techniques and develop solutions to problems in a timely manner.
- Effective oral and written communication skills and good interpersonal skills.
- Proficient in MS-Office including Project, Word, Excel, PowerPoint, and Visio

General Experience & Training:

- Clinical Systems: Six [6] years in clinical informatics, clinical process redesign, clinical systems analysis, design, and implementation experience, one [1] of which must be in an acute care or direct patient care setting.
- Clinical Financial System: Six [6] years in health care including revenue cycle or ADT admit/discharge/transfer, access services or other relevant support function as required.

SUBSTITUTION ALLOWED:

- Associate Degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely relevant/related field may be substituted for two [2] years of the general experience.
- Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, Physician Assistant, or closely relevant/related field may be substituted for four [4] years of the general experience.

SPECIAL REQUIREMENTS:

- Must be certified in EpicCare Ambulatory
- Depending on the assigned areas and specialties of the Clinical Systems EHR, incumbents in this class may be required to maintain a current RN, Pharmacy, or other clinical license for the State of Connecticut.
- Incumbents in this class must have or achieve within six months EPIC certification [Clinical Systems] Certification in their assigned areas and/or specialties and maintain certification while in the position.

PREFERRED QUALIFICATIONS:

- Healthcare IT related experience that demonstrates an advanced understanding of the standard tools, workflow processes and/or procedures and concepts used in the deployment and development of application software necessary to run the healthcare systems business, clinical or financial systems.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-300 | 2 | 5 | 4 | 4 | 1 | 0 | 2 | 2 | 0 | 0 | 2 | 22 |
| Unqualified | 1 | 1 | 3 | 3 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 12 |
| Qualified | 0 | 2 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 7 |
| Withdrew Application | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 HM and 1 AM, did not meet the minimum qualifications that were in the posting.

The goal candidate, 1 AM, was not interviewed because he had applied after a candidate had been selected.

The 1 WF was selected. She had nineteen years of clinical analyst experience, including ten years as an EPIC builder. She provided detailed responses to interview questions regarding her knowledge of standard EPIC tools, workflow processes and procedures, and development/deployment of electronic medical records EPIC Ambulatory applications. She also met the preferred experience criteria of certification in EPIC Ambulatory and Healthy planet.

| | |
|---------------------------|---|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-445 |
| Job Group | 3L |
| Department | 83002-Clinical Laboratory |
| Job Title | Administrative & Clinical Systems Coordinator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of principles and techniques of systems analysis design and development;
- Considerable knowledge of the principles of information systems.
- Knowledge of computer operating systems.
- Considerable knowledge of principles and theories of business and planning functions.
- Knowledge of the principles and techniques of business information systems re-engineering.
- Considerable knowledge of the capabilities of computer technology.
- Knowledge of project management principles and techniques.
- Considerable oral and written communication skills.
- Considerable problem-solving skills.
- Project coordination skills; considerable interpersonal skills.
- Considerable ability to prepare reports, documentation, and other written materials.
- Considerable ability to identify, analyze and resolve complex business and technical problems.
- Some supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

- Eight (8) years' Clinical Laboratory experience, which may include business, medical administration, clinical information systems planning, project management, installation, and support.

SUBSTITUTION ALLOWED:

- College training *may* substitute for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-445 | 2 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 8 |
| Unqualified | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 6 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM, part-time UConn Health employee, was selected. He had been working nine years as a part-time Medical Technologist 2 in UConn Health's laboratories. He also had a Bachelor's degree in medical technology.

| | |
|---------------------------|---------------------------|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-513 |
| Job Group | 3L |
| Department | 61120-IT Clinical Systems |
| Job Title | Application Analysts 1 |

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills & Abilities:

- Considerable knowledge of the principles of systems analysis, design, and decision support
- Considerable knowledge of clinical operations, policies, and procedures
- Considerable knowledge of applicable clinical standards of practice as required by State, Federal and accreditation organizations
- Knowledge of standards/codes pertaining to the patient care environment
- Considerable knowledge of various systems and data analysis techniques and tools (such as Swim Lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, EHR data model diagrams, data conversion and transformation mappings.
- Knowledge of computer technology support and capabilities.
- Considerable logical, analytical, problem solving and interpretive skills
- Ability to take action to ensure customer satisfaction
- Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions.
- Demonstrated ability to write and maintain system documentation and user how to guides.
- Ability to pay careful attention to details
- Demonstrated ability to analyze techniques and develop solutions to problems in a timely manner.

- Effective oral and written communication skills and good interpersonal skills.
- Proficient in MS-Office including Project, Word, Excel, PowerPoint, and Visio

General Experience & Training:

Clinical Systems: Six [6] years in clinical informatics, clinical process redesign, clinical systems analysis, design, and implementation experience, one [1] of which must be in an acute care or direct patient care setting.

Clinical Financial System: Six [6] years in health care including revenue cycle or ADT admit/discharge/transfer, access services or other relevant support function as required.

Preferred Requirements:

- Considerable knowledge of Quality Assurance Testing particularly with Integrated Testing, End-to-End Workflow Testing and Application/Functional testing
- Demonstrated knowledge of the Epic EMR
- Demonstrated experience with Epic versions released within the past calendar year
- Demonstrated knowledge of Ambulatory, Inpatient, and/or Revenue Cycle workflows and how they integrate with other modules
- Demonstrated understanding workstation testing with regards to printers, devices, and new department needs
- Epic certification

SUBSTITUTION ALLOWED:

Associate Degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely relevant/related field may be substituted for two [2] years of the general experience.

Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, Physician Assistant, or closely relevant/related field may be substituted for four [4] years of the general experience.

SPECIAL REQUIREMENTS:

- Depending on the assigned areas and specialties of the Clinical Systems EHR, incumbents in this class may be required to maintain a current RN, Pharmacy, or other clinical license for the State of Connecticut.
- Incumbents in this class must have or achieve within six months EPIC certification [Clinical Systems] Certification in their assigned areas and/or specialties and maintain certification while in the position.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-513 | 10 | 7 | 1 | 5 | 0 | 1 | 1 | 2 | 0 | 1 | 4 | 32 |
| Unqualified | 7 | 4 | 1 | 4 | 0 | 0 | 1 | 1 | 0 | 1 | 3 | 22 |
| Qualified | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 5 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 AM, did not meet the minimum requirements as posted.

The 1 BF was selected. She had five years' experience of EPIC (electronic medical records system) experience and printer support experience. Her experience included being an EPIC credentialed trainer with three versions of EPIC. She also provided detailed examples of her ability to work independently and with others as well as her customer service skills.

| | |
|---------------------------|---------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-463 |
| Job Group | 3L |
| Department | 61120-IT Clinical Systems |
| Job Title | Application Analyst II |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Knowledge of clinical operations, policies and procedures

Knowledge of applicable clinical standard of practice as required by State, Federal and accreditation organizations

Knowledge of standards/codes pertaining to the patient care environment

Knowledge of the principles of systems analysis, design and decision support

Knowledge of various systems and data analysis techniques and tools (such as Swim lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, EHR data model diagrams, data conversion and transformation mappings

Knowledge and understanding of business process flows

Knowledge of system integration design and development

Knowledge of technology support and ability to take action to ensure customer satisfaction

Excellent analytical thinking and problem solving and the ability to coach others in analysis and problem-solving techniques

Excellent project management techniques

Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions

Demonstrated ability to conduct research/information seeking

Demonstrated ability to develop complex solutions and application requirements

Demonstrated ability to write and maintain system documentation

Demonstrates careful attention to details

Demonstrated ability to communicate effectively and present ideas to audiences of all levels of technical, clinical expertise and management

Demonstrated ability to lead staff

Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Clinical Care System: Eight (8) years in progressively complex clinical informatics, clinical process redesign, clinical systems analysis, design, and implementation experience, two (2) of which must be in an acute care or direct patient care setting.

Clinical Financial System: Eight (8) years in health care operations including revenue cycle or ADT admit/discharge/transfer, access services or other relevant support function as required.

SPECIAL REQUIREMENT:

- Depending on the assigned areas and specialties of the Clinical Systems EHR, incumbents in the class may be required to maintain a current RN, Pharmacy, or other clinical license for the State of Connecticut
- Incumbents in this class must possess an EpicCare Ambulatory Certification. Must either possess or obtain Epic Health Plan Certification within six (6) months of hire.

SUBSTITUTIONS ALLOWED:

Associate Degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely related field may be substituted for two (2) years of the general experience.

Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely related field may be substituted for four (4) years of the general experience.

PREFERRED REQUIREMENT:

- Epic ClinDoc Certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-463 | 3 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 8 |
| Unqualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Qualified | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was selected. He had eight years of experience in clinical system design,

Hiring Goal Analysis – Professional Non-Faculty

development, software testing, and supporting end users in various software applications. His experience included more than two years in an acute care/direct patient care setting. Additionally, he had four years of EPIC (electronic medical records system) experience.

| | |
|---------------------------|--------------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-778 |
| Job Group | 3L |
| Department | 61127-IT Enterprise Technology |
| Job Title | Technical Analyst I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Desktop – In-depth knowledge of a broad range of hardware and software products; working knowledge of operational and physical environment; familiar with architectural principles and network technology guidelines and standards; in-depth knowledge of help desk management tools and utilities; ability to read component; some supervisory ability; ability to research various resources for solutions; good organizational skills. General - ability to work as a team member; ability to understand customers' needs and develop solution in a timely manner; ability to understand problem solving concepts together with the need to have a structure approach to problem analysis; knowledge of commonly-used concepts, practices, and procedures within a relevant field; ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written).

EXPERIENCE AND TRAINING:

General Experience: Five (5) years' in-depth experience working with microcomputer hardware and software requiring problem solving/troubleshooting skills or five (5) years' experience in utilizing computer network devices, systems and communication services or the experience in systems engineering applications development, operating systems and network design/configuration and management.

Substitution Allowed: Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) years of the general experience. A Bachelor's degree in Computer Science may be substituted for four (4) years of the general experience.

Special Requirement:

- 2-3 years' experience supporting and/or triaging Epic, Dragon, Imprivata, and E-Prescribe over the phone in a call center environment
- 2-3 years' experience supporting at least one or more Epic Modules such as: Clin Doc, Ambulatory, ASAP, Prelude, MyChart, Beacon and CAidence.
- 2-3 years' experience with using a call center ticketing system such as FootPrints or Service Now.
- Familiarity with Service Agreements and Call Center Metrics.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-778 | 7 | 2 | 3 | 2 | 4 | 2 | 1 | 0 | 2 | 0 | 0 | 23 |
| Unqualified | 6 | 2 | 2 | 0 | 2 | 2 | 1 | 0 | 2 | 0 | 0 | 17 |
| Qualified | 1 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 HM and 1 AM, did not meet the minimum requirements as posted.

The goal candidates, 2 HM, were not interviewed because they did not have experience with EPIC (electronic medical records system).

The 1 BF was selected. She had information technology service desk experience and EPIC experience supporting a region of hospitals. She also had experience with different modules used with EPIC and how to support and triage. Additionally, she had experience with Service Now.

| | |
|---------------------------|-----------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-356 |
| Job Group | 3L |
| Department | 61126-IT AppDev & Analytics |
| Job Title | Application Developer I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Good working knowledge of the principles of application development and decision support; basic understanding of the principles of client server development; basic understanding of the principles and techniques of data modeling, with experience with data modeling tools desired; basic knowledge of data warehouse extract, transformation and load procedures; working knowledge of at least one or more, but not limited to, the following query/reporting tools: Cognos, MS Access, DBMS report writer, Transact Structured Query language (SQL), Filemaker Pro, Crystal Reports, COBOL, Focus or as specified; working knowledge of SQL servers 6.5 and higher desired; good working knowledge of mainframe or computer operating systems including but not limited to Microsoft Windows, 98, 2000, NT, XP and Unix platforms; good working knowledge of at least one Microsoft application development tools/methodology, including but not limited to, Access, Visual Basic, Visual Interdev, .Net, ActiveX, java script, HTML; demonstrated ability to design, develop and implement simple to moderately complex applications utilizing at least one Microsoft development tool; knowledge and understanding of internet tools and technologies, including principles of web application development desired ; knowledge of distributed systems architecture, networks, middleware or object-oriented analysis design desired; knowledge of technology support; ability to write and maintain program

documents; ability to think logically and analytically, follow instructions and pay close attention to details; oral and written communication skills; interpersonal skills.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in programming or system analysis and design or database management.

Substitution Allowed:

Associate Degree in Computer Programming may be substituted for two (2) years of the general experience or Bachelor's degree in Computer Programming

Preferred Experience:

Prior experience with an EHR system; familiarity with medical terminology; T-SQL programming

Incumbents in this class must have or achieve with six months Epic Cogito Fundamentals Certification in their assigned areas and specialties and maintain certification while in the position

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-356 | 9 | 5 | 1 | 0 | 5 | 1 | 12 | 8 | 0 | 1 | 5 | 47 |
| Unqualified | 4 | 4 | 0 | 0 | 3 | 1 | 11 | 6 | 0 | 1 | 4 | 34 |
| Qualified | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 6 |
| Interviewed | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 6 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 HM and 11 AM, did not meet the minimum requirements for the following reasons:

- 3 HM and 1 AM did not have the minimum requirements as posted.
- 10 AM were not eligible for employment because they were here on a F1 student visa.

The goal candidate, 1 HM, was not interviewed because he did not have the preferred experience with T-SQL programming.

The goal candidates, 1 HM and 1 AM, were interviewed and not selected for the following reasons:

- 1 HM did not provide detailed responses to interview questions regarding specific job experiences. He also was not able to convey how his skills were a fit for the position.

Additionally, he did not provide examples of his customer service skill sets.

- 1 AM's responses to interview questions were not focused on his skills and how they fit to the position. He also indicated he would be looking for another position in eighteen months.

The 1 WM was selected. He had a bachelor's degree in computer science and two years of experience with database management. He provided detailed responses to interview questions regarding computer hardware and SQL architecture. He also provided detailed examples of his customer service skills.

| | |
|---------------------------|--|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-508 |
| Job Group | 3L |
| Department | 61125-IT Project Management Office |
| Job Title | Information Technology Project Manager |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITY:

Extensive knowledge of hardware/software technologies used within applicable area, programming languages, database technologies, screen design and navigation, system interfaces, portal technology and system development tools, network and communication protocols; strong project management skills; skilled in Microsoft project; extensive knowledge of project management principles and practices; excellent leadership and management ability to manage and motivate a diverse group within a matrix reporting relationship through lengthy, complex development effort; considerable interpersonal skills; ability to communicate effectively (oral and written); planning and control skills; negotiation skills and experience; considerable analytical and interpretive skills to evaluate complex business and technical issues and identify innovative solutions; excellent problem solving skills; vendor management experience; excellent customer service skills; supervisory ability; broadly focused and able to manage multiple efforts concurrently.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years' experience directing large scale systems projects through all phases of the project life cycle with at least three (3) years' experience in the areas as specified (e.g., 3 years working as a developer with rational unified model methodology and/or experience with microsoft.net framework).

Substitution:

Bachelor's degree in computer science or closely related field may be substituted for four (4) years of the general experience.

Special Experience:

Position may require incumbent to have 2 – 3 years in a specific environment, such as research, clinical, education or financial; or proven experience with automated testing software, proven experience in managing Microsoft environments, experience managing data conversion projects, etc.

Preferred Qualifications:

- Project Management Professional (PMP) Certification
- Certified Scrum Master (CSM) or other Agile certifications
- Experience in a clinical healthcare environment
- Knowledge of or experience with Epic EHR, or Epic certifications
- Knowledge of or experience with other clinical applications.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-508 | 12 | 8 | 4 | 3 | 3 | 0 | 4 | 5 | 0 | 0 | 6 | 45 |
| Unqualified | 6 | 5 | 2 | 1 | 0 | 0 | 2 | 1 | 0 | 0 | 2 | 19 |
| Qualified | 2 | 2 | 1 | 0 | 0 | 0 | 2 | 3 | 0 | 0 | 2 | 12 |
| Interviewed | 4 | 1 | 1 | 2 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 12 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HM, was selected.

| | |
|---------------------------|---|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-833 |
| Job Group | 3L |
| Department | 83120-Pharmacy |
| Job Title | Administrative & Clinical Systems Coordinator |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of principles and techniques of systems analysis, design, and development
- Considerable knowledge of the principles of information systems
- Knowledge of computer operating systems
- Considerable knowledge of principles and theories of business and planning functions
- Knowledge of the principles and techniques of business information systems re-engineering
- Considerable knowledge of the capabilities of computer technology
- Knowledge of project management principles and techniques
- Considerable oral and written communication skills
- Considerable problem-solving skills
- Project coordination skills
- Considerable interpersonal skills

- Considerable ability to prepare reports, documentation, and other written materials
- Considerable ability to identify, analyze and resolve complex business and technical problems
- Supervisory ability

EXPERIENCE AND TRAINING:

Minimum Required Experience:

- Eight (8) years' pharmacy operations experience, which may include clinical information systems planning, project management, installation, and support.

Substitutions Allowed:

- Bachelor degree in Health Science/Science including course work in Clinical Informatics, Consumer Informatics, and/or Public Informatics; may substitute for 4 years of general experience (non-inclusive of the 2 years of hospital pharmacy experience required).

SPECIAL QUALIFICATIONS:

- Knowledge of pharmacology terminology, pharmacy billing units, dosage forms, HCPCS codes, and JW modifiers.
- Knowledge of medication and dosage measurement including mathematical ability to calculate dosages, rate of use, record keeping for documentation/inventory purposes.

PREFERRED QUALIFICATIONS:

- Experience with software systems (i.e., HuskyBuy, EPIC, Stanley Monitoring)
- Experience in compliance auditing to ensure systems are compliant with all related regulations
- Experience with 340B split billing software systems (I.e., Wellpartner, Macro Helix)
- Proficiency in Pyxis ES, Pharmagistics, DoseEdge, EPIC
- Two or more years' experience with pharmaceutical units of measure as it relates to manufacturer package sizes
- Experience with conversion calculations within pharmaceutical formulation units of measure and strengths (solids vs. liquids)
- Previous experience with the pharmaceutical distribution market and the federal requirements surrounding pedigree sale of pharmaceuticals.
- Certified Pharmacy technician is an asset due to knowledge base

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-833 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 1 | 0 | 10 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 2 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She scored 44.8 in the interview process. This score was the highest score in the interview process.

The interview process was based on the following:

- Pharmacy operations experience
- Knowledge of pharmacology terminology
- Knowledge of medication and dosage measurement
- Experience with software systems

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 3M Nurse Practitioner | 0 | 0 | 0 | 0 | 0 | 5 | 1 | 0 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|-----------------------|------------|----------|------------|----|-----------|
| 3M NURSE PRACTITIONER | 6/2/2023 | N | 2023-1094 | WF | 1 |
| | 6/16/2023 | N | 2023-790 | WF | 1 |
| | 6/16/2023 | N | 2023-830 | WF | 1 |
| | 6/30/2023 | N | 2023-1023 | WF | 1 |
| | 7/28/2023 | N | 2023-461 | WF | 1 |
| | 9/22/2023 | N | 2023-142 | WF | 1 |
| | 9/22/2023 | N | 2023-407 | AF | 1 |
| | 10/6/2023 | N | 2023-1177 | WF | 1 |
| | 10/20/2023 | N | 2023-1018 | BF | 1 |
| | 10/20/2023 | N | 2023-1199 | WF | 1 |
| | 1/26/2024 | N | 2024-057 | AF | 1 |
| | 1/26/2024 | N | 2024-057 | WF | 1 |
| | 2/9/2024 | N | 2024-148 | AF | 1 |
| | 3/8/2024 | N | 2023-1396 | WF | 1 |
| | 4/19/2024 | N | 2023-1285 | BF | 1 |
| | 5/3/2024 | N | 2024-608 | WF | 1 |
| | 5/17/2024 | N | 2024-665 | WF | 1 |
| | 5/31/2024 | N | 9999-02041 | WF | 1 |
| | 5/31/2024 | N | 9999-04868 | BF | 1 |

| | |
|--------------------|------------------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1094 |
| Job Group | 3M |
| Department | UMG-Neurology |
| Job Title | Nurse Practitioner - UMG-Neurology |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of theory, principles and practices of advanced nursing and therapeutic models in area of specialty
- Knowledge of pharmacology as it relates to advanced nursing practice
- Knowledge of different disciplines and disease states
- Counseling skills
- Considerable interpersonal skills
- Oral and written communication skills

- Skill in performing specialty specific invasive procedures
- Ability to effectively assess physical and psychosocial conditions
- Ability to work independently
- Ability to work under pressure
- Ability to formulate appropriate treatment plans
- Decision making ability
- Ability to lead others and to work cooperatively in a team environment.

EXPERIENCE AND TRAINING:

- Must possess and maintain a licensure as an Advanced Practice Registered Nurse in the State of Connecticut

SPECIAL REQUIREMENT:

- Applicable work experience in Neurology may have worked as an RN in the specialty.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Experience in Botox administration

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| Total Applicants | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was interviewed and not selected because she did not have experience as an advanced practice nurse.

The 1 WF, part-time UConn Health employee, was selected. She had nine years of nurse practitioner experience which included working in neuro oncology. She also had a PhD in cell biology which is related to neuromuscular cell disease research.

| | |
|---------------------------|-----------------------------|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-790 |
| Job Group | 3M |
| Department | 81022-Operating Room Unit |
| Job Title | Nurse Practitioner-Robotics |

Physician Assistant or Advanced Practice Registered Nurse (APRN)

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology. Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions. Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills. Ability to perform invasive procedures. Ability to work independently. Ability to work under pressure. Ability to formulate plans of care. Decision making ability.

EXPERIENCE AND TRAINING:

General Experience:

- Incumbents in this class must possess and maintain licensure as a Physician Assistant or APRN issued by the Connecticut State Department of Public Health in accordance with the applicable Connecticut General Statutes. (Must obtain prior to start of employment)

SPECIAL REQUIREMENT:

- Incumbents in this class must possess and maintain Connecticut Controlled Substance Registration for Practitioners issued by the State of Connecticut Department of Consumer Protection. (Must be obtained prior to start of employment)
- Incumbents in this class must possess and maintain United States Drug Enforcement Administration Registration issued by the United States Federal Government.
- Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).
- Incumbents in this class are required to possess and maintain NCCPA certification.
- Incumbents in this class must complete 100 hours of CME every 2 years.
- Incumbents in this class may be required to travel.

PREFERRED REQUIREMENT: Experience assisting with Robotics

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-790 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 5 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was not interviewed because she did not respond to attempts to schedule an interview.

The 1 WF was selected. She was a new APRN graduate, who had operating room nurse experience. She also had experience scrubbing in cardiac surgery and other specialties.

| | |
|---------------------------|---|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-830 |
| Job Group | 3M |
| Department | UMG-Comprehensive Spine Center |
| Job Title | Nurse Practitioner - UMG-Comprehensive Spine Center |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of theory, principles and practices of advanced nursing and therapeutic models in area of specialty
- Knowledge of pharmacology as it relates to advanced nursing practice
- Knowledge of different disciplines and disease states
- Counseling skills
- Considerable interpersonal skills
- Oral and written communication skills
- Skill in performing specialty specific invasive procedures
- Ability to effectively assess physical and psychosocial conditions
- Ability to work independently
- Ability to work under pressure
- Ability to formulate appropriate treatment plans
- Decision making ability
- Ability to lead others and to work cooperatively in a team environment.

EXPERIENCE AND TRAINING:

- Must possess and maintain a licensure as an Advanced Practice Registered Nurse (APRN) in the State of Connecticut, and

SPECIAL REQUIREMENT:

- Applicable work experience in an inpatient or outpatient clinic. May have worked as an RN in the specialty.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- 2 years of work experience as either a Registered Nurse or Advanced Nurse Practitioner in an inpatient or outpatient area caring for Orthopaedic patients
- Experience or interest in patient education specifically as it relates to chronic pain and post-operative pain
- Experience or interest in triage and management of acute spinal pain (neck, low back, mid back) patients
- EPIC EMR experience
- Telehealth experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-830 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was not interviewed because she had obtained her APRN license in 2015 and had not worked in the role since obtaining her license. She did not have prior APRN experience.

The 1 WF was selected. She had one year of experience working as an APRN in an outpatient nephrology practice where she had the preferred experience working with pain management. She also had completed a clinical rotation in UConn Health's Orthopedic clinic. Additionally, she had provided detailed responses and examples to interview questions regarding pain management and critical thinking skills.

| | |
|---------------------------|--------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1023 |
| Job Group | 3M |
| Department | 80780-Nephrology |
| Job Title | Nurse Practitioner |

Physician Assistants and Nurse Practitioners may apply.

MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILLS & ABILITY

Nurse Practitioner

- Considerable knowledge of theory, principles and practices of advanced nursing and therapeutic models in area of specialty
- Knowledge of pharmacology as it relates to advanced nursing practice
- Knowledge of different disciplines and disease states
- Counseling skills

- Considerable interpersonal skills
- Oral and written communication skills
- Skill in performing specialty specific invasive procedures
- Ability to effectively assess physical and psychosocial conditions
- Ability to work independently
- Ability to work under pressure
- Ability to formulate appropriate treatment plans
- Decision making ability
- Ability to lead others and to work cooperatively in a team environment.

Physician Assistant

- Considerable knowledge of anatomy and physiology.
- Knowledge of different disciplines and disease states.
- Knowledge of medications and their interactions and reactions.
- Counseling skills.
- Considerable interpersonal skills.
- Ability to work independently.
- Ability to work under pressure.
- Ability to formulate plans of care.

EXPERIENCE AND TRAINING:

Nurse Practitioner

- Must possess and maintain a licensure as an Advanced Practice Registered Nurse in the State of Connecticut

Physician Assistant

- Bachelor's degree and completion of the two (2) year accredited and approved physician assistant certification program, and
- Must possess and maintain Physician Assistant licensure in the State of Connecticut. (New Graduates must possess a temporary permit and are subject to the provisions of Public Act 90-211, Section 4 (d)).

SPECIAL REQUIREMENT:

Nurse Practitioner

- Applicable work experience in Nephrology or hospital-based service may have worked as an RN in the specialty.

Physician Assistant

- Must pass the National Commission on Certification of Physicians Assistants certifying examination within two years of graduation. Once certified, must possess and maintain certification.

Both

- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only credential accepted.

- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1023 | 1 | 4 | 0 | 4 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 12 |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 3 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was interviewed and not selected. She was a May 2023 graduate and did not have nephrology experience.

The 1 WF was selected. She had two years of Nurse Practitioner experience working in nephrology. Her experience included in and outpatient dialysis in an academic institution.

| | |
|---------------------------|--|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-461 |
| Job Group | 3M |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Nurse Practitioner-Hematology/Oncology |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of anatomy and physiology, knowledge of medical principles and procedures; knowledge of physical assessment, pathophysiology, and pharmacology; knowledge of community resources; knowledge of theories and techniques for teaching/learning/counseling
- Knowledge of different disciplines and disease states
- Knowledge of medication and their interactions and reactions
- Excellent interpersonal skills; effective communication skills [written and verbal]; skilled in principles and practices of effective persuasive communication to elicit information and educate patients and families; good bedside manners; proficient computer skills.
- Ability to establish effective working relationships with physicians, ancillary, support staff, other departments, and the public; ability to formulate a plan of care
- Skill in performing invasive procedures such as aspirations, punch biopsies, and removing drains/sutures/staples
- Ability to work independently, ability to work under pressure, decision making ability

EXPERIENCE AND TRAINING:

General Experience:

- Registered Nurse, and completion of an accredited Nurse Practitioner program.
- Incumbents in this class must possess a valid license to practice in the State of Connecticut

SPECIAL REQUIREMENT:

- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) BLS certification within six (6) months of hire

PREFERRED REQUIREMENTS:

- Oncology APRN experience
- Hematology Oncology APRN experience
- Chemotherapy experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-461 | 1 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had oncology experience as a nurse practitioner and as a registered nurse. She also provided detailed responses and examples to interview questions.

| | |
|---------------------------|---|
| Start Date | 9/22/2023 |
| Requisition Number | 2023-142 |
| Job Group | 3M |
| Department | 81010-OB/GYN |
| Job Title | Nurse Practitioner/Physician Assistant-Ob/Gyn L&D |

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Considerable knowledge of anatomy and physiology.
- Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions.

- Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills.
- Ability to perform invasive procedures.
- Ability to work independently.
- Ability to work under pressure.
- Ability to formulate plans of care.
- Decision making ability.

EXPERIENCE AND TRAINING:

General Experience:

- Registered Nurse, and completion of an accredited Nurse Practitioner program or a Graduate of an accredited Physician Assistant program.
- Connecticut Controlled Substance license and DEA license
- Incumbents in this class must possess and maintain a valid license to practice Advance Nursing or Physician Assistant in the State of Connecticut

SPECIAL REQUIREMENT:

- Minimum 1-2 years current outpatient or inpatient APRN or PA experience required.
- BLS Certification

PREFERRED QUALIFICATION:

- Two or more years OB/GYN APRN/PA experience
- Pediatric newborn nursery experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-142 | 1 | 10 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 16 |
| Unqualified | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 7 |
| Qualified | 1 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, did not meet the minimum qualifications as posted.

The 1 WF was selected. She had three years of nurse practitioner experience in which two of those years were in Ob/Gyn. She also asked appropriate questions during the interview.

| | |
|---------------------------|--------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2023-407 |
| Job Group | 3M |
| Department | 80360-Psychiatric Clinic |
| Job Title | Nurse Practitioner |

KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of anatomy and physiology.
- General knowledge of medical disciplines and disease states.
- Knowledge of medications and their interactions and reactions.
- Physical assessment skills; mental health assessment skills.
- Counseling skills.
- Considerable interpersonal skills.
- Oral and written communication skills.
- Ability to work independently.
- Ability to work under pressure.
- Ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:

MINIMUM REQUIREMENTS:

- Completion of an accredited Nurse Practitioner program.
- Incumbents in this class must possess a valid APRN license to practice in the State of Connecticut, as well as maintain certification as an Advanced Practice Registered Nurse.
- Must possess and maintain certification as an Advance Practice Registered Nurse in Psychiatry PMHNP—BC

SPECIAL REQUIREMENTS:

- Must have at least 1-year full-time experience working with patients with mental illnesses (with and without co-morbid addictions) and be able to prescribe psychotropic drugs

PREFERRED EXPERIENCE:

- EPIC experience
- Experience providing direct psychiatric care in an outpatient setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-407 | 1 | 15 | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 1 | 2 | 25 |
| Unqualified | 1 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Qualified | 0 | 5 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 1 | 2 | 12 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AF was selected. She had PMHNP-BC certification and a license to practice in Connecticut. She also had a year of full-time experience working with patients with mental illnesses and/or Co-Occurring disorder and prescribed psychotropic drugs. Additionally, she had the preferred EPIC (electronic medical records) experience and experience providing direct psychiatric care in an outpatient setting.

| | |
|---------------------------|-------------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-1177 |
| Job Group | 3M |
| Department | 70045-UMG-Geriatrics |
| Job Title | Nurse Practitioner - UMG-Geriatrics |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Considerable knowledge of theory, principles and practices of advanced nursing and therapeutic models in area of specialty

Knowledge of pharmacology as it relates to advanced nursing practice

Knowledge of different disciplines and disease states

Counseling skills

Considerable interpersonal skills

Oral and written communication skills

Skill in performing specialty specific invasive procedures

Ability to effectively assess physical and psychosocial conditions

Ability to work independently

Ability to work under pressure

Ability to formulate appropriate treatment plans

Decision making ability

Ability to lead others and to work cooperatively in a team environment.

EXPERIENCE AND TRAINING:

Must possess and maintain a licensure as an Advanced Practice Registered Nurse (APRN) in the State of Connecticut

SPECIAL REQUIREMENT:

Applicable work experience in Geriatrics. May have worked as an RN in the specialty.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

Clinical experience with Geriatric patients at the APRN and/or RN level
 Clinical and/or research experience in cognitive decline/memory impairment
 Epic Ambulatory (Outpatient) EMR experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1177 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website

Goal candidates did not apply for this position.

The 1 WF was selected. At the APRN level she had clinical experience with geriatric patients in cognitive decline/memory impairment. She also had EPIC (electronical medical record) certification.

| | |
|---------------------------|--|
| Start Date | 10/20/2023 |
| Requisition Number | 2023-1018 |
| Job Group | 3M |
| Department | UMG-IMA West Hartford |
| Job Title | Nurse Practitioner - UMG-IMA West Hartford |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of theory, principles and practices of advanced nursing and therapeutic models in area of specialty
- Knowledge of pharmacology as it relates to advanced nursing practice
- Knowledge of different disciplines and disease states
- Counseling skills
- Considerable interpersonal skills
- Oral and written communication skills
- Skill in performing specialty specific invasive procedures
- Ability to effectively assess physical and psychosocial conditions
- Ability to work independently
- Ability to work under pressure
- Ability to formulate appropriate treatment plans
- Decision making ability
- Ability to lead others and to work cooperatively in a team environment.

EXPERIENCE AND TRAINING:

- Must possess and maintain a licensure as an Advanced Practice Registered Nurse (APRN) in the State of Connecticut

SPECIAL REQUIREMENT:

- Applicable work experience in Internal Medicine. May have worked as an RN in the specialty.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- 2 years of practice as a Nurse Practitioner
- Previous experience working in Internal Medicine, Family Medicine, and/or Urgent Care settings

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1018 | 1 | 5 | 1 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 13 |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 2 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on:

- LinkedIn Professional Groups
- Massachusetts Coalition of Nurse Practitioners
- UConn Health website

The goal candidate, 1 HF, was interviewed and not selected. She was a May 2023 graduate and did not have the preferred two years of experience as a Nurse Practitioner.

The 1 BF was selected. She had the preferred two years of Nurse Practitioner experience working in an Urgent Care setting.

| | |
|---------------------------|------------------------------------|
| Start Date | 10/20/2023 |
| Requisition Number | 2023-1199 |
| Job Group | 3M |
| Department | 80750-Palliative Care |
| Job Title | Nurse Practitioner-Palliative Care |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology
 Knowledge of different disciplines and disease states
 Knowledge of medication and their interactions and reactions
 Physical assessment skills
 Counseling skills
 Considerable interpersonal skills
 Oral and written communication skills
 Skill in performing invasive procedures
 Ability to work independently
 Ability to work under pressure
 Ability to formulate plans of care
 Decision making ability

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Certification as an Advanced Practice Nurse from an accredited Nurse Practitioner program
 Incumbents in this class must possess a valid license to practice in the State of Connecticut

PREFERRED EXPERIENCE:

Knowledge and expertise in Palliative & Hospice Care
 ACHPN certification preferred

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1199 | 1 | 13 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 17 |
| Qualified | 1 | 7 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 10 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was not interviewed because she did not have the preferred palliative care experience.

The goal candidate, 1 HF, was interviewed and not selected. She graduated in 2015 with her nurse practitioner degree and did not have clinical experience as a nurse practitioner.

The 1 WF was selected. She had the preferred fifteen years of Nurse Practitioner experience working in palliative care. She also had the Advanced Certified Hospice and Palliative Nurse (ACHPN) certification preferred.

| | |
|---------------------------|--|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-057 |
| Job Group | 3M |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Nurse Practitioner-Hematology/Oncology |

EXPERIENCE AND TRAINING:

General Experience:

- Registered Nurse, and completion of an accredited Nurse Practitioner program.
- Incumbents in this class must possess a valid license to practice in the State of Connecticut

SPECIAL REQUIREMENT:

- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) BLS certification within six (6) months of hire

PREFERRED REQUIREMENTS:

- Oncology APRN experience
- Hematology Oncology APRN experience
- Chemotherapy experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-057 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF and 1 AF were selected.

- 1 WF had two years of hematology experience. Her experience included administering chemotherapy.
- 1 AF had three years of hematology experience as a registered nurse and three years of experience as a nurse practitioner.

| | |
|---------------------------|---------------------------|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-148 |
| Job Group | 3M |
| Department | 81021-Emergency Room Unit |
| Job Title | Nurse Practitioner |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology. Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions. Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills. Ability to perform invasive procedures. Ability to work independently. Ability to work under pressure. Ability to formulate plans of care. Decision making ability.

EXPERIENCE AND TRAINING:

General Experience:

- Incumbents in this class must possess and maintain licensure as a Physician Assistant or APRN issued by the Connecticut State Department of Public Health in accordance with the applicable Connecticut General Statutes. (Must obtain prior to start of employment)

SPECIAL REQUIREMENT:

- Incumbents in this class must possess and maintain Connecticut Controlled Substance Registration for Practitioners issued by the State of Connecticut Department of Consumer Protection. (Must be obtained prior to start of employment)
- Incumbents in this class must possess and maintain United States Drug Enforcement Administration Registration issued by the United States Federal Government.
- Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).
- Incumbents in this class are required to possess and maintain NCCPA certification.
- Incumbents in this class must complete 100 hours of CME every 2 years.
- Incumbents in this class may be required to travel.
- CME every 2 years.
- Incumbents in this class may be required to travel.

PREFERRED REQUIREMENT:

- Two or more years of work experience as a Physician Assistant or Nurse Practitioner in Emergency Medicine environments.
- ACLS, PALS and ATLS certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-148 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 7 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AF was selected. She had five years of nurse practitioner experience in an urgent care facility.

| | |
|---------------------------|--------------------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2023-1396 |
| Job Group | 3M |
| Department | 81240-Partial Hosp Prog |
| Job Title | Nurse Practitioner (Psychiatry APRN) |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of theory, principles, and practices of advanced nursing and therapeutic models in area of specialty
- Knowledge of pharmacology as it relates to advanced nursing practice
- Knowledge of different disciplines and disease states
- Knowledge of medication and their interactions and reactions
- Physical assessment skills
- Counseling skills
- Considerable interpersonal skills
- Oral and written communication skills
- Skill in performing specialty specific invasive procedures
- Ability to effectively assess physical and psychosocial conditions
- Ability to work independently
- Ability to work under pressure
- Ability to formulate appropriate treatment plans
- Decision making ability
- Ability to lead others and to work cooperatively in a team environment

EXPERIENCE AND TRAINING:

General Experience:

- Graduate of an accredited Nurse Practitioner (APRN) program
- Connecticut Controlled Substance license and DEA license.
- Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as Nurse Practitioner (APRN)

SPECIAL REQUIREMENT:

- PMHNP-BC
- BLS Certification

- Must demonstrate at least one (1) year of experience working with mental illness and addictions.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1396 | 0 | 6 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 11 |
| Unqualified | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was not interviewed. She did not respond to an offer to schedule an interview.

The 1 WF was selected. In her current role as a nurse practitioner, she determined the level of patient acuity and if the patient was admitted or treated outpatient for their mental health issues. She also had previous inpatient experience as a psych registered nurse.

| | |
|---------------------------|--|
| Start Date | 4/19/2024 |
| Requisition Number | 2023-1285 |
| Job Group | 3M |
| Department | 70057-UMG-IMA Southington |
| Job Title | Nurse Practitioner - UMG-IMA Southington |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of theory, principles and practices of advanced nursing and therapeutic models in area of specialty
- Knowledge of pharmacology as it relates to advanced nursing practice
- Knowledge of different disciplines and disease states
- Counseling skills
- Considerable interpersonal skills
- Oral and written communication skills
- Skill in performing specialty specific invasive procedures
- Ability to effectively assess physical and psychosocial conditions
- Ability to work independently
- Ability to work under pressure
- Ability to formulate appropriate treatment plans
- Decision making ability
- Ability to lead others and to work cooperatively in a team environment.

EXPERIENCE AND TRAINING:

- Must possess and maintain a licensure as an Advanced Practice Registered Nurse (APRN) in the State of Connecticut

SPECIAL REQUIREMENT:

- Applicable work experience in Internal Medicine. May have worked as an RN in the specialty.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1285 | 3 | 7 | 1 | 3 | 0 | 2 | 1 | 3 | 0 | 0 | 0 | 20 |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 1 | 4 | 1 | 1 | 0 | 2 | 1 | 3 | 0 | 0 | 0 | 13 |
| Interviewed | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the following websites:

- LinkedIn Professional Groups
- Massachusetts Coalition of Nurse Practitioners
- UConn Health

The goal candidates, 2 HF and 1 AM, were not interviewed for the following reasons:

- 1 AM did not have any nurse practitioner experience.
- 2 HF did not have outpatient nurse practitioner experience.

The 1 BF was selected. She had outpatient nurse practitioner experience in a primary care facility. She had been seeing twenty to twenty-two patients daily. She also had experience using EPIC (electronic medical record system).

| | |
|---------------------------|------------------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-608 |
| Job Group | 3M |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Nurse Practitioner-Supportive Care |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of anatomy and physiology
- Knowledge of different disciplines and disease states

- Knowledge of medication and their interactions and reactions
- Physical assessment skills
- Counseling skills
- Considerable interpersonal skills
- Oral and written communication skills
- Skill in performing invasive procedures
- Ability to work independently
- Ability to work under pressure
- Ability to formulate plans of care
- Decision making ability

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

- Certification as an Advanced Practice Nurse from an accredited Nurse Practitioner program
- Incumbents in this class must possess a valid license to practice in the State of Connecticut

SPECIAL REQUIREMENT:

- Minimum 1 year of outpatient oncology, cancer survivorship or palliative care APRN experience required

PREFERRED EXPERIENCE:

- Two or more years of specialty Palliative Care experience; ACHPN certification preferred or within the 1st year
- Hematology/oncology experience, surgical oncology experience, radiation oncology experience, infusion experience
- Knowledge and experience in Cancer survivorship
- EPIC experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-608 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had over five years of combined hematology, oncology, palliative care, and cancer survivorship clinical experience. She was a nurse practitioner traveler and had been working as the Supportive Care Nurse Practitioner in UConn Health's Cancer Center seeing patients for palliative supportive care and cancer survivorship. Since she arrived six months ago, she had been able to double the clinic volume, improve processes, and reduce admissions for unmanaged symptoms.

| | |
|---------------------------|--------------------------------|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-665 |
| Job Group | 3M |
| Department | 81008-Surgery/Orthopedics Unit |
| Job Title | Nurse Practitioner |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology. Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions. Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills. Ability to perform invasive procedures. Ability to work independently. Ability to work under pressure. Ability to formulate plans of care. Decision making ability.

EXPERIENCE AND TRAINING:

General Experience:

- Registered Nurse, and completion of an accredited Nurse Practitioner program or a Graduate of an accredited Physician Assistant program.
- Connecticut Controlled Substance license and DEA license
- Incumbents in this class must possess and maintain a valid license to practice Advance Nursing or Physician Assistant in the State of Connecticut

SPECIAL REQUIREMENT:

- Incumbents in this class must possess and maintain Connecticut Controlled Substance Registration for Practitioners issued by the State of Connecticut Department of Consumer Protection. (Must be obtained prior to start of employment)
- Incumbents in this class must possess and maintain United States Drug Enforcement Administration Registration issued by the United States Federal Government.
- Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).
- Incumbents in this class are required to possess and maintain NCCPA certification.
- Incumbents in this class must complete 100 hours of CME every 2 years.
- Incumbents in this class may be required to travel.

PREFERRED REQUIREMENT:

Two or more years of work experience as a Physician Assistant/Advanced Practitioner Nurse in General Surgery as part of patient population mix

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-665 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF, part-time UConn Health employee, was selected. She had graduated from a nurse practitioner program and was a licensed nurse practitioner. She had been working in the intensive care unit since 2012 as a registered nurse where she cared for post op surgical patients. Additionally, she had clinical skills to identify sick patients and evaluate their needs.

3M. (Nurse Practitioner) Hires – Part Time to Full Time

Nurse Practitioner (N.N.I.C.U)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Nurse Practitioner (Osteoporosis)

1 BF adjusted her work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 4A Office Assistant | 9 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|---------------------|------------|----------|----|------------|-----------|
| 4A OFFICE ASSISTANT | 6/2/2023 | N | WF | 2023-1203 | 1 |
| | 7/14/2023 | N | BF | 2023-1088 | 1 |
| | 7/14/2023 | N | WF | 2023-971 | 1 |
| | 8/11/2023 | N | WF | 2023-1417 | 1 |
| | 9/22/2023 | Y | AM | 2024-008 | 1 |
| | 10/20/2023 | N | BF | 2024-012 | 1 |
| | 3/22/2024 | N | WF | 2024-673 | 1 |
| | 5/31/2024 | N | WF | 2024-420 | 2 |
| | 5/31/2024 | N | WF | 9999-15467 | 1 |

| | |
|--------------------|-----------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1203 |
| Job Group | 4A |
| Department | 62060-Finance and Reporting |
| Job Title | Office Assistant |

EXPERIENCE AND TRAINING: Two (2) years of general clerical work experience.

Substitution Allowed: College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED REQUIREMENTS:

Demonstrated experience with Microsoft Office products to include Word and Advanced Excel.
Cash management experience in a finance setting

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable knowledge of office systems and procedures including proper telephone usage and filing
Oral and written communication skills
Skill in performing arithmetic computations
Basic interpersonal skills
Ability to perform a full range of clerical tasks
Ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software
 Ability to schedule and prioritize workflow
 Ability to read and interpret complex instructions

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1203 | 3 | 16 | 1 | 11 | 1 | 14 | 1 | 4 | 2 | 3 | 4 | 60 |
| Unqualified | 0 | 3 | 0 | 2 | 0 | 2 | 0 | 1 | 1 | 1 | 1 | 11 |
| Qualified | 3 | 11 | 1 | 9 | 1 | 9 | 1 | 3 | 1 | 2 | 2 | 43 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The AM goal had been met with a previous hire. It was no longer an established hiring goal.

The goal candidates, 3 WM, 1 AM, and 3 AF, were not interviewed because they did not have the following:

- 1 WM did not have the combination of billing and reconciliation experience.
- 2 WM and 1 AF did not have the combination of cash deposit/management and reconciliation experience.
- 1 AM did not have the combination of customer service, billing, cash deposit/management, and reconciliation experience.
- 1 AF did not have the combination of experience with information systems, cash deposit/management, and reconciliation experience.
- 1 AF did not have the combination of experience with information systems, billing, cash deposit/management, and reconciliation experience.

The 1 WF was selected. She had customer service, cash deposit/management and reconciliation experience. She also had experience with information systems, and the ability to work between multiple programs. Additionally, she provided detailed examples of her ability to multitask and pay attention to detail.

| | |
|---------------------------|------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-971 |
| Job Group | 4A |
| Department | 83069-Radiology |
| Job Title | Office Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic

interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

REQUIREMENTS:

Two (2) years' general clerical work experience.

SUBSTITUTION ALLOWED:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED QUALIFICATIONS:

5 years' experience in Radiology scheduling in a hospital.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-971 | 3 | 35 | 1 | 16 | 0 | 24 | 1 | 4 | 0 | 8 | 3 | 95 |
| Unqualified | 0 | 7 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 11 |
| Qualified | 2 | 25 | 1 | 16 | 0 | 15 | 1 | 4 | 0 | 8 | 1 | 73 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 7 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, 1 AM, and 4 AF, were not interviewed for the following reasons:

- 2 WM, 1 AM, and 3AF did not have the preferred medical scheduling experience.
- 1 AF did not have a stable employment history.

The goal candidate, 1 WM, was interviewed and offered the position. He declined the offer.

The 1 HF was selected. She had high volume (100+ calls per day) medical scheduling experience utilizing the EPIC electronic medical record system in a hospital setting. She also provided concise answers to interview questions.

| | |
|---------------------------|--|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1088 |
| Job Group | 4A |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Office Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

- Incumbents in this class must possess considerable knowledge of office systems and procedures including proper telephone usage and filing
- Oral and written communication skills
- Skill in performing arithmetic computations
- Basic interpersonal skills
- Ability to perform a full range of clerical tasks
- Ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment
- Ability to operate office suite software
- Ability to schedule and prioritize workflow
- Ability to read and interpret complex instructions

MINIMUM QUALIFICATIONS:

Two (2) years of general clerical work experience.

SUBSTITUTIONS ALLOWED:

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED REQUIREMENTS:

- Minimum of two (2) years of hospital billing and follow up experience
- Comprehensive knowledge of insurance plan payer processing
- Strong problem solving and research skills
- Two (2) years of EPIC experience
- Working knowledge of revenue codes, CTP/HCPC Codes
- Knowledge of payer payment variances

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-1088 | 1 | 24 | 1 | 6 | 0 | 6 | 0 | 2 | 1 | 3 | 0 | 44 |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 6 |
| Qualified | 1 | 16 | 1 | 1 | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 25 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 11 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 2 AF, were not interviewed because they did not have the preferred qualifications of hospital billing and follow up experience; knowledge of insurance plan payer processing; EPIC (integrated electronic medical records system) experience; knowledge of revenue codes and knowledge of payer payment variances.

The 1 BF was selected. She scored 85% on ten interview questions. The interview questions were ten points each. The interview questions were based on the following:

- Hospital billing experience
- Knowledge of insurance plan payer processing
- Problem solving and research skills
- Knowledge of revenue codes
- Knowledge of payer payment variances

| | |
|---------------------------|------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1417 |
| Job Group | 4A |
| Department | 61121-Library |
| Job Title | Office Assistant |

EXPERIENCE AND TRAINING: Two (2) years of general clerical work experience.

Substitution Allowed: College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

- knowledge of office systems and procedures including proper telephone usage and filing
- Oral and written communication skills
- Skill in performing arithmetic computations
- Basic interpersonal skills
- Ability to perform a full range of clerical tasks
- Ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment
- Ability to operate office suite software
- Ability to schedule and prioritize workflow
- Ability to read and interpret complex instructions

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1417 | 7 | 25 | 4 | 12 | 0 | 12 | 1 | 5 | 0 | 1 | 4 | 71 |
| Unqualified | 0 | 6 | 1 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 14 |
| Qualified | 7 | 17 | 3 | 8 | 0 | 8 | 1 | 5 | 0 | 1 | 3 | 53 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 7 WM, 1 AM, and 5 AF, were not interviewed because they did not have experience working in a library.

The 1 WF was selected. For the past five years she had worked part-time in the UConn Health's library as a student laborer. She was dependable and had experience with the library's user interface, and online catalog program.

| | |
|---------------------------|--|
| Start Date | 9/22/2023 |
| Requisition Number | 2024-008 |
| Job Group | 4A |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Office Assistant |

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:

Two (2) years of general clerical work experience.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED REQUIREMENTS:

- Minimum of two (2) years of hospital billing and follow up experience
- Comprehensive knowledge of insurance plans/member eligibility
- Strong problem solving and research skills
- Two (2) years of EPIC experience

- Working knowledge of Revenue codes, CTP/HCPC codes
- Knowledge of Payer payment variances

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-008 | 1 | 16 | 2 | 7 | 2 | 16 | 2 | 7 | 1 | 3 | 2 | 59 |
| Unqualified | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 3 |
| Qualified | 1 | 12 | 1 | 5 | 0 | 12 | 1 | 5 | 1 | 2 | 1 | 41 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 1 | 2 | 1 | 2 | 0 | 2 | 0 | 0 | 1 | 13 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 AM, was selected.

| | |
|---------------------------|--|
| Start Date | 10/20/2023 |
| Requisition Number | 2024-012 |
| Job Group | 4A |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Office Assistant |

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:

Two (2) years of general clerical work experience.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED REQUIREMENTS:

- Minimum of two (2) years of revenue cycle patient financial billing experience
- Comprehensive knowledge of insurance plan payer processing
- Strong problem solving and research skills.
- Two (2) years of EPIC experience – EPIC Cash Drawer
- Knowledge of 835 processing
- Proficient Microsoft skills, including excel.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-012 | 0 | 20 | 1 | 6 | 2 | 12 | 3 | 5 | 1 | 2 | 4 | 56 |
| Unqualified | 0 | 5 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Qualified | 0 | 14 | 1 | 5 | 1 | 10 | 2 | 5 | 0 | 2 | 2 | 42 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 1 | 5 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The AM goal had been met with a previous hire. It was no longer an established hiring goal.

The goal candidates, 5 AF, were not interviewed for the following reasons:

- 1 AF declined an offer to schedule an interview for this position.
- 4 AF did not meet any of the preferred requirements.

1 BF was selected. She had scored 95% on interview questions. There were ten questions, and they were worth ten points each. The interview questions were based on the following:

- Hospital billing experience
- Knowledge of insurance plan payer processing
- Problem solving and research skills
- Knowledge of revenue codes
- Knowledge of payer payment variances

| | |
|---------------------------|-----------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-673 |
| Job Group | 4A |
| Department | 62060-Finance and Reporting |
| Job Title | Office Assistant - Finance |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

- Incumbents in this class must possess considerable knowledge of office systems and procedures including proper telephone usage and filing
- Oral and written communication skills
- Skill in performing arithmetic computations
- Basic interpersonal skills
- Ability to perform a full range of clerical tasks
- Ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment

- Ability to operate office suite software
- Ability to schedule and prioritize workflow
- Ability to read and interpret complex instructions

EXPERIENCE AND TRAINING:

Two (2) years of general clerical work experience.

Substitution Allowed: College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED REQUIREMENTS:

- Demonstrated experience with Microsoft Office products to include Word and Advanced Excel.
- Experience working with vendors in a hospital setting

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-673 | 0 | 22 | 1 | 7 | 1 | 5 | 0 | 2 | 1 | 1 | 4 | 44 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 4 |
| Qualified | 0 | 18 | 0 | 6 | 1 | 5 | 0 | 2 | 0 | 1 | 2 | 35 |
| Interviewed | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The AM goal had been met with a previous hire. It was no longer an established hiring goal.

The goal candidates, 2 AF, were not interviewed because they did not have the combination of attributes for the Office Assistant position including current accounts payable experience, data entry, attention to detail, and Adobe skills.

1 WF was selected. She had current accounts payable experience and data entry experience. She also provided detailed examples of her attention to detail skills and critical thinking skills. Additionally, she provided detailed examples of her experience with Adobe skills.

| | |
|---------------------------|---------------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-420 |
| Job Group | 4A |
| Department | 83060-Imaging Services Administration |
| Job Title | Office Assistants - Radiology |

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of office systems and procedures including proper telephone usage and filing; oral

and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:

Two (2) years of general clerical work experience.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED QUALIFICATIONS:

5 years' experience in Radiology scheduling in a hospital.

Knowledge of medical terminology

Epic experience

Experience scheduling in a hospital setting

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-420 | 2 | 58 | 4 | 24 | 1 | 29 | 1 | 5 | 3 | 4 | 7 | 138 |
| Unqualified | 1 | 8 | 0 | 4 | 0 | 5 | 0 | 0 | 0 | 1 | 1 | 20 |
| Qualified | 1 | 43 | 4 | 16 | 1 | 20 | 1 | 3 | 3 | 3 | 6 | 101 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 4 | 0 | 4 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 11 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The AM goal had been met with a previous hire. It was no longer an established hiring goal.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The goal candidates, 1 WM and 3 AF, were not interviewed for the following reasons:

- 1 WM and 2 AF did not meet any of the preferred requirements.
- 1 AF declined an offer to schedule an interview for this position.

The goal candidate, 1 AF, was interviewed and not selected because her background was not in radiology.

The goal candidate, 1 AF, was interviewed and offered the position. She declined the offer.

2 WF were selected.

- 1 WF was currently working in a radiology department as an X-ray technologist and scheduler. She had experience answering multiple calls and scheduling radiology appointments.
- 1 WF had experience working in a radiology department as a patient registration representative. From this position she had experience answering multiple calls and using EPIC (electronic medical records system) to schedule radiology appointments.

4A. (Office Assistant) Hires – Part Time to Full Time

Office Assistant (Float Pool)

1 WF adjusted her work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 4B Patient Service Rep | 9 | 0 | 3 | 0 | 1 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------------|------------|----------|----|-----------|-----------|
| 4B PATIENT SERVICE REP | 8/11/2023 | N | AF | 2023-1153 | 1 |
| | 8/11/2023 | N | HF | 2023-1154 | 1 |
| | 8/11/2023 | N | WF | 2023-1153 | 1 |
| | 10/20/2023 | N | TF | 2024-131 | 1 |
| | 5/31/2024 | N | WF | 2024-216 | 1 |

| | |
|--------------------|---------------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1153 |
| Job Group | 4B |
| Department | 20082-Dental Financial Services |
| Job Title | Patient Svcs Representatives |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures

Knowledge of Federal, State, and other patient financial assistive health programs

Knowledge of the principles and techniques of interviewing

Some knowledge of medical/dental terminology.

Knowledge of general office procedures.

Considerable interpersonal skills; oral and written communication skills; organizational skills. computer skills.

Basic negotiation skills; record keeping ability

Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

General Experience:

Three (3) years of dental billing/insurance claims experience including Medicaid and/or private insurance.for dental procedures

SUBSTITUTIONS ALLOWED:

Associates degree may be substituted for two (2) years of the general experience

Preferred Experience:

Experience in a dental or oral surgery practice

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1153 | 0 | 11 | 0 | 4 | 0 | 5 | 0 | 2 | 1 | 0 | 1 | 24 |
| Unqualified | 0 | 9 | 0 | 4 | 0 | 4 | 0 | 1 | 1 | 0 | 1 | 20 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

Goal candidates did not apply for these positions.

1 WF and 1 AF were selected.

- WF had twenty years of experience in the dental field. She had experience with Medicaid and private insurance billing, claims submission, payment entry, and work denials.
- AF had twelve years of experience in the dental field. She had experience performing finance and clerical related duties.

| | |
|---------------------------|---|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1154 |
| Job Group | 4B |
| Department | UMG-Neurology |
| Job Title | Patient Services Representative - UMG-Neurology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
Knowledge of Federal, State, and other patient financial assistance health programs
Knowledge of the principles and techniques of interviewing
Some knowledge of medical/dental terminology
Knowledge of general office procedures
Considerable interpersonal skills
Oral and written communication skills
Organizational skills
Computer skills
Basic negotiation skills
Record keeping ability
Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

General Experience:

Three (3) years of hospital/medical billing and/or insurance claims experience.
 Substitutions Allowed:
 Associates degree may be substituted for two (2) years of the general experience.

PREFERRED QUALIFICATIONS:

Certified Coder or certification within 1 year of hire
 Experience with Excel spreadsheet development/maintenance
 Precertification/prior authorization experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1154 | 0 | 7 | 0 | 3 | 0 | 10 | 0 | 1 | 1 | 0 | 0 | 22 |
| Unqualified | 0 | 2 | 0 | 2 | 0 | 5 | 0 | 1 | 0 | 0 | 0 | 10 |
| Qualified | 0 | 5 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 HF was selected. She had twenty years of experience in the medical field. Her experience included dealing with insurance to obtain prior authorizations. She also had billing experience and had experience collaborating with providers and support staff.

| | |
|---------------------------|---------------------------------|
| Start Date | 10/20/2023 |
| Requisition Number | 2024-131 |
| Job Group | 4B |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Patient Services Representative |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
- Knowledge of Federal, State, and other patient financial assistance health programs
- Knowledge of the principles and techniques of interviewing
- Some knowledge of medical/dental terminology
- Knowledge of general office procedures
- Considerable interpersonal, Oral, and written communication, Organizational, Computer, and Basic negotiation skills
- Record keeping ability

- Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of hospital/medical billing and/or insurance claims experience.

Substitutions Allowed:

Associate's degree may be substituted for two (2) years of general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-131 | 2 | 15 | 0 | 9 | 0 | 9 | 0 | 2 | 1 | 4 | 1 | 43 |
| Unqualified | 2 | 12 | 0 | 6 | 0 | 6 | 0 | 2 | 1 | 1 | 0 | 30 |
| Qualified | 0 | 3 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 2 | 1 | 9 |
| Interviewed | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

1 TF was selected. She had working knowledge of current procedural terminology codes and the international classification of diseases tenth revision codes. She also had experience with modifiers and tele visit charges. Additionally, she had experience with claim denials and payment variances as well as experience with prior-authorizations and pre-certification. Lastly, she provided accurate and concise responses to interview questions.

| | |
|---------------------------|---------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-216 |
| Job Group | 4B |
| Department | 20082-Dental Financial Services |
| Job Title | Patient Svcs Representative |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
- Knowledge of Federal, State, and other patient financial assistive health programs
- Knowledge of the principles and techniques of interviewing
- Some knowledge of medical/dental terminology.
- Knowledge of general office procedures.

- Considerable interpersonal skills; oral and written communication skills; organizational skills.
- computer skills.
- Basic negotiation skills; record keeping ability
- Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

General Experience:

Three (3) years of dental billing/insurance claims experience including Medicaid and/or private insurance for dental procedures

SUBSTITUTIONS ALLOWED:

Associates degree may be substituted for two (2) years of the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-216 | 4 | 72 | 7 | 57 | 5 | 52 | 1 | 7 | 1 | 14 | 15 | 235 |
| Unqualified | 4 | 64 | 7 | 54 | 5 | 44 | 1 | 6 | 1 | 14 | 15 | 215 |
| Qualified | 0 | 4 | 0 | 3 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 14 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 WM, 7 BM, and 5 HM, did not meet the minimum requirements as posted.

1 WF was selected. She had fourteen years of experience in a dental setting. Her experience in the dental setting included nine years of experience with financial related tasks, and nine years of experience working with Medicaid. She also had eight years of experience working in a dental setting with private insurance and third-party payors. Lastly, she had nine years of experience with clerical tasks including scheduling dental appointments.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 4C Clerk/Clerk Typist | 2 | 4 | 1 | 0 | 1 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|----------|------------|----------|----|-----------|-----------|
| 4C CLERK | 6/2/2023 | N | BF | 2023-1086 | 1 |
| | 11/3/2023 | N | HF | 2024-101 | 1 |
| | 4/19/2024 | N | UU | 2024-597 | 1 |
| | 5/3/2024 | N | HF | 2024-855 | 1 |
| | 5/31/2024 | N | HF | 2024-856 | 1 |

| | |
|--------------------|-----------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1086 |
| Job Group | 4C |
| Department | 62060-Finance and Reporting |
| Job Title | Clerk |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of grammar, spelling, punctuation; basic skills in performing arithmetic computations; basic interpersonal skills; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow oral and written instructions; ability to file; ability to operate office equipment.

EXPERIENCE AND TRAINING:

General Experience:

Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

Preferred Qualifications:

Current accounts payable experience with two or more years of data entry experience
Knowledge of Husky Buy and Banner computer systems.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1086 | 6 | 20 | 0 | 9 | 0 | 8 | 1 | 3 | 1 | 1 | 3 | 52 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 6 | 17 | 0 | 6 | 0 | 8 | 1 | 3 | 1 | 1 | 3 | 46 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirements as posted.

The goal candidates, 6 WM and 17 WF, were not interviewed for the following reasons:

- 6 WM and 15 WF did not have the preferred experience with accounts payable and data entry.
- 2 WF did not respond to requests to schedule an interview.

The goal candidates, 2 WF, were interviewed and not selected for the following reasons:

- 1 WF based on interview questions did not have accounts payable and data entry experience. She also did not provide detailed examples of her ability to pay attention to details.
- 1 WF was offered the position. She received a negative reference, and her offer was rescinded.

The 1 BF was selected. She had four years of data entry experience. She also provided detailed examples of her ability to pay attention to details.

| | |
|---------------------------|-----------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2024-101 |
| Job Group | 4C |
| Department | 62060-Finance and Reporting |
| Job Title | Clerk |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of grammar, spelling, punctuation; basic skills in performing arithmetic computations; basic interpersonal skills; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow oral and written instructions; ability to file; ability to operate office equipment.

EXPERIENCE AND TRAINING:

General Experience:

Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

Preferred Qualifications:

- Current accounts payable experience with two or more years of data entry experience
- Knowledge of Husky Buy and Banner computer systems.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-101 | 5 | 18 | 2 | 8 | 1 | 10 | 1 | 1 | 0 | 0 | 3 | 49 |
| Unqualified | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 5 | 14 | 1 | 8 | 0 | 9 | 1 | 1 | 0 | 0 | 2 | 41 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Offer Declined | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WF and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 5 WM, 14 WF and 1 BM, were not interviewed because they did not have the preferred current accounts payable experience with data entry experience.

The goal candidates, 2 WF, were interviewed and not selected. Based on their interview responses they did not have accounts payable and data entry experience. They also did not provide detailed examples of their ability to pay attention to details.

The goal candidate, 1 BM, was interviewed and offered the position. He declined the offer.

The 1 HF was selected. She had five years of accounts payable and data entry experience. She also provided detailed examples of her ability to pay attention to details.

| | |
|---------------------------|--------------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-597 |
| Job Group | 4C |
| Department | 83072-Mammography |
| Job Title | Clerk Typist - Radiology |

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer

terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school with coursework in typing.

PREFERRED QUALIFICATIONS:

Experience in a Radiology setting; EMR

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-597 | 0 | 17 | 0 | 8 | 0 | 4 | 1 | 1 | 0 | 0 | 3 | 34 |
| Unqualified | 0 | 0 | 0 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 16 | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 22 |
| Interviewed | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Offer Declined | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 16 WF, were not interviewed for the following reasons:

- 10 WF did not have experience in a healthcare setting.
- 1 WF did not attend her scheduled interview.
- 1 WF was not eligible for rehire.
- 4 WF declined invitations to schedule an interview.

The goal candidate, 1 WF, was interviewed and offered the position. She declined the offer of employment.

The 1 UU was selected. She had experience in the healthcare setting with electronic medical records. She also provided concise responses to interview questions.

| | |
|---------------------------|----------------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-855 |
| Job Group | 4C |
| Department | 81120-Volunteer & Guest Services |
| Job Title | Clerk Typist |

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

SPECIAL REQUIREMENTS:

Must be able to carry out written/oral instructions.

Must have proper grammar, punctuation, and spelling.

Must have strong interpersonal, communication and customer service skills and computer abilities.

Ability to maintain a professional demeanor with patients, visitors, and staff in high-stress situations.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-855 | 1 | 9 | 0 | 4 | 1 | 4 | 0 | 0 | 1 | 1 | 2 | 23 |
| Unqualified | 1 | 3 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 8 |
| Qualified | 0 | 5 | 0 | 3 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 12 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 3WF, did not meet the minimum requirements as posted.

The goal candidates, 5 WF and 1 HM, were not interviewed because they were not UConn Health employees. Only UConn Health employees were interviewed.

The goal candidate, 1 WF, was interviewed and not selected. She did not have experience working in a customer service position.

The 1 HF was selected. She had been a special payroll employee at UConn Health's guest services information desk. She provided patient centered responses to interview questions, and she also provided detailed examples of how she shows empathy to patients.

| | |
|---------------------------|----------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-856 |
| Job Group | 4C |
| Department | 81120-Volunteer & Guest Services |
| Job Title | Clerk Typist |

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

SPECIAL REQUIREMENTS:

Must be able to carry out written/oral instructions.

Must have proper grammar, punctuation, and spelling.

Must have strong interpersonal, communication and customer service skills and computer abilities.

Ability to maintain a professional demeanor with patients, visitors, and staff in high-stress situations.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-856 | 0 | 16 | 0 | 6 | 1 | 4 | 0 | 0 | 0 | 1 | 3 | 31 |
| Unqualified | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 15 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 21 |
| Interviewed | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 6 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 15 WF, were not interviewed for the following reasons:

- 14 WF did not have customer service and healthcare experience.
- 1 WF was not eligible for rehire. She was previously hired and did not complete the required training and physical examination.

The goal candidates, 1 WF and 1 HM, were interviewed and not selected for the following reasons:

- 1 WF did not have hospital-based customer service experience.

- 1 HM did not provide customer service patient centered responses to interview questions.

The 1 HF was selected. She had five years of customer service experience in multiple different settings. She also answered all the interview questions with a patient centered approach. Additionally, she provided detailed examples of her ability to solve problems.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------|----|----|----|----|----|----|----|----|
| 4D Secretarial/Clerical | 10 | 0 | 3 | 0 | 2 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------|------------|----------|----|-----------|-----------|
| 4D SECR/CLERICAL | 6/2/2023 | N | UU | 2023-1179 | 1 |
| | 6/2/2023 | N | BF | 2023-1130 | 1 |
| | 6/2/2023 | N | WF | 2023-1125 | 1 |
| | 6/2/2023 | N | WF | 2023-1168 | 1 |
| | 6/16/2023 | N | WF | 2023-1241 | 1 |
| | 7/28/2023 | N | HF | 2023-1265 | 1 |
| | 7/28/2023 | N | HF | 2023-1358 | 1 |
| | 7/28/2023 | N | WF | 2023-1265 | 1 |
| | 7/28/2023 | N | WF | 2023-972 | 1 |
| | 7/28/2023 | Y | WM | 2023-1265 | 1 |
| | 8/11/2023 | N | HF | 2023-1427 | 1 |
| | 8/11/2023 | N | BF | 2023-1342 | 1 |
| | 8/11/2023 | N | BF | 2023-1423 | 1 |
| | 8/11/2023 | Y | WM | 2023-1442 | 1 |
| | 9/8/2023 | N | HF | 2024-009 | 1 |
| | 9/22/2023 | N | HF | 2023-1238 | 1 |
| | 9/22/2023 | N | WF | 2024-003 | 1 |
| | 10/6/2023 | N | WF | 2024-023 | 1 |
| | 10/6/2023 | N | WF | 2024-119 | 1 |
| | 10/20/2023 | N | WF | 2024-129 | 1 |
| | 11/17/2023 | N | WF | 2024-204 | 2 |
| | 12/1/2023 | N | BF | 2024-156 | 1 |
| | 12/15/2023 | N | WF | 2024-165 | 2 |
| | 12/29/2023 | N | WF | 2024-254 | 1 |
| | 12/29/2023 | N | WF | 2024-396 | 1 |
| | 1/12/2024 | N | WF | 2024-211 | 1 |
| | 1/26/2024 | N | HF | 2023-1274 | 1 |
| | 1/26/2024 | N | BF | 2023-1274 | 2 |
| | 1/26/2024 | N | BF | 2024-505 | 1 |
| | 2/9/2024 | N | HF | 2024-602 | 1 |
| | 2/9/2024 | N | WF | 2024-372 | 1 |
| | 2/9/2024 | N | WF | 2024-635 | 1 |
| | 2/23/2024 | N | BF | 2024-531 | 1 |
| | 2/23/2024 | N | WF | 2024-632 | 1 |
| | 4/5/2024 | N | BF | 2024-783 | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------|------------|----------|----|----------|-----------|
| 4D SECR/CLERICAL | 4/5/2024 | N | BF | 2024-869 | 1 |
| | 4/5/2024 | Y | HM | 2024-518 | 1 |
| | 4/19/2024 | Y | WM | 2024-861 | 1 |
| | 5/17/2024 | N | TF | 2024-788 | 1 |
| | 5/17/2024 | N | HF | 2024-527 | 1 |
| | 5/17/2024 | N | HF | 2024-788 | 1 |
| | 5/17/2024 | Y | HM | 2024-860 | 1 |
| | 5/31/2024 | N | BF | 2024-860 | 1 |
| | 5/31/2024 | N | BF | 2024-967 | 1 |

| | |
|---------------------------|--|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1125 |
| Job Group | 4D |
| Department | UMG-Orthopaedics Module |
| Job Title | Telecommunications Operator - UMG-Orthopaedics |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Interpersonal skills
- Oral and written communication skills
- Ability to speak proper English and to enunciate clearly
- Ability to operate office and communications equipment
- Ability to follow written and oral instructions
- Ability to think and act quickly in emergency situations with judgment and discretion
- Ability to maintain records

EDUCATION AND TRAINING:

General Experience: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required to work a schedule that includes weekends, evenings, and holidays.
- Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PREFERRED QUALIFICATIONS:

- Previous experience in a high-volume Call Center and/or medical office scheduling experience

- Bilingual skills

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1125 | 1 | 5 | 0 | 3 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 15 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrew Application | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 3 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he withdrew his application from consideration.

The 1 WF was selected. She had nine years of high-volume (one hundred calls a day) call center experience. She provided detailed responses to interview questions, and she asked pertinent questions.

| | |
|---------------------------|----------------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1130 |
| Job Group | 4D |
| Department | 81120-Volunteer & Guest Services |
| Job Title | University Helper |

MINIMUM QUALIFICATIONS:

- Ability to carry out written and oral instructions
- Knowledge of proper grammar, punctuation, and spelling
- Knowledge of office procedures
- Strong interpersonal, communication and customer service skills and computer abilities
- Ability to maintain professional demeanor with patients, visitors, and staff in high-stress situations

SPECIAL REQUIREMENTS:

- Must be able to push adults in a wheelchair
- Lift up to 40 pounds
- Stand and sit for periods of time
- Walk long distances.

PREFERRED REQUIREMENTS:

- One-year work or volunteer experience in a health care setting and/or a closely related setting
- Demonstrated written and verbal communication skills

- Skillful in interacting with diverse groups and individuals
- Demonstrates good judgment in prioritizing and resolving patient concerns.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1130 | 1 | 2 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Qualified | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrew Application | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Selected | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 HM, were not interviewed for the following reasons:

- 1 HM did not have work or volunteer experience in customer service.
- 1 HM withdrew his application from consideration.

The goal candidates, 1 WM and 1 BM, were interviewed and not selected:

- 1 WM responses to interview questions were not patient centered.
- 1 BM did not respond to communications to schedule a second-round interview on campus.

The 1 BF was selected. She had two years of customer service experience in multiple different settings. She provided patient centered responses to interview questions and detailed examples of her ability to problem solve.

| | |
|---------------------------|----------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1168 |
| Job Group | 4D |
| Department | 62042-Patient Access |
| Job Title | E.D. Admissions Specialist |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of medical terminology
- Knowledge of bookkeeping
- Computer skills
- Knowledge of the principles and practices of clinic office management
- Ability to interpret Medicare, Medicaid, and commercial insurance industry regulation
- Good interpersonal skills, oral and written communications skills
- Knowledge of the principles and techniques of patient interviewing

- Knowledge of the relevant hospital/department, insurance and Medicare policies and procedures including Billings and credit policies and procedures
- Ability to schedule and prioritize workflow

EXPERIENCE AND TRAINING:

Three (3) years of experience in an ambulatory care, emergency department or customer service setting and previous experience with insurance requirements.

SUBSTITUTION:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of one (1) year.

PREFERRED QUALIFICATIONS:

- 3.5 years Emergency Department Registration Experience
- 3.5 years EPIC Experience
- 1 Year of Emergent/Urgent Hospital Notifications and Retro-Authorization of Admission
- Flexible Schedule

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1168 | 1 | 6 | 2 | 5 | 0 | 8 | 0 | 0 | 0 | 1 | 3 | 26 |
| Unqualified | 1 | 4 | 1 | 2 | 0 | 4 | 0 | 0 | 0 | 1 | 2 | 15 |
| Qualified | 0 | 0 | 1 | 3 | 0 | 4 | 0 | 0 | 0 | 0 | 1 | 9 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 BM, was not interviewed because he did not have emergency department registration experience.

The 1 WF, a part-time UConn Health employee, was selected. She was the emergency department admissions specialist in the Patient Access department.

| | |
|---------------------------|---------------------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1179 |
| Job Group | 4D |
| Department | 10840-The Cato T. Laurencin Institute |
| Job Title | Executive Assistant |

This position supports the CEO and Administrative Officer within The Cato T. Laurencin Institute for Regenerative Engineering, as well as administrative and academic support for other faculty members.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office administration and management

Considerable knowledge of the department's policies and procedures

Considerable knowledge of proper grammar, punctuation, and spelling

Considerable knowledge of business communications

Knowledge of business math

Considerable interpersonal skills

Considerable oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Substitutions Allowed:

College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-1179 | 6 | 34 | 3 | 11 | 0 | 10 | 1 | 4 | 0 | 3 | 2 | 74 |
| Unqualified | 2 | 15 | 0 | 5 | 0 | 6 | 1 | 3 | 0 | 2 | 0 | 34 |
| Qualified | 4 | 17 | 3 | 2 | 0 | 4 | 0 | 1 | 0 | 1 | 1 | 33 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

The goal candidates, 4 WM and 3 BM, were not interviewed for the following reasons:

- 1 WM did not have experience supporting a chief executive officer, and he did not have experience managing calendars.
- 1 WM did not have work experience related to an executive assistant position, and he did not have experience making travel arrangements.
- 1 WM did not have direct support for a chief executive officer.
- 1 WM and 2 BM did not have direct support for a chief executive officer, and they did not have experience making travel arrangements.
- 1 BM did not have experience making travel arrangements.

The 1 UU was selected. The applicant had four years of experience supporting a chief executive officer. Their experience included making travel arrangements, managing calendars, and effectively prioritizing tasks.

| | |
|---------------------------|--------------------------------|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-1241 |
| Job Group | 4D |
| Department | 61127-IT Enterprise Technology |
| Job Title | University Helper |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Ability to carry out written and oral instructions.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1241 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for employees only.

The goal candidate, 1 WM, was interviewed and not selected for this position. He was selected for another UConn Health position.

The 1 WF was selected. She had worked for a year in the department as a student laborer carrying out written and oral instructions. During the interview she provided suggestions for process improvements.

| | |
|---------------------------|-----------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1265 |
| Job Group | 4D |
| Department | 70026-UMG-Call Center |
| Job Title | Telecom Operators |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings, and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PREFERRED QUALIFICATIONS:

Call Center and/or medical office scheduling experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-1265 | 3 | 15 | 1 | 5 | 1 | 8 | 0 | 2 | 0 | 1 | 1 | 37 |
| Qualified | 2 | 12 | 1 | 4 | 1 | 7 | 0 | 2 | 0 | 1 | 1 | 31 |
| Withdrew Application | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, 1 BM, and 1 HM, were not interviewed for the following reasons:

- 1 WM did not have the preferred medical office scheduling experience
- 1 WM applied after interviews had been conducted and selections were made.
- 1 BM and 1 HM did not have the preferred call center and/or medical office scheduling experience.

The goal candidate, 1 WM, was selected. 1 WF and 1 HF, were also selected for the following reasons:

- 1 WF had eleven years of experience in a medical setting with phone and scheduling experience.
- 1 HF had eighteen months of experience in a medical setting with phone and scheduling experience.

| | |
|---------------------------|----------------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1358 |
| Job Group | 4D |
| Department | 81120-Volunteer & Guest Services |
| Job Title | University Helper |

MINIMUM QUALIFICATIONS:

Ability to carry out written and oral instructions
 Knowledge of proper grammar, punctuation, and spelling
 Knowledge of office procedures
 Strong interpersonal, communication and customer service skills and computer abilities
 Ability to maintain professional demeanor with patients, visitors, and staff in high-stress situations

SPECIAL REQUIREMENTS:

Must be able to push adults in a wheelchair
 Lift up to 40 pounds
 Stand and sit for periods of time
 Walk long distances.

PREFERRED REQUIREMENTS:

One-year work or volunteer experience in a health care setting and/or a closely related setting
 Demonstrated written and verbal communication skills
 Skillful in interacting with diverse groups and individuals
 Demonstrates good judgment in prioritizing and resolving patient concerns.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1358 | 4 | 4 | 1 | 2 | 2 | 2 | 0 | 1 | 1 | 1 | 0 | 18 |
| Qualified | 4 | 4 | 1 | 2 | 2 | 1 | 0 | 0 | 1 | 1 | 0 | 16 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 WM, 1 BM, and 2 HM, were not interviewed for the following reasons:

- 4 WM and 1 BM did not have the preferred experience in health care or related setting.

- 1 HM had an unstable work history.
- 1 HM had previously interviewed for another university helper position. In that interview he did not provide complete responses to interview questions. This demonstrated his poor verbal communication skills. Additionally, he did not have hospital-based customer service experience.

1 HF was selected. She had one year of customer service as a pharmacy technician. She also answered the interview questions with a patient centered approach. Additionally, she provided detailed examples of her ability to problem solve.

| | |
|---------------------------|----------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-972 |
| Job Group | 4D |
| Department | 62042-Patient Access |
| Job Title | E.D. Admissions Specialist |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of medical terminology
- Knowledge of bookkeeping
- Computer skills
- Knowledge of the principles and practices of clinic office management
- Ability to interpret Medicare, Medicaid, commercial insurance industry regulation
- Good interpersonal skills, oral and written communications skills
- Knowledge of the principles and techniques of patient interviewing
- Knowledge of the relevant hospital/department, insurance and Medicare policies and procedures including Billings and credit policies and procedures
- Ability to schedule and prioritize workflow

EXPERIENCE AND TRAINING:

Three (3) years of experience in an ambulatory care, emergency department or customer service setting and previous experience with insurance requirements.

SUBSTITUTION:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of one (1) year.

PREFERRED QUALIFICATIONS:

- 3.5 years Emergency Department Registration Experience
- 3.5 years EPIC Experience
- 1 Year of Emergent/Urgent Hospital Notifications and Retro-Authorization of Admission
- Flexible Schedule

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-972 | 0 | 17 | 0 | 11 | 4 | 19 | 1 | 2 | 0 | 7 | 4 | 65 |
| Unqualified | 0 | 10 | 0 | 7 | 3 | 13 | 1 | 2 | 0 | 6 | 2 | 44 |
| Qualified | 0 | 3 | 0 | 3 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 10 |
| Withdrew Application | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 2 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 HM, did not meet the minimum qualifications as posted.

The goal candidate, 1 HM, was not interviewed because he did not have the preferred emergency department registration experience and EPIC (electronic medical record) experience.

1 WF was selected. She had EPIC experience and knowledge of emergency department registration. She provided concise responses to interview questions regarding emergency department registration.

| | |
|---------------------------|----------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1342 |
| Job Group | 4D |
| Department | 80082-Patient Access |
| Job Title | E.D. Admissions Specialist |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical terminology

Knowledge of bookkeeping

Computer skills

Knowledge of the principles and practices of clinic office management

Ability to interpret Medicare, Medicaid, and commercial insurance industry regulation

Good interpersonal skills, oral and written communications skills

Knowledge of the principles and techniques of patient interviewing

Knowledge of the relevant hospital/department, insurance and Medicare policies and procedures including Billings and credit policies and procedures

Ability to schedule and prioritize workflow

EXPERIENCE AND TRAINING:

Three (3) years of experience in an ambulatory care, emergency department or customer service setting and previous experience with insurance requirements.

SUBSTITUTION:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of one (1) year.

PREFERRED QUALIFICATIONS:

3.5 years Emergency Department Registration Experience

3.5 years EPIC Experience

1 Year of Emergent/Urgent Hospital Notifications and Retro-Authorization of Admission

Flexible Schedule

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1342 | 0 | 21 | 0 | 16 | 4 | 18 | 3 | 2 | 0 | 3 | 2 | 69 |
| Unqualified | 0 | 18 | 0 | 8 | 4 | 8 | 1 | 1 | 0 | 3 | 1 | 44 |
| Qualified | 0 | 2 | 0 | 3 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 10 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 4 | 0 | 5 | 1 | 1 | 0 | 0 | 1 | 12 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 HM, did not meet the minimum qualifications as posted.

1 BF was selected. She had the preferred emergency department and EPIC (electronic medical records) experience. She also provided accurate responses to interview questions regarding insurance coverage and benefits. In addition, she answered in detail about the registration process.

| | |
|---------------------------|----------------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1423 |
| Job Group | 4D |
| Department | 81120-Volunteer & Guest Services |
| Job Title | University Helper |

MINIMUM QUALIFICATIONS:

- Ability to carry out written and oral instructions
- Knowledge of proper grammar, punctuation, and spelling
- Knowledge of office procedures
- Strong interpersonal, communication and customer service skills and computer abilities
- Ability to maintain professional demeanor with patients, visitors, and staff in high-stress situations

SPECIAL REQUIREMENTS:

- Must be able to push adults in a wheelchair

- Lift up to 40 pounds
- Stand and sit for periods of time
- Walk long distances.

PREFERRED REQUIREMENTS:

- One-year work or volunteer experience in a health care setting and/or a closely related setting
- Demonstrated written and verbal communication skills
- Skillful in interacting with diverse groups and individuals
- Demonstrates good judgment in prioritizing and resolving patient concerns.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1423 | 1 | 3 | 3 | 4 | 2 | 5 | 1 | 2 | 1 | 1 | 2 | 25 |
| Qualified | 1 | 3 | 3 | 2 | 1 | 3 | 1 | 2 | 1 | 1 | 2 | 20 |
| Interviewed | 0 | 0 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 3 BM, and 1 HM, were not interviewed for the following reasons:

- 1 WM did not have the preferred requirements of working or volunteering in a health care setting or closely related setting.
- 2 BM did not submit their resumes.
- 1 BM did not respond to communications to schedule interview.
- 1 HM resume contained spelling mistakes.

The goal candidate, 1 HM, was interviewed and not selected because he did not answer the interview questions completely with a customer service patient centered approach.

1 BF was selected. She had nine years of healthcare customer service experience. She also answered all the interview questions with a patient centered approach, and she provided detailed examples of her ability to problem solve.

| | |
|---------------------------|----------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1427 |
| Job Group | 4D |
| Department | 62042-Patient Access |
| Job Title | E.D. Admissions Specialist |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical terminology

Knowledge of bookkeeping
 Computer skills
 Knowledge of the principles and practices of clinic office management
 Ability to interpret Medicare, Medicaid, and commercial insurance industry regulation
 Good interpersonal skills, oral and written communications skills
 Knowledge of the principles and techniques of patient interviewing
 Knowledge of the relevant hospital/department, insurance and Medicare policies and procedures including Billings and credit policies and procedures
 Ability to schedule and prioritize workflow

EXPERIENCE AND TRAINING:

Three (3) years of experience in an ambulatory care, emergency department or customer service setting and previous experience with insurance requirements.

SUBSTITUTION:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of one (1) year.

PREFERRED QUALIFICATIONS:

3.5 years Emergency Department Registration Experience

3.5 years EPIC Experience

1 Year of Emergent/Urgent Hospital Notifications and Retro-Authorization of Admission

Flexible Schedule

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1427 | 2 | 14 | 1 | 7 | 0 | 18 | 0 | 2 | 1 | 4 | 5 | 54 |
| Unqualified | 2 | 11 | 1 | 5 | 0 | 5 | 0 | 2 | 0 | 4 | 4 | 34 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 7 | 0 | 0 | 0 | 0 | 1 | 11 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM and 1 BM, did not meet the minimum qualifications as posted.

1 HF was selected. She had the preferred emergency department registration experience. She also provided complete responses to interview questions and provided detailed examples of key registration pieces and revenue cycle.

| | |
|---------------------------|--------------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1442 |
| Job Group | 4D |
| Department | 61127-IT Enterprise Technology |
| Job Title | University Helper |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Ability to carry out written and oral instructions.

PREFERRED EXPERIENCE:

- Familiarity with Macintosh computers and MacOS
- Ability to remove physical hard drives from computers to prepare the devices for surplus.
- Experience backing up computers and maintaining a temporary archive of those backups.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1442 | 4 | 3 | 0 | 3 | 3 | 0 | 1 | 0 | 0 | 1 | 0 | 15 |
| Qualified | 3 | 3 | 0 | 3 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 12 |
| Interviewed | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|----------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2024-009 |
| Job Group | 4D |
| Department | 81120-Volunteer & Guest Services |
| Job Title | University Helper |

MINIMUM QUALIFICATIONS:

- Ability to carry out written and oral instructions
- Knowledge of proper grammar, punctuation, and spelling
- Knowledge of office procedures
- Strong interpersonal, communication and customer service skills and computer abilities
- Ability to maintain professional demeanor with patients, visitors, and staff in high-stress situations

PREFERRED REQUIREMENTS:

- One-year work or volunteer experience in a health care setting and/or a closely related setting
- Demonstrated written and verbal communication skills

- Skillful in interacting with diverse groups and individuals
- Demonstrates good judgment in prioritizing and resolving patient concerns.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-009 | 3 | 8 | 1 | 2 | 3 | 2 | 2 | 1 | 2 | 2 | 0 | 26 |
| Qualified | 3 | 7 | 0 | 2 | 3 | 1 | 2 | 1 | 2 | 2 | 0 | 23 |
| Interviewed | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM and 3 HM, were not interviewed for the following reasons:

- 2 WM did not submit resumes.
- 1 WM was unreachable to schedule an interview.
- 2 HM did not have the preferred one-year work or volunteer experience in a health care setting and/or a closely related setting.
- 1 HM was interviewed and not selected because he did not answer the interview questions completely with a customer service patient centered approach.

The goal candidate, 1 BM, was interviewed and not selected because his experience was not in a hospital-based setting.

The 1 HF was selected. She had two years of healthcare experience. She answered all the interview questions with a patient centered approach. She also provided concise responses to interview questions and detailed examples of her ability to problem solve.

| | |
|---------------------------|--------------------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2023-1238 |
| Job Group | 4D |
| Department | 70026-UMG-Call Center |
| Job Title | UConn Health Communications Operator |

KNOWLEDGE, SKILL, AND ABILITY

Knowledge of agency policies and procedures; desk console electronic telephone system and procedures; customer service principles and practices; medical terminology; interpersonal skills; oral and written communication skills; Ability to exercise discretion in handling confidential information; interact successfully with the public; speak clearly and distinctly in accordance with acceptable English usage; maintain personal composure in high stress situations; exercise independent judgement; maintain records; utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Previous experience in emergency services, hospital answering service or hospital call center or other full-time medical experience is preferred.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

One (1) year of experience providing regular periodic telecommunications coverage in a state agency that provides medical/hospital services may be substituted for the General Experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1238 | 8 | 37 | 5 | 41 | 3 | 33 | 1 | 7 | 0 | 11 | 12 | 158 |
| Unqualified | 6 | 25 | 4 | 20 | 3 | 19 | 1 | 5 | 0 | 3 | 8 | 94 |
| Qualified | 2 | 9 | 1 | 18 | 0 | 12 | 0 | 0 | 0 | 8 | 3 | 53 |
| Withdrew Application | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 6 WM, 4 BM, 3 HM, did not meet the minimum requirements as posted.

The goal candidates, 2 WM and 1 BM, were not interviewed for the following reasons:

- 1 WM indicated he was no longer interested in this position.
- 1 WM and 1 BM did not have experience in emergency services.

The 1 HF was selected. She had emergency medical service experience and 911 dispatcher experience. Her experience included handling medical emergency calls, dispatching medical response personnel, monitoring alarms and high volume of calls. She also had medical experience as an emergency medical technician and was a retired fire fighter.

| | |
|---------------------------|---|
| Start Date | 9/22/2023 |
| Requisition Number | 2024-003 |
| Job Group | 4D |
| Department | 70026-UMG-Call Center |
| Job Title | Telecommunications Operator - UMG-Call Center |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Interpersonal skills
- Oral and written communication skills
- Ability to speak proper English and to enunciate clearly

Hiring Goals Analysis – Secretarial/Clerical

- Ability to operate office and communications equipment
- Ability to follow written and oral instructions
- Ability to think and act quickly in emergency situations with judgment and discretion
- Ability to maintain records

EDUCATION AND TRAINING:

General Experience: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

- Experience working in a call center
- Medical office scheduling experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-003 | 2 | 11 | 0 | 6 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 23 |
| Qualified | 0 | 6 | 0 | 4 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 13 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, were interviewed and not selected for the following reasons:

- 1 WM scored 10 out of 20 on an interview assessment. His responses on how to handle an angry caller raised concerns about his ability to handle complex situations. Also, his responses to questions regarding EPIC (electronic medical record system) were incorrect.
- 1 WM scored 15 on the interview assessment. He only had six months of medical office experience.

The 1 WF was selected. She had scored 15 on the interview assessment. She also had ten years of experience with phones and medical office scheduling.

The interview assessment was based on the following:

- Handling difficult calls
- EPIC usage
- Handling high call volumes (100+ daily)
- Assisting coworkers

| | |
|---------------------------|--------------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2024-023 |
| Job Group | 4D |
| Department | 10040-Academic Affairs and Education |
| Job Title | Executive Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of the department's policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; considerable oral and written communications skills; ability to operate office equipment which may include word processors, computer terminal or other automated equipment; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four years of experience above the routine clerk level in office support or secretarial work.

SPECIAL EXPERIENCE:

One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

SUBSTITUTIONS ALLOWED:

College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years

Preferred Qualifications:

Previous experience in Academic Affairs, Student Affairs or Student Services

Proficiency with Mac computers

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-023 | 4 | 35 | 2 | 7 | 1 | 10 | 0 | 2 | 0 | 0 | 0 | 61 |
| Unqualified | 3 | 18 | 1 | 5 | 1 | 8 | 0 | 1 | 0 | 0 | 0 | 37 |
| Qualified | 1 | 12 | 1 | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 19 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM, 1 BM, and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 1 WM and 1 BM, were not interviewed for the following reasons:

- 1 WM declined an offer to schedule an interview.
- 1 BM did not have the experience in academic/student affairs

The 1 WF was selected. She had over twenty years' experience in administrative support functions, with four years' direct experience in academic and health care environments. She also provided detailed examples of her ability to independently initiate and work on projects, event planning, to organize and to support senior leadership.

| | |
|---------------------------|---------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2024-119 |
| Job Group | 4D |
| Department | 60160-Human Resources |
| Job Title | Human Resources Assistant |

Minimum Qualification Required:

Knowledge, Skill, and Ability:

Basic knowledge of human resources principles and practices; knowledge of business office operations to include filing and administrative clerical operations; ability to communicate effectively both orally and in writing; excellent interpersonal skills.

Education and Training:

High School diploma or equivalent plus two (2) years' experience of office/clerical support above the routine clerk level.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-119 | 8 | 42 | 2 | 10 | 1 | 21 | 2 | 3 | 1 | 4 | 3 | 97 |
| Unqualified | 8 | 25 | 1 | 10 | 1 | 15 | 1 | 2 | 1 | 2 | 2 | 68 |
| Qualified | 0 | 13 | 1 | 0 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 20 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 3 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 8 WM, 1 BM, and 1 HM, did not meet the minimum requirements as posted.

The goal candidate, 1 BM, was not interviewed because he did not have experience that primarily interacted with the public. This is a human resources receptionist position.

The 1 WF was selected. She had experience working in a front desk position which primarily interacted with the public. She provided concise responses to interview questions and provided

detailed examples of her customer service skills.

| | |
|---------------------------|-----------------------------|
| Start Date | 10/20/2023 |
| Requisition Number | 2024-129 |
| Job Group | 4D |
| Department | UMG-Orthopaedics Module |
| Job Title | Telecommunications Operator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Interpersonal skills
- Oral and written communication skills
- Ability to speak proper English and to enunciate clearly
- Ability to operate office and communications equipment
- Ability to follow written and oral instructions
- Ability to think and act quickly in emergency situations with judgment and discretion
- Ability to maintain records

EDUCATION AND TRAINING:

General Experience: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

- Experience working in a call center.
- Previous experience in a healthcare setting.
- Experience with telephone consoles, computers, public contact, and data collection is desired.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-129 | 2 | 5 | 0 | 4 | 0 | 6 | 0 | 0 | 1 | 0 | 0 | 18 |
| Unqualified | 2 | 1 | 0 | 2 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 8 |
| Qualified | 0 | 3 | 0 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

The 1 WF was selected. She had over six years of medical office experience in an outpatient setting along with EPIC (electronic medical record) experience. She also provided accurate concise responses to interview questions.

| | |
|---------------------------|-----------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-204 |
| Job Group | 4D |
| Department | 70026-UMG-Call Center |
| Job Title | Telecom Operators |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Interpersonal skills
- Oral and written communication skills
- Ability to speak proper English and to enunciate clearly
- Ability to operate office and communications equipment
- Ability to follow written and oral instructions
- Ability to think and act quickly in emergency situations with judgment and discretion
- Ability to maintain records

EDUCATION AND TRAINING:

General Experience: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

Call Center and or medical office scheduling experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-204 | 3 | 14 | 2 | 5 | 1 | 6 | 0 | 0 | 0 | 1 | 2 | 34 |
| Unqualified | 1 | 4 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 11 |
| Qualified | 2 | 6 | 1 | 2 | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 17 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 1 WM, 1 BM, and 1 HM, did not meet the minimum qualifications as posted.

The goal candidates, 2 WM and 1 BM, were not interviewed for the following reasons:

- 1 WM did not respond to communications to schedule an interview.
- 1 WM and 1 BM did not have the preferred call center or medical office scheduling experience.

2 WF were selected.

- 1 WF had two years of medical scheduling experience in a medical setting. She also had call center experience.
- 1 WF had two years of medical scheduling experience in a medical setting. She also had call center experience and had previously worked at UConn Health.

| | |
|---------------------------|-----------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-156 |
| Job Group | 4D |
| Department | 70026-UMG-Call Center |
| Job Title | Telecommunications Operator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Interpersonal skills
- Oral and written communication skills
- Ability to speak proper English and to enunciate clearly
- Ability to operate office and communications equipment
- Ability to follow written and oral instructions
- Ability to think and act quickly in emergency situations with judgment and discretion
- Ability to maintain records

EDUCATION AND TRAINING:

General Experience: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

- Experience working in a call center
- Medical office scheduling experience
- Previous Ophthalmology office experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-156 | 2 | 19 | 2 | 17 | 1 | 12 | 1 | 1 | 0 | 3 | 7 | 65 |
| Unqualified | 1 | 3 | 1 | 6 | 0 | 7 | 0 | 1 | 0 | 1 | 2 | 22 |
| Qualified | 1 | 11 | 0 | 5 | 1 | 3 | 1 | 0 | 0 | 1 | 3 | 26 |
| Interviewed | 0 | 5 | 1 | 5 | 0 | 2 | 0 | 0 | 0 | 1 | 2 | 16 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 BM, did not meet the minimum qualifications as posted.

The goal candidates, 1 WM and 1 HM, were not interviewed for the following reasons:

- 1 WM did not respond to communications to schedule an interview.
- 1 HM did not have the preferred call center or medical office scheduling experience.

The goal candidate, 1 BM, was interviewed and not selected because he did not have medical office scheduling experience.

1 BF was selected. She had fifteen months of medical office scheduling experience utilizing EPIC (electronic medical records system).

| | |
|---------------------------|------------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-165 |
| Job Group | 4D |
| Department | 81120-Volunteer and Guest Services |
| Job Title | University Helpers |

MINIMUM QUALIFICATIONS:

- Ability to carry out written and oral instructions
- Knowledge of proper grammar, punctuation, and spelling
- Knowledge of office procedures
- Strong interpersonal, communication and customer service skills and computer abilities
- Ability to maintain professional demeanor with patients, visitors, and staff in high-stress situations

SPECIAL REQUIREMENTS:

- Must be able to push adults in a wheelchair
- Lift up to 40 pounds
- Stand and sit for periods of time
- Walk long distances.

PREFERRED REQUIREMENTS:

- One-year work or volunteer experience in a health care setting and/or a closely related setting
- Demonstrated written and verbal communication skills
- Skillful in interacting with diverse groups and individuals
- Demonstrates good judgment in prioritizing and resolving patient concerns.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-165 | 3 | 13 | 2 | 7 | 2 | 1 | 1 | 2 | 0 | 1 | 0 | 32 |
| Unqualified | 1 | 3 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 8 |
| Qualified | 2 | 7 | 2 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 15 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Rescinded | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the position requirements as posted.

The goal candidates, 2 WM, 2 BM, and 1 HM, were not interviewed for the following reasons:

- 1 WM was unable to be contacted to schedule an interview.
- 1 WM, 1 BM and 1 HM did not have work or volunteer experience in customer service.
- 1 BM was a previous UConn Health employee whose resignation was not in good standing.

The goal candidate, 1 HM, was interviewed and selected. However, the offer was rescinded.

2 WF were selected.

- 1 WF had customer service experience in different settings. She also provided patient centered responses and detailed examples of her ability to problem solve.
- 1 WF had customer service experience in a hospital setting. She also provided patient centered responses and detailed examples of her ability to problem solve.

| | |
|---------------------------|-------------------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-254 |
| Job Group | 4D |
| Department | 10220-Surgery Administration |
| Job Title | Executive Assistant - Surgery |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of the department's policies and procedures; considerable knowledge of proper grammar,

punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; considerable oral and written communications skills; ability to operate office equipment which may include word processors, computer terminal or other automated equipment; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four years of relevant experience in office support or secretarial work.

Special Experience:

One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Substitutions Allowed:

College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

Preferred Qualifications:

- 2 Yrs experience dealing with faculty appointments (employee, adjunct, affiliated and community based) senior rank appointments, visiting faculty, professional category selections
- Working knowledge of Comprehensive Faculty Activity Registry (CFAR)
- Proficiency in Banner, HuskyBuy, Microsoft Office, Webex/Zoom

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-254 | 0 | 22 | 1 | 3 | 1 | 12 | 0 | 2 | 1 | 3 | 0 | 45 |
| Unqualified | 0 | 10 | 1 | 3 | 1 | 7 | 0 | 2 | 1 | 1 | 0 | 26 |
| Qualified | 0 | 7 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 11 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BM and 1 HM, did not meet the minimum requirements as posted.

The 1 WF was selected. She had experience at the Administrative Assistant 3 level. She also had experience with faculty appointments and with using Microsoft Office applications.

| | |
|---------------------------|---|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-396 |
| Job Group | 4D |
| Department | 70100-UMG-Orthopedics |
| Job Title | Telecommunications Operator - UMG-Orthopedics |

MINIMUM QUALIFICATIONS REQUIRED:

EDUCATION AND TRAINING:

- High school diploma or equivalent

SPECIAL REQUIREMENTS:

- Interpersonal skills
- Oral and written communication skills
- Ability to operate office and communications equipment
- Ability to follow written and oral instructions
- Ability to think and act quickly in emergency situations with judgment and discretion
- Ability to maintain records

PREFERRED QUALIFICATIONS:

- Experience working in a call center
- Customer Service experience
- Experience working with phones, computers and data collection is desired
- Bilingual

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-396 | 1 | 5 | 0 | 2 | 1 | 13 | 0 | 1 | 0 | 0 | 2 | 25 |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 4 | 0 | 1 | 0 | 0 | 2 | 9 |
| Qualified | 0 | 2 | 0 | 1 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 8 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 5 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum qualifications as posted.

The goal candidate, 1 HM, was not interviewed because he did not respond to attempts to schedule an interview.

1 WF was selected. She had four years of experience working in a medical office setting scheduling appointments for patients. She also had experience working in a call center and with EPIC (electronic medical record systems). She provided detailed responses to interview questions and asked appropriate questions.

| | |
|---------------------------|--------------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-211 |
| Job Group | 4D |
| Department | 10700-Child and Family Studies |
| Job Title | Executive Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of the department's policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; considerable oral and written communication skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; some supervisory ability. Demonstrated strong typing and editing skills, considerable experience in arranging and scheduling travel arrangements for the Director and other staff; and knowledge of the UCHC TA system and policies.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed

College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

Special Experience:

- One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.
- Must have proficiency in MS Word, Excel, Outlook, Endnote and PowerPoint
- Must have demonstrated abilities to manage competing priorities
- Experience with domestic and international travel
- Experience working in an academic research environment

Preferred Qualifications:

- Experience in proofing and editing manuscripts, publications, and correspondence
- Experience in the field of disabilities
- Experience with federal and state grants

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-211 | 2 | 40 | 1 | 6 | 0 | 11 | 1 | 2 | 0 | 1 | 5 | 69 |
| Unqualified | 1 | 25 | 1 | 4 | 0 | 10 | 1 | 1 | 0 | 1 | 5 | 49 |
| Qualified | 1 | 5 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 8 |
| Interviewed | 0 | 9 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 BM, did not meet the minimum requirements as posted.

Th goal candidate, 1 WM, was not interviewed because he had held four positions in four years, raising concerns of an unstable work history.

The 1 WF was selected. She had experience at the Administrative Program Assistant 2 level which included experience with domestic and international travel. She also had experience in creating PowerPoint presentations and experience in the field of disabilities.

| | |
|---------------------------|---------------------------------|
| Start Date | 1/26/2024 |
| Requisition Number | 2023-1274 |
| Job Group | 4D |
| Department | 20082-Dental Financial Services |
| Job Title | Telecom Operators |

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:

Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

Previous experience in a high-volume Call Center, medical office, and/or dental office scheduling experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1274 | 6 | 27 | 3 | 23 | 4 | 19 | 2 | 3 | 1 | 4 | 5 | 97 |
| Unqualified | 4 | 10 | 3 | 12 | 3 | 11 | 2 | 2 | 0 | 2 | 5 | 54 |
| Qualified | 0 | 10 | 0 | 7 | 1 | 2 | 0 | 1 | 1 | 0 | 0 | 22 |
| Withdrew Application | 0 | 4 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 7 |
| Interviewed | 1 | 3 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 9 |
| Offer Declined | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |

These positions were posted on the UConn Health website.

The goal candidates, 4 WM, 3 BM, and 3 HM, did not meet the minimum qualifications as posted.

The goal candidate, 1 HM, was not interviewed because he did not have experience in a high-volume Call Center (100+ daily calls). He also did not have scheduling experience in a medical office or dental office.

The goal candidate, 1 WM, was interviewed and not selected. He provided unrelated responses to several interview questions. He also did not have longevity in previous positions, and this raised concerns of an unstable work history.

2 BF and 1 HF were selected.

- 1 BF had six years of experience working in a high-volume medical setting scheduling medical appointments.
- 1 BF had fifteen years of experience working in a high-volume medical setting scheduling medical appointments.
- 1 HF had two years of experience answering calls in a healthcare setting with high-volume (approximately 200 daily calls).

| | |
|---------------------------|-----------------------------|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-505 |
| Job Group | 4D |
| Department | 70026-UMG-Call Center |
| Job Title | Telecommunications Operator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Interpersonal skills
- Oral and written communication skills
- Ability to speak proper English and to enunciate clearly
- Ability to operate office and communications equipment
- Ability to follow written and oral instructions
- Ability to think and act quickly in emergency situations with judgment and discretion
- Ability to maintain records

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

- Previous experience in a high volume (100+ daily phone calls) and or medical office scheduling experience.
- Bilingual skills

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-505 | 1 | 10 | 1 | 7 | 0 | 6 | 0 | 3 | 0 | 0 | 0 | 28 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 4 |
| Qualified | 1 | 7 | 1 | 1 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 16 |
| Interviewed | 0 | 1 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 BM, were not interviewed because they did not respond to communications to schedule an interview.

1 BF was selected. She had seven years of customer service experience along with call center experience. She also asked appropriate questions during the interview.

| | |
|---------------------------|---|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-372 |
| Job Group | 4D |
| Department | 80082-Patient Access |
| Job Title | E.D. Admissions Specialist - Patient Access |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical terminology

Knowledge of bookkeeping
 Computer skills
 Knowledge of the principles and practices of clinic office management
 Ability to interpret Medicare, Medicaid, and commercial insurance industry regulation
 Good interpersonal skills, oral and written communications skills
 Knowledge of the principles and techniques of patient interviewing
 Knowledge of the relevant hospital/department, insurance and Medicare policies and procedures including Billings and credit policies and procedures
 Ability to schedule and prioritize workflow

EXPERIENCE AND TRAINING:

Three (3) years of experience in an ambulatory care, emergency department or customer service setting and previous experience with insurance requirements.

SUBSTITUTION:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of one (1) year.

PREFERRED QUALIFICATIONS:

3.5 years Emergency Department Registration Experience

3.5 years EPIC Experience

1 Year of Emergent/Urgent Hospital Notifications and Retro-Authorization of Admission

Flexible Schedule

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-372 | 0 | 6 | 0 | 5 | 2 | 9 | 0 | 0 | 0 | 1 | 0 | 23 |
| Unqualified | 0 | 4 | 0 | 2 | 2 | 5 | 0 | 0 | 0 | 1 | 0 | 14 |
| Qualified | 0 | 1 | 0 | 3 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 HM, did not meet the minimum qualifications as posted.

1 WF was selected. She had experience in an urgent care center registering patients. She also had experience with insurance requirements. Additionally, she provided detailed examples of her registration and insurance experience.

| | |
|---------------------------|-------------------------------|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-602 |
| Job Group | 4D |
| Department | 80320-Cardiology |
| Job Title | Telecom Operator - Cardiology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

Experience in a high-volume clinical office or hospital call center and scheduling outpatient testing and office visits.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-602 | 1 | 12 | 0 | 8 | 1 | 6 | 1 | 0 | 1 | 2 | 0 | 32 |
| Unqualified | 0 | 4 | 0 | 2 | 0 | 2 | 1 | 0 | 1 | 1 | 0 | 11 |
| Qualified | 1 | 5 | 0 | 4 | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 15 |
| Interviewed | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 HM, were not interviewed for the following reasons:

- 1 WM did not respond to attempts to schedule an interview.
- 1 HM did not have experience in a high volume (100+ daily calls) clinical office or hospital call center scheduling outpatient testing and office visits.

1 HF was selected. She had nine years of experience working in a high-volume hospital call center scheduling appointments and resolving escalated phone calls. She also had experience using EPIC (electronic medical systems). Additionally, she had provided detailed responses to interview questions.

| | |
|---------------------------|-----------------------|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-635 |
| Job Group | 4D |
| Department | 70026-UMG-Call Center |
| Job Title | Telecom Operator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Interpersonal skills
- Oral and written communication skills
- Ability to speak proper English and to enunciate clearly
- Ability to operate office and communications equipment
- Ability to follow written and oral instructions
- Ability to think and act quickly in emergency situations with judgment and discretion
- Ability to maintain records

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

- Call center and or medical office scheduling experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-635 | 0 | 5 | 0 | 3 | 1 | 4 | 1 | 0 | 0 | 1 | 2 | 17 |
| Qualified | 0 | 4 | 0 | 2 | 1 | 4 | 1 | 0 | 0 | 1 | 2 | 15 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HM, was not interviewed because he did not have the preferred call center or medical office scheduling experience.

1 WF was selected. She had twenty-five years of experience answering phones and scheduling appointments within a medical office setting.

| | |
|---------------------------|-----------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-531 |
| Job Group | 4D |
| Department | 62060-Finance and Reporting |
| Job Title | Fiscal Assistant - Finance |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of basic bookkeeping, accounting and financial record keeping procedures; knowledge of general office procedures; skill in performing arithmetic computations; oral and written communication skills; interpersonal skills; ability to operate a variety of office equipment which may include word processors, computer terminals, typewriters, calculating machines, etc.

EXPERIENCE & TRAINING:

General Experience:

Two (2) years' relevant experience in accounting, financial record keeping, or bookkeeping.

SUBSTITUTIONS ALLOWED

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED QUALIFICATIONS

- Experience working with a general ledger system.
- experience performing various types of reconciliations.
- Demonstrated ability to conceptualize complex processes and organize into logical efficient workflows.
- Accounts Payable, purchasing and reimbursement experience.
- Experience working with Husky Buy and Banner systems.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-531 | 4 | 7 | 0 | 4 | 0 | 2 | 0 | 2 | 0 | 1 | 5 | 25 |
| Unqualified | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 3 | 3 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 5 | 14 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 5 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM, were not interviewed because they did not have purchasing experience.

The goal candidate, 1 WM UConn Health employee, was interviewed and not selected. He was promoted to another UConn Health position.

1 BF was selected. She had previously worked for three years at UConn Health in this position. She had experience working with the Banner system (integrated human resources, information management and accounting system). She also had purchasing experience using Husky Buy as well as reimbursement experience.

| | |
|---------------------------|--|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-632 |
| Job Group | 4D |
| Department | 70028-UMG-Storrs Administration |
| Job Title | Telecommunications Operator - UMG-Storrs Admin |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

Experience in a high-volume clinical office or hospital call center and scheduling outpatient testing and office visits.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-632 | 0 | 18 | 0 | 8 | 2 | 2 | 0 | 2 | 0 | 0 | 3 | 35 |
| Unqualified | 0 | 7 | 0 | 3 | 2 | 1 | 0 | 1 | 0 | 0 | 3 | 17 |
| Qualified | 0 | 8 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 14 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 HM, did not meet the minimum requirements as posted.

1 WF was selected. She had experience in a medical office answering patient and insurance company calls.

| | |
|---------------------------|--------------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-518 |
| Job Group | 4D |
| Department | 10240-Anesthesiology |
| Job Title | Executive Assistant - Anesthesiology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of the department's policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; considerable oral and written communication skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

SUBSTITUTION ALLOWED:

College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-518 | 1 | 32 | 0 | 3 | 2 | 9 | 1 | 1 | 0 | 1 | 2 | 52 |
| Unqualified | 0 | 19 | 0 | 1 | 0 | 6 | 0 | 1 | 0 | 0 | 2 | 29 |
| Qualified | 1 | 10 | 0 | 2 | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 18 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HM, was selected.

| | |
|---------------------------|---------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-783 |
| Job Group | 4D |
| Department | 20082-Dental Financial Services |
| Job Title | Telecom Operator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

Previous experience in a high-volume Call Center, medical office, and/or dental office scheduling experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-783 | 2 | 2 | 0 | 7 | 0 | 6 | 0 | 1 | 1 | 3 | 0 | 22 |
| Qualified | 2 | 2 | 0 | 6 | 0 | 5 | 0 | 1 | 1 | 3 | 0 | 20 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, were not interviewed for the following reasons:

- 1 WM did not have experience in a high-volume Call Center (100+ daily calls). He also did not have scheduling experience in a medical office or dental office.
- 1 WM cancelled his scheduled interview.

1 BF was selected. She had experience working in a call center environment with high call volume. She also had experience scheduling medical appointments in a medical setting.

| | |
|---------------------------|---------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-869 |
| Job Group | 4D |
| Department | 20082-Dental Financial Services |
| Job Title | Head Clerk |

KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of office systems and procedures.
- Skills
- interpersonal skills.
- oral and written communication skills.
- in performing arithmetic computations.
- Ability to
- perform a full range of clerical tasks.
- schedule and prioritize workflow.
- operate office equipment which may include computers, tablets, and other electronic equipment.
- read, understand, and apply a variety of materials.
- Supervisory ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of general clerical experience.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have involved a full range of general clerical duties as an Office Assistant, Interpreter Clerk or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

PREFERRED QUALIFICATIONS:

1. Experience in a dental setting.
2. Experience in a call center or high call volume setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-869 | 1 | 8 | 2 | 5 | 0 | 3 | 1 | 0 | 0 | 3 | 1 | 24 |
| Unqualified | 1 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 7 |
| Qualified | 0 | 4 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 8 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 7 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The goal candidate, 1 BM, was not interviewed because he did not respond to requests to schedule an interview.

The goal candidate, 1 BM, was interviewed and not selected because he did not have experience scheduling appointments in a dental setting. He also did not have experience in a call center setting.

1 BF was selected. She had previously worked for two and a half years in the UConn Health dental call center scheduling dental appointments. She also had three years of experience as a shift supervisor.

| | |
|---------------------------|---------------------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-861 |
| Job Group | 4D |
| Department | 62121-Research-Finance |
| Job Title | Administrative Fiscal Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices.
- Knowledge of basic procedures of budget preparation and control.
- Some knowledge of personnel/payroll procedures.
- Interpersonal skills.
- Oral and written communication skills.
- Computer skills.
- Organizational ability.
- Ability to review/analyze financial documents.
- Ability to understand and apply statutes and regulations.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

PREFERRED QUALIFICATIONS:

- Strong Microsoft Excel skills.
- Experience with bookkeeping and other financial management tasks.
- Experience with procurement and purchasing activities.
- Experience working in a large organization supporting multiple units.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-861 | 3 | 10 | 0 | 2 | 1 | 3 | 2 | 2 | 0 | 3 | 2 | 28 |
| Unqualified | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 7 |
| Qualified | 1 | 4 | 0 | 1 | 1 | 2 | 2 | 1 | 0 | 2 | 1 | 15 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|--------------------------|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-527 |
| Job Group | 4D |
| Department | 61120-Research Integrity |
| Job Title | Executive Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of the department's policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; considerable oral and written communication skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; some supervisory ability. Must be able to handle highly sensitive, confidential situations.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in a related field and at least 3 years of demonstrated administrative experience. Demonstrated proficiency in MS Word, Excel, Outlook, and PowerPoint.

Preferred Experience:

Experience with online purchasing/ordering systems, experience with virtual meeting tools such as MS Teams or Webex, Experience working in higher education.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-527 | 6 | 79 | 5 | 14 | 2 | 23 | 1 | 7 | 0 | 11 | 10 | 158 |
| Unqualified | 6 | 71 | 5 | 10 | 1 | 20 | 1 | 6 | 0 | 10 | 10 | 140 |
| Qualified | 0 | 6 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 10 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 6 WM, 5 BM, and 1 HM, did not meet the minimum requirements as posted.

The goal candidate, 1 HM, was interviewed and not selected because he did not respond to an invitation to schedule a second interview.

The 1 HF was selected. She had experience working in higher education. She also had experience with online purchasing systems as well as experience with virtual meeting tools. Additionally, she provided relevant, specific examples to questions during the interview.

| | |
|---------------------------|-----------------------|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-788 |
| Job Group | 4D |
| Department | 70026-UMG-Call Center |
| Job Title | Telecom Operators |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Interpersonal skills
- Oral and written communication skills
- Ability to speak proper English and to enunciate clearly
- Ability to operate office and communications equipment
- Ability to follow written and oral instructions
- Ability to think and act quickly in emergency situations with judgment and discretion
- Ability to maintain records

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS:

- Call center and or medical office scheduling experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-788 | 1 | 13 | 0 | 17 | 1 | 10 | 0 | 1 | 1 | 2 | 0 | 46 |
| Unqualified | 0 | 10 | 0 | 8 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 23 |
| Qualified | 0 | 3 | 0 | 6 | 0 | 4 | 0 | 0 | 1 | 1 | 0 | 15 |
| Interviewed | 1 | 0 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidate, 1 HM, did not meet the minimum qualifications that were posted.

The goal candidate, 1 WM, did not provide a complete detailed response on how to handle difficult customer service situations.

1 HF and 1 TF were selected.

- 1 HF had one year and eight months of medical office experience including scheduling appointments and answering phones. She also provided a complete detailed response on how to handle difficult customer service situations.
- 1 TF had nine years of administrative medical office experience which included scheduling appointments and answering phones.

| | |
|---------------------------|--------------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-860 |
| Job Group | 4D |
| Department | 70026-UMG-Call Center |
| Job Title | UConn Health Communications Operator |

KNOWLEDGE, SKILL, AND ABILITY

Knowledge of agency policies and procedures; desk console electronic telephone system and procedures; customer service principles and practices; medical terminology; interpersonal skills; oral and written communication skills; Ability to exercise discretion in handling confidential information; interact successfully with the public; speak clearly and distinctly in accordance with acceptable English usage; maintain personal composure in high stress situations; exercise independent judgement; maintain records; utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Previous experience in emergency services, hospital answering service or hospital call center or other full-time medical experience is preferred.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

One (1) year of experience providing regular periodic telecommunications coverage in a state agency that provides medical/hospital services may be substituted for the General Experience.

PREFERRED QUALIFICATIONS

Experience in a medical setting as an operator

Experience with medical emergency code activation/alert in a hospital setting

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-860 | 2 | 13 | 0 | 16 | 1 | 12 | 1 | 1 | 0 | 3 | 2 | 51 |
| Unqualified | 2 | 6 | 0 | 7 | 0 | 5 | 1 | 0 | 0 | 3 | 2 | 26 |
| Qualified | 0 | 7 | 0 | 7 | 0 | 7 | 0 | 1 | 0 | 0 | 0 | 22 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 2 WM, did not meet the minimum qualifications that were posted.

The 1 BF and goal candidate, 1 HM, were selected.

1 BF had experience in a hospital setting as an operator. She also had experience with medical emergency code activation and alert activation process as well as using the American Messaging paging system. Additionally, she had experience using EPIC (electronic medical records system).

| | |
|---------------------------|--|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-967 |
| Job Group | 4D |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Accounts Receivable Collector - Patient Financial Services |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge of collections and their legal aspects; knowledge of claims processing; knowledge of effective telephone/interviewing techniques; oral and written communication skills; interpersonal skills; ability to compile and analyze facts; ability to prepare, process and maintain records and reports.

EXPERIENCE AND TRAINING: General Experience:

Three (3) years of investigative or clerical experience related to collections work

Substitution:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours, equaling six (6) months of experience to a maximum of two (2) years.

Preferred Qualifications

- Two years' experience - Hospital Billing/Claims
- Two years' experience - contracted hospital credit balance resolution
- Four years EPIC Accounts Receivable experience
- Strong knowledge of Payer policies and procedures
- Strong working knowledge of CPT/HCPCS codes

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-967 | 0 | 7 | 1 | 8 | 0 | 4 | 1 | 2 | 0 | 2 | 1 | 26 |
| Unqualified | 0 | 5 | 0 | 4 | 0 | 3 | 1 | 0 | 0 | 1 | 1 | 15 |
| Qualified | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BM, was not interviewed because he did not have any of the preferred qualifications.

The 1 BF was selected. She scored ninety percent on her interview questions. There were ten questions, and they were worth ten points each. The interview questions were based on the following:

- Hospital billing and claims
- Contracted hospital credit balance resolution
- Payer policies and procedures
- EPIC (electronic medical records system) experience

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------------|----|----|----|----|----|----|----|----|
| 4E Admin Program Assistant 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred in this job category.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------------|----|----|----|----|----|----|----|----|
| 4F Admin Program Assistant 2 | 2 | 0 | 1 | 1 | 0 | 1 | 1 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|----------------------------|------------|----------|----|------------|-----------|
| 4F ADM PROGRAM ASSISTANT 2 | 6/2/2023 | N | WF | 2023-1089 | 1 |
| | 7/28/2023 | N | WF | 2023-764 | 1 |
| | 9/8/2023 | N | AF | 2023-935 | 1 |
| | 9/8/2023 | N | WF | 2023-832 | 1 |
| | 10/6/2023 | N | WF | 2024-150 | 1 |
| | 4/19/2024 | Y | WM | 2024-821 | 1 |
| | 5/3/2024 | N | WF | 2024-973 | 1 |
| | 5/31/2024 | N | WF | 2024-878 | 1 |
| | 5/31/2024 | N | WF | 9999-09687 | 1 |

| | |
|---------------------------|-------------------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1089 |
| Job Group | 4F |
| Department | Enrollment Planning & Management |
| Job Title | Administrative Program Assistant II |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications; knowledge of the unit's policies and procedures; some knowledge of business math; oral and written communication skills; interpersonal skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment.

EXPERIENCE & TRAINING:

General Experience:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTIONS ALLOWED

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS

- Experience working in a student facing role
- Experience providing admin support in an Enrollment Planning Management setting (Financial Aid, Registrar, Admissions, and Student Services).
- Experience with Peoplesoft & Husky Buy
- Demonstrated commitment to providing a high level of customer service.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1089 | 2 | 20 | 2 | 3 | 0 | 9 | 0 | 4 | 0 | 0 | 0 | 40 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 1 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 1 | 14 | 2 | 2 | 0 | 5 | 0 | 4 | 0 | 0 | 0 | 28 |
| Selected | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 HF, did not meet the minimum requirements as posted.

The goal candidates, 1 WM, 1 BF and 1 HF, were not interviewed for the following reasons:

- 1 WM and 1 HF did not respond to requests to schedule an interview.
- 1 BF did not attend her scheduled interview.

The goal candidates, 1 WM, 2 BM, 2 BF, and 5 HF, were interviewed and not selected for the following reasons:

- 1 WM did not have experience providing administrative support. His experience was in finance.
- 1 BM did not provide detailed responses to interview questions based on technology.
- 1 BM, 1 BF, and 1 HF did not provide complete responses to interview questions. This demonstrated that they did not have the communication skills needed for this position.
- 1 BF did not provide detailed examples to support her knowledge of procedures and business practices.
- 1 HF accepted another position.
- 3 HF did not have experience providing administrative support. Their experience was in medical offices.

1 WF was selected. Her responses to the interview questions were detailed and clear, showing effective communication skills. She answered all questions completely and referenced the job description multiple times. She also tied in current job duties with the job description, including managing in person client support while answering phones and emails

and providing support to management.

| | |
|---------------------------|------------------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-764 |
| Job Group | 4F |
| Department | 10300-Orthopaedic Surgery |
| Job Title | Administrative Program Assistant 2 |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Demonstrated Microsoft Office Suite computer skills
- two (2) years' experience working in a healthcare setting providing customer service to internal and external customers.
- Knowledge of Husky buy
- Demonstrated thorough knowledge of procurement processes and travel arrangements.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-764 | 2 | 25 | 1 | 13 | 0 | 17 | 0 | 3 | 0 | 0 | 2 | 63 |
| Unqualified | 1 | 7 | 0 | 5 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 18 |
| Qualified | 1 | 15 | 1 | 5 | 0 | 8 | 0 | 2 | 0 | 0 | 1 | 33 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 3 | 0 | 5 | 0 | 0 | 0 | 0 | 1 | 10 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The Hispanic female goal was met with a promotion that was posted externally and was no longer an established hiring goal.

The goal candidates, 1 WM and 5 BF, did not meet the minimum requirements as posted.

The goal candidates, 1 WM, 1 BM, and 5 BF, were not interviewed for the following reasons:

- 1 WM and 1 BF did not have administrative experience.
- 1 BM did not list his administrative skills or experience on his application.
- 1 BF declined an offer to schedule an interview.
- 1 BF indicated she was looking for a position that included patient care.
- 1 BF applied after a candidate was selected.
- 1 BF's resume contained grammatical and spelling errors.

The goal candidates, 3 BF, were interviewed and not selected for the following reasons:

- 1 BF did not provide detailed examples to support her skills.
- 1 BF only had administrative experience preparing financial documents.
- 1 BF only had experience with clinical scheduling.

1 WF was selected. She had the preferred two years of experience working in a healthcare setting providing customer service. She also had the preferred experience with Microsoft Office Suite and had developed her own documents to support physicians and benefit patients to streamline daily procedures. Additionally, she had experience processing accounts payable, which is a daily task. Lastly, she provided concise responses to interview questions.

| | |
|---------------------------|--|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-832 |
| Job Group | 4F |
| Department | 10721-AHEC |
| Job Title | Administrative Program Assistant II - AHEC |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of office systems and procedures
- Considerable knowledge of proper grammar, punctuation, and spelling
- Knowledge of business communication
- Knowledge of the unit's policies and procedures
- Knowledge of business math
- Oral and written communication skills

- Interpersonal skills
- Ability to schedule and prioritize office workflow
- Ability to operate office equipment including word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of experience above the routine clerk level in office support or secretarial work

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS:

- Familiarity and use of blackboard
- Comfort working with online meeting platforms (zoom, Webex)
- Website management
- Familiarity and use of Google Suite (i.e., Docs, Sheets, Forms)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-832 | 3 | 18 | 0 | 9 | 0 | 9 | 0 | 1 | 0 | 1 | 1 | 42 |
| Unqualified | 1 | 5 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 13 |
| Qualified | 1 | 12 | 0 | 2 | 0 | 6 | 0 | 1 | 0 | 1 | 1 | 24 |
| Withdrew Application | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The Hispanic female goal was met with a promotion that was posted externally and was no longer an established hiring goal.

The goal candidates, 1 WM and 6 BF, did not meet the minimum requirements as posted.

The goal candidates, 2 WM, and 2 BF, were not interviewed for the following reasons:

- 1 WM withdrew his application from consideration.
- 1 WM and 1 BF did not have the preferred experience with website management.
- 1 BF did not respond to an invitation for an interview.

The goal candidate, 1 BF, was interviewed and not selected because she did not have experience with the preferred Google Suite and website management. She was unable to answer questions regarding spreadsheets such as Google Sheets.

1 WF was selected. She had the preferred qualifications of experience using blackboard and

working with online meeting platforms. She also had the preferred experience with website management and Google Suite. She provided detailed examples of her experience utilizing spreadsheets.

| | |
|---------------------------|-------------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-935 |
| Job Group | 4F |
| Department | 20800-BioMedical Engineering - SODM |
| Job Title | Adm Program Assistant II |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of office systems and procedures
- Considerable knowledge of proper grammar, punctuation, and spelling
- Knowledge of business communication
- Knowledge of the unit's policies and procedures
- Knowledge of business math
- Oral and written communication skills; interpersonal skills
- Ability to schedule and prioritize office workflow
- Ability to operate office equipment including word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of experience above the routine clerk level in office support or secretarial work

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Special Requirements:

- Must be proficient in MS Office Suite (including MS Word, MS Excel, MS Office)
- Experience with maintaining electronic records (i.e., Shared drives)

Preferred Qualification:

FileMaker Pro

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-935 | 2 | 24 | 3 | 9 | 0 | 10 | 1 | 6 | 1 | 1 | 2 | 59 |
| Unqualified | 2 | 15 | 1 | 7 | 0 | 6 | 1 | 3 | 0 | 1 | 0 | 36 |
| Qualified | 0 | 5 | 1 | 1 | 0 | 2 | 0 | 1 | 1 | 0 | 2 | 13 |
| Interviewed | 0 | 4 | 1 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 9 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The Hispanic female goal was met with a promotion that was posted externally and was no longer an established hiring goal.

The goal candidates, 2 WM, 1 BM, 7 BF and 1 AM, did not meet the minimum requirements as posted.

The goal candidates, 1 BM and 1 BF, were not interviewed because their experience was in a strictly medical office, which was not related to the academic biomedical engineering area. This position was in the Biomedical Engineering Department in the School of Dental Medicine.

The goal candidates, 1 BM and 1 BF, were interviewed and not selected for the following reasons:

- 1 BM had poor communication skills because he consistently spoke over the interviewers before they were done asking interview questions.
- 1 BF had not submitted an updated resume when applying for the position. She also did not have the special requirement of experience with maintaining electronic records (Shared drives). This was needed to support BME, which was an extremely fast-paced and busy department.

1 AF was selected. She had experience in academia with undergraduate and graduate degrees. Specifically, she supported faculty, divisions, and students (grad/post doc/resident/fellow). She also had experience with budgeting, academic terminology, academic programs, and tracks. Additionally, she had the special requirements of experience with Microsoft Office Suite and maintaining electronic records (Shared drives).

| | |
|---------------------------|---------------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2024-150 |
| Job Group | 4F |
| Department | 10760-Calhoun Cardiology Center - CCC |
| Job Title | Adm Program Assistant II |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of office systems and procedures
- Considerable knowledge of proper grammar, punctuation, and spelling
- Knowledge of business communication
- Knowledge of the unit's policies and procedures
- Knowledge of business math
- Oral and written communication skills; Interpersonal skills
- Ability to schedule and prioritize office workflow
- Ability to operate office equipment including computer terminals
- Ability to use complex computer programs

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Three (3) years' experience above the routine clerk level in office support or secretarial work

SUBSTITUTION:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience.

SPECIAL REQUIREMENTS:

- Must have familiarity and experience with administrative support related to research, particularly human subjects research
- Must have ability to interface with faculty, staff, community partners and young adults in recovery
- Must have ability to work independently, problem solve, pay attention to detail and organizational skills.
- Must have the ability to multi-task and track multiple deadlines and projects.

PREFERRED QUALIFICATIONS:

- Lived experience in recovery from addiction and/or familial substance use.
- Experience providing administrative support for research projects.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-150 | 2 | 17 | 1 | 5 | 0 | 3 | 0 | 3 | 0 | 3 | 1 | 35 |
| Unqualified | 1 | 16 | 1 | 5 | 0 | 3 | 0 | 3 | 0 | 3 | 1 | 33 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The Hispanic female goal was met with a promotion that was posted externally and was no longer an established hiring goal.

The goal candidates, 1 WM, 1 BM, and 5 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was interviewed and not selected because his experience was not in the administrative side of research.

1 WF was selected. She had the preferred administrative skills related to supporting research, as well as the preferred lived recovery from addiction experience and familial substance use. She also provided concise responses to interview questions and detailed examples of her organizational skills.

| | |
|---------------------------|---|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-821 |
| Job Group | 4F |
| Department | 10300-Orthopaedic Surgery |
| Job Title | Administrative Program Assistant II (Administrative/Social Media) |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of office systems and procedures.
- Considerable knowledge of proper grammar, punctuation, and spelling.
- Knowledge of business communication.
- Knowledge of the unit's policies and procedures.
- Knowledge of business math.
- Oral and written communication skills.
- Interpersonal skills.
- Ability to schedule and prioritize office workflow.
- Ability to operate office equipment including word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Three (3) years' experience administrative experience in office support or secretarial work.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Two (2) years of experience managing social media platforms in a corporate environment.
- Two (2) years of experience working in a healthcare setting providing customer service to internal and external customers.
- Demonstrated Microsoft Office Suite computer skills.
- Demonstrated thorough knowledge of procurement processes and travel arrangements.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-821 | 3 | 22 | 0 | 5 | 0 | 9 | 1 | 1 | 0 | 0 | 5 | 46 |
| Unqualified | 2 | 12 | 0 | 3 | 0 | 7 | 1 | 0 | 0 | 0 | 3 | 28 |
| Qualified | 0 | 9 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 14 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WM, was selected.

| | |
|---------------------------|-------------------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-973 |
| Job Group | 4F |
| Department | 10700-Child and Family Studies |
| Job Title | Administrative Program Assistant II |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of office systems and procedures
- Considerable knowledge of proper grammar, punctuation, and spelling
- Knowledge of business communication
- Knowledge of the unit's policies and procedures
- Knowledge of business math
- Oral and written communication skills; interpersonal skills
- Ability to schedule and prioritize office workflow
- Ability to operate office equipment including word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Special Requirements:

- Experience working on grants
- Experience with arranging travel and reimbursements

Preferred Qualifications:

- Experience with individuals with developmental disabilities
- Experience with event planning

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-973 | 0 | 17 | 0 | 4 | 0 | 7 | 0 | 1 | 0 | 1 | 6 | 36 |
| Unqualified | 0 | 14 | 0 | 4 | 0 | 7 | 0 | 1 | 0 | 1 | 6 | 33 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF and HF goals were met with promotions that were posted externally and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF was selected. She had ten years of experience in administrative positions. Her experience included making travel arrangements, event planning, and working on grants.

| | |
|---------------------------|-------------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-878 |
| Job Group | 4F |
| Department | 10080-Curricular Affairs |
| Job Title | Administrative Program Assistant II |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of office systems and procedures.
- Considerable knowledge of proper grammar, punctuation, and spelling.
- Knowledge of business communication.
- Knowledge of the unit's policies and procedures.

Hiring Goals Analysis – Secretarial/Clerical

- Knowledge of business math.
- Oral and written communication skills.
- Interpersonal skills.
- Ability to schedule and prioritize office workflow.
- Ability to operate office equipment including word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Three (3) years of experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Preferred Experience:

- Experience with learning management software systems, such as Blackboard and/or OASIS.
- Relevant experience in higher education working with degree programs.
- A minimum of intermediate level skillset in Excel for report creation, formatting, and presentation of data.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-878 | 2 | 25 | 1 | 4 | 0 | 11 | 1 | 3 | 1 | 1 | 5 | 54 |
| Unqualified | 2 | 13 | 1 | 2 | 0 | 5 | 0 | 2 | 0 | 1 | 2 | 28 |
| Qualified | 0 | 7 | 0 | 0 | 0 | 5 | 0 | 1 | 0 | 0 | 3 | 16 |
| Interviewed | 0 | 4 | 0 | 2 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF and HF goals were met with promotions that were posted externally and were no longer established hiring goals.

The goal candidates, 2 WM and 1 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 AM, was interviewed and not selected. He did not have experience working with learning management software program support for students.

1 WF was selected. She had experience supporting management in higher education. Her experience included providing guidance and mentorship to students and back-end administrative support.

4F. (Administrative Program Assistant 2) Hires – Part Time to Full Time – Adjusted Work Schedule

**Administrative Program Assistant 2
(Orthopedic Surgery)**

1 WF adjusted her work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 4G Clinic Office Assistant | 10 | 0 | 1 | 2 | 3 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------------------|------------|----------|----|-----------|-----------|
| 4G CLINICAL OFFICE ASSISTANT | 6/2/2023 | N | WF | 2023-749 | 1 |
| | 6/30/2023 | N | HF | 2023-1176 | 1 |
| | 6/30/2023 | N | WF | 2023-1225 | 1 |
| | 6/30/2023 | N | WF | 2023-1276 | 1 |
| | 6/30/2023 | N | WF | 2023-1296 | 1 |
| | 7/28/2023 | N | AF | 2023-1407 | 1 |
| | 8/11/2023 | N | WF | 2023-1397 | 1 |
| | 8/25/2023 | N | TM | 2023-1389 | 1 |
| | 9/8/2023 | N | UU | 2023-1206 | 1 |
| | 9/8/2023 | N | HF | 2023-1206 | 1 |
| | 9/8/2023 | N | WF | 2023-1440 | 1 |
| | 9/22/2023 | N | AF | 2023-1387 | 1 |
| | 10/6/2023 | N | WF | 2024-042 | 1 |
| | 10/20/2023 | N | HF | 2024-139 | 1 |
| | 10/20/2023 | N | WF | 2023-1282 | 1 |
| | 11/17/2023 | N | HF | 2023-1279 | 1 |
| | 11/17/2023 | N | WF | 2023-1047 | 1 |
| | 11/17/2023 | N | WF | 2024-046 | 1 |
| | 12/1/2023 | N | WF | 2024-158 | 1 |
| | 1/12/2024 | N | HF | 2024-102 | 1 |
| | 1/12/2024 | N | WF | 2024-102 | 1 |
| | 2/23/2024 | N | HF | 2023-963 | 1 |
| | 2/23/2024 | N | HF | 2024-551 | 2 |
| | 2/23/2024 | N | HF | 2024-629 | 1 |
| | 2/23/2024 | N | HF | 2024-630 | 1 |
| | 2/23/2024 | N | WF | 2024-480 | 1 |
| | 2/23/2024 | N | WF | 2024-529 | 1 |
| | 2/23/2024 | N | WF | 2024-628 | 1 |
| | 2/23/2024 | Y | BF | 2024-529 | 1 |
| | 2/23/2024 | Y | BF | 2024-551 | 1 |
| | 3/8/2024 | N | HF | 2024-519 | 1 |
| | 3/8/2024 | N | WF | 2024-402 | 1 |
| | 3/22/2024 | N | WF | 2024-690 | 1 |
| | 4/5/2024 | N | WF | 2024-675 | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------------------|------------|----------|----|-----------|-----------|
| 4G CLINICAL OFFICE ASSISTANT | 5/3/2024 | Y | HM | 2024-760 | 1 |
| | 5/17/2024 | N | BF | 2024-708 | 2 |
| | 5/31/2024 | N | HF | 2024-1009 | 1 |
| | 5/31/2024 | N | HF | 2024-714 | 1 |
| | 5/31/2024 | N | BF | 2024-803 | 1 |
| | 5/31/2024 | N | WF | 2024-882 | 1 |

| | |
|--------------------|---|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-749 |
| Job Group | 4G |
| Department | UMG-Neurology |
| Job Title | Clinic Office Assistant - UMG-Neurology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

- Experience working with EPIC
- Experience in a medical practice preferably a busy multi-specialty office in Neurology or resident clinic

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-749 | 1 | 16 | 0 | 15 | 1 | 13 | 0 | 4 | 0 | 7 | 2 | 59 |
| Unqualified | 1 | 5 | 0 | 7 | 1 | 7 | 0 | 2 | 0 | 4 | 1 | 28 |
| Qualified | 0 | 7 | 0 | 7 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 18 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 4 | 0 | 2 | 0 | 2 | 0 | 11 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 7 BF, and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 8 BF, were not interviewed for the following reasons:

- 1 BF did not attend her scheduled interview.
- 1 BF was in her working test period and per the University Health Professional contract she was not eligible to transfer to another position.
- 2 BF did not respond to attempts to schedule interviews.
- 3 BF declined offers to schedule an interview.
- 1 BF withdrew her application from consideration.

The 1 WF was selected. She had experience scheduling medical appointments in the preferred neurology medical practice. She also had the preferred qualifications of experience working with EPIC (electronic medical records).

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1176 |
| Job Group | 4G |
| Department | UMG-Surgery Module |
| Job Title | Clinic Office Assistant - Surgical Scheduler |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Surgical Scheduling experience

EPIC experience

Experience working in physician office practice setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1176 | 0 | 16 | 1 | 11 | 1 | 13 | 0 | 1 | 0 | 2 | 1 | 46 |
| Unqualified | 0 | 10 | 1 | 3 | 1 | 6 | 0 | 1 | 0 | 1 | 1 | 24 |
| Qualified | 0 | 2 | 0 | 4 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 11 |
| Withdrew Application | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BM, 3 BF, and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 7 BF, were not interviewed for the following reasons:

- 1 BF's application contained typographical errors. This demonstrated a lack of written communication skills.
- 3 BF did not have surgical scheduling experience.
- 3 BF withdrew their applications from consideration.

The goal candidate, 1 BF, declined an offer for the position.

The 1 HF was selected. She had current surgical scheduling experience. She also provided patient centered responses to interview questions.

| | |
|---------------------------|-------------------------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1225 |
| Job Group | 4G |
| Department | 80340-Pulmonary Clinic |
| Job Title | Clinic Office Assistant - Pulmonary |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Experience working in ambulatory care

Experience working in Pulmonary/sleep

EPIC experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1225 | 0 | 16 | 0 | 6 | 1 | 12 | 0 | 2 | 1 | 4 | 1 | 43 |
| Unqualified | 0 | 7 | 0 | 2 | 1 | 2 | 0 | 2 | 0 | 1 | 0 | 15 |
| Qualified | 0 | 8 | 0 | 4 | 0 | 9 | 0 | 0 | 0 | 3 | 1 | 25 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 BF, and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 4 BF, were not interviewed because they did not have the preferred pulmonary experience working in an ambulatory setting.

The 1 WF was selected. She had the preferred experience of working in pulmonary/sleep in an

ambulatory setting.

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1276 |
| Job Group | 4G |
| Department | UMG-General Ob/Gyn |
| Job Title | Clinic Office Assistant - UMG-Women's Health |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Experience working in Women's Health or Ob/Gyn

EPIC Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1276 | 0 | 13 | 0 | 8 | 0 | 7 | 0 | 4 | 0 | 6 | 2 | 40 |
| Unqualified | 0 | 6 | 0 | 4 | 0 | 4 | 0 | 4 | 0 | 2 | 1 | 21 |
| Qualified | 0 | 5 | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 3 | 1 | 15 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 BF, did not meet the minimum requirements as posted.

The goal candidates, 3 BF, were not interviewed for the following reasons:

- 1 BF attendance as a contractor at UConn Health was unsatisfactory.
- 1 BF was selected for another UConn Health position.
- 1 BF's check-in patient and check out patient experience was over four years ago.

The goal candidate, 1 BF, was interviewed and not selected because during the interview it was discovered that she did not have check in and check out patient experience.

The 1 WF was selected. She had the preferred EPIC experience and two years of current check-in and check-out patient experience.

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1296 |
| Job Group | 4G |
| Department | 70102-Rheumatology |
| Job Title | Clinic Office Assistant - UMG-Rheumatology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Experience working in outpatient setting

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1296 | 0 | 8 | 0 | 3 | 0 | 9 | 0 | 1 | 0 | 2 | 0 | 23 |
| Unqualified | 0 | 3 | 0 | 3 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 11 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 BF, did not meet the minimum requirements as posted.

The 1 WF was selected. She had previously worked for ten years at the front desk in the Orthopedics department at UConn Health. During this time, she utilized EPIC for the patient check-in and check-out process. Additionally, in the interview she provided detailed examples of her customer service skills and her ability to be flexible.

| | |
|---------------------------|--------------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1407 |
| Job Group | 4G |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Clinic Office Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow.

POSITION REQUIREMENTS:

EXPERIENCE AND TRAINING: General Experience:

- Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

SPECIAL REQUIREMENT:

- High volume outpatient clinic experience.

PREFERRED EXPERIENCE/QUALIFICATIONS:

- Experience using EPIC
- Oncology medical practice experience

- Chemotherapy/infusion therapy scheduling experience.
- Surgical Scheduling experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1407 | 0 | 5 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 10 |
| Unqualified | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BM and 1 BF, did not meet the minimum requirements as posted.

The 1 AF was selected. She had five years of clinical office support experience in a high-volume (approximately 100 phone calls a day) outpatient clinic. During this time, she utilized EPIC (electronic medical records) to transcribe orders, manage providers templates, and process copays.

| | |
|---------------------------|--|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1397 |
| Job Group | 4G |
| Department | UMG-General Ob/Gyn |
| Job Title | Clinic Office Assistant - UMG-Women's Health |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Experience working in Women's Health or Obstetrics/Gynecology (Ob/Gyn)

EPIC Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1397 | 1 | 15 | 0 | 4 | 0 | 10 | 0 | 2 | 0 | 2 | 2 | 36 |
| Unqualified | 0 | 8 | 0 | 1 | 0 | 6 | 0 | 1 | 0 | 2 | 2 | 20 |
| Qualified | 1 | 5 | 0 | 3 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 14 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The goal candidates, 1 WM and 3 BF, were not interviewed for the following reasons:

- 1 WM and 2 BF did not have the preferred experience OB/GYN.
- 1 BF accepted another position.

The 1 WF was selected. She had the preferred OB/GYN experience. She also utilized the preferred EPIC (electronic medical record) for patient check-in and check-out process.

| | |
|---------------------------|--------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1389 |
| Job Group | 4G |
| Department | 80360-Psychiatric Clinic |
| Job Title | Clinic Office Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment including word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow.

POSITION REQUIREMENTS:

EXPERIENCE AND TRAINING: General Experience:

Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

PREFERRED EXPERIENCE/QUALIFICATIONS:
 Experience working in an Outpatient Psychiatric office
 Experience using EPIC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1389 | 0 | 18 | 1 | 8 | 1 | 17 | 1 | 0 | 1 | 1 | 0 | 48 |
| Unqualified | 0 | 13 | 1 | 6 | 1 | 9 | 1 | 0 | 0 | 1 | 0 | 32 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 7 |
| Withdrew Application | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BM, 6 BF, 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 2 BF, were not interviewed for the following reasons:

- 1 BF withdrew her application from consideration.
- 1 BF, a University Health Professional union member, had not completed the required six months in her current position. Therefore, per her union contract she was not eligible to be transferred.

The 1 TM was selected. He had two years of applicable experience in Mental Health services programs, covering incoming calls, greeting patients, scheduling appointments, screening patients referred for care, and coordinating daily operations in the office. He also provided concise responses to interview questions.

| | |
|---------------------------|--------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1206 |
| Job Group | 4G |
| Department | UMG-Orthopedics Module |
| Job Title | Clinic Office Assistants |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
 Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Surgical Scheduling experience

EPIC experience

Experience working in an outpatient clinic setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1206 | 1 | 38 | 2 | 16 | 2 | 27 | 0 | 5 | 1 | 6 | 4 | 102 |
| Unqualified | 1 | 24 | 2 | 9 | 1 | 14 | 0 | 4 | 0 | 2 | 3 | 60 |
| Qualified | 0 | 9 | 0 | 5 | 1 | 5 | 0 | 1 | 0 | 3 | 0 | 24 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Interviewed | 0 | 5 | 0 | 1 | 0 | 7 | 0 | 0 | 0 | 1 | 0 | 14 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 1 WM, 2 BM, 9 BF, and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 5 BF and 1 HM, were not interviewed for the following reasons:

- 1 BF, a University Health Professional (UHP) union member, was in her working test period and per UHP union contract she was ineligible to transfer.
- 1 BF and 1 HM applied after the hiring decisions had been made.
- 3 BF did not have surgical scheduling experience.

The goal candidates, 2 BF, were interviewed and not selected for the following reasons:

- 1 BF indicated she would not be okay with last-minute calls for coverage needs. These positions float to off-sites and are contacted for coverage when the Orthopedics department has last-minute callouts.
- 1 BF declined an offer for the position.

1 HF and 1 UU were selected.

- 1 HF had the preferred qualifications of surgical scheduling experience, EPIC (electronic medical records system) experience, and experience working in an outpatient medical clinic. She provided examples of her knowledge of medical clinic operational flow and asked appropriate questions about the position.
- 1 UU had the preferred qualifications of surgical scheduling experience, EPIC experience, and experience working in an outpatient medical clinic. They provided concise answers to interview questions and asked appropriate questions about the position.

| | |
|---------------------------|--|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1440 |
| Job Group | 4G |
| Department | 80740-Dermatology Clinic |
| Job Title | Clinic Office Assistant - Dermatology Clinic |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1440 | 0 | 14 | 1 | 3 | 0 | 7 | 0 | 1 | 0 | 0 | 1 | 27 |
| Unqualified | 0 | 9 | 1 | 3 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 18 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BM and 3 BF, did not meet the minimum requirements as posted.

1 WF was selected. She had nine years of high call volume (100 plus phone calls) experience in a medical setting. She also had experience scheduling medical appointments and working in a patient-facing role.

| | |
|---------------------------|--|
| Start Date | 9/22/2023 |
| Requisition Number | 2023-1387 |
| Job Group | 4G |
| Department | UMG-Internal Medicine |
| Job Title | Clinic Office Assistant - UMG-IMA Farmington |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-1387 | 0 | 13 | 0 | 9 | 1 | 10 | 0 | 3 | 0 | 3 | 2 | 41 |
| Unqualified | 0 | 7 | 0 | 3 | 1 | 3 | 0 | 2 | 0 | 1 | 1 | 18 |
| Qualified | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 0 | 4 | 0 | 6 | 0 | 0 | 0 | 2 | 1 | 17 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 BF and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 2 BF, were not interviewed for the following reasons:

- 1 BF did not respond to requests to schedule an interview.
- 1 BF declined an interview because she had accepted another position.

The goal candidates, 4 BF, were interviewed and not selected for the following reasons:

- 1 BF situational responses were not all patient centered. She also indicated that she makes mistakes when under pressure.
- 1 BF situational responses were not all patient centered. She also had less than a year of experience scheduling medical appointments.
- 1 BF indicated she only had check-in experience. She did not have experience scheduling medical appointments. She also did not provide an updated resume.
- 1 BF did not have experience scheduling medical appointments.

1 AF was selected. She had five years of experience scheduling medical appointments. She also provided patient-centered responses to interview questions and described in detail her de-escalation techniques.

| | |
|---------------------------|--|
| Start Date | 10/6/2023 |
| Requisition Number | 2024-042 |
| Job Group | 4G |
| Department | UMG-Neurosurgery |
| Job Title | Clinic Office Assistant - UMG-Neurosurgery |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

- Experience working with EPIC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-042 | 0 | 21 | 1 | 9 | 0 | 22 | 0 | 3 | 0 | 2 | 2 | 60 |
| Unqualified | 0 | 8 | 1 | 5 | 0 | 8 | 0 | 2 | 0 | 2 | 1 | 27 |
| Qualified | 0 | 11 | 0 | 3 | 0 | 11 | 0 | 1 | 0 | 0 | 1 | 27 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BM, and 5 BF, did not meet the minimum requirements as posted.

The goal candidates, 3 BF, were not interviewed for the following reasons:

- 1 BF employment dates on her application and her resume did not match.
- 1 BF had been previously interviewed for a similar position and was determined to not have surgical scheduling experience.
- 1 BF did not provide a resume, and her application did not contain detailed job duties, which did not provide enough information to determine her qualifications.

The goal candidate, 1 BF, was interviewed and not selected because she was late to the interview, and she did not have the preferred EPIC (electronic medical records) experience.

1 WF was selected. She had experience scheduling radiological procedures and appointments. She also had experience checking out patient visits and reviewing information in EPIC. Additionally, she provided patient-centered responses to interview questions.

| | |
|---------------------------|--|
| Start Date | 10/20/2023 |
| Requisition Number | 2023-1282 |
| Job Group | 4G |
| Department | 70045-UMG-Geriatrics |
| Job Title | Clinic Office Assistant - UMG Geriatrics and Healthy Aging |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management

Hiring Goals Analysis – Secretarial/Clerical

- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

- Experience working with EPIC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1282 | 0 | 17 | 1 | 5 | 1 | 8 | 1 | 1 | 0 | 3 | 1 | 38 |
| Unqualified | 0 | 8 | 1 | 4 | 1 | 2 | 1 | 0 | 0 | 0 | 1 | 18 |
| Qualified | 0 | 5 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 3 | 0 | 12 |
| Interviewed | 0 | 3 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BM, 4 BF, and 1 HM, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was interviewed and not selected. She declined a second interview because she was selected for another UConn Health position.

1 WF, a part-time UConn Health employee, was selected. She had experience with geriatric patients, compliance, and health insurance. She also provided patient centered responses to interview questions regarding de-escalation strategies and conflict resolution. Additionally, in scenarios she provided detailed examples of her ability to empathize with patients, assist in care coordination and referral triage.

| | |
|---------------------------|--------------------------|
| Start Date | 10/20/2023 |
| Requisition Number | 2024-139 |
| Job Group | 4G |
| Department | 80740-Dermatology Clinic |
| Job Title | Clinic Office Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

- EPIC experience
- Scheduling experience in a Dermatology clinic

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-139 | 0 | 13 | 0 | 5 | 0 | 10 | 0 | 2 | 0 | 2 | 0 | 32 |
| Unqualified | 0 | 10 | 0 | 2 | 0 | 5 | 0 | 2 | 0 | 1 | 0 | 20 |
| Qualified | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 5 |
| Interviewed | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was not interviewed because she did not attend her scheduled interview.

The goal candidates, 2 BF, were interviewed and not selected for the following reasons:

- 1 BF indicated she could not work the posted hours of the position.
- 1 BF failed her working test period and was not eligible for rehire.

The 1 HF was selected. She had experience scheduling medical appointments. She also had the preferred EPIC (electronic medical records system) experience. She provided detailed examples of her ability to communicate effectively with patients.

| | |
|---------------------------|--|
| Start Date | 11/17/2023 |
| Requisition Number | 2023-1047 |
| Job Group | 4G |
| Department | 70043-UMG-Gastroenterology |
| Job Title | Clinic Office Assistant - UMG-Gastroenterology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

- Experience working with EPIC
- Experience with surgical scheduling
- Outpatient GI experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1047 | 1 | 40 | 1 | 21 | 0 | 30 | 1 | 4 | 1 | 8 | 3 | 110 |
| Unqualified | 1 | 25 | 1 | 12 | 0 | 19 | 1 | 3 | 1 | 4 | 3 | 70 |
| Qualified | 0 | 9 | 0 | 6 | 0 | 6 | 0 | 1 | 0 | 4 | 0 | 26 |
| Withdrew Application | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 7 |
| Offer Declined | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 1 BM, and 12 BF, did not meet the minimum requirements as posted.

The goal candidates, 6 BF, were not interviewed for the following reasons:

- 2 BF did not have the preferred experience working with EPIC (electronic medical records system) and they did not have experience with surgical scheduling.
- 3 BF did not have the preferred experiences with surgical scheduling and gastroenterology.
- 1 BF was a previous UConn Health employee who did not pass her working test period and was not eligible for rehire.

The goal candidate, 1 BF, was interviewed and not selected. She was late for the interview. It was also discovered during the interview that she did not have experience with surgical scheduling and gastroenterology.

The goal candidates, 2 BF, were interviewed and offered the position. They declined the offers of employment.

1 WF was selected. She had ten years of medical experience with surgical scheduling and EPIC. She also provided patient-centered responses to interview questions.

| | |
|---------------------------|--|
| Start Date | 11/17/2023 |
| Requisition Number | 2023-1279 |
| Job Group | 4G |
| Department | 70029-UMG-Southington Multispecialty |
| Job Title | Clinic Office Assistant - UMG-Southington Multispecialty |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management

Hiring Goals Analysis – Secretarial/Clerical

- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1279 | 2 | 36 | 0 | 10 | 0 | 20 | 0 | 4 | 0 | 2 | 2 | 76 |
| Unqualified | 2 | 15 | 0 | 3 | 0 | 6 | 0 | 4 | 0 | 0 | 1 | 31 |
| Qualified | 0 | 18 | 0 | 6 | 0 | 8 | 0 | 0 | 0 | 2 | 1 | 35 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 5 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, and 3 BF, did not meet the minimum requirements as posted.

The goal candidates, 6 BF, were not interviewed for the following reasons:

- 2 BF accepted other UConn Health positions.
- 1 BF was a previous UConn Health employee who did not pass her working test period and was not eligible for rehire.
- 3 BF were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. They also did not have experience in multispecialty medical office.

The goal candidate, 1 BF, a UHP union member, was interviewed and not selected. She only had experience with internal medicine. She did not have experience working with multiple specialty medical offices.

1 HF was selected. For the past four months she had been working as a contractor at the UConn Health Southington Multispecialty Office as a clinic office assistant. She had a total of four and a half years of experience scheduling medical appointments with multiple offices.

| | |
|---------------------------|--|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-046 |
| Job Group | 4G |
| Department | UMG-Neurosurgery |
| Job Title | Clinic Office Assistant - UMG-Neurosurgery |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-046 | 0 | 11 | 0 | 8 | 1 | 10 | 0 | 1 | 0 | 0 | 2 | 33 |
| Unqualified | 0 | 6 | 0 | 4 | 1 | 3 | 0 | 0 | 0 | 0 | 2 | 16 |
| Qualified | 0 | 3 | 0 | 4 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 14 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 BF and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 4 BF, were not interviewed for the following reasons:

- 1 BF accepted other UConn Health position.
- 1 BF was invited for an interview, and she declined the offer.
- 1 BF did not respond to attempts to schedule an interview.
- 1 BF did not have prior UConn Health experience.

1 WF was selected. She had previously worked at UConn Health for two and a half years. She had experience with inpatient and EPIC (electronic medical records system).

| | |
|---------------------------|--|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-158 |
| Job Group | 4G |
| Department | 70060-UMG-General OB |
| Job Title | Clinic Office Assistant - UMG Women's Health |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-158 | 0 | 22 | 0 | 6 | 0 | 9 | 0 | 2 | 0 | 3 | 1 | 43 |
| Unqualified | 0 | 15 | 0 | 4 | 0 | 6 | 0 | 2 | 0 | 2 | 1 | 30 |
| Qualified | 0 | 4 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 9 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 BF, did not meet the minimum requirements as posted.

The goal candidates, 2 BF, were not interviewed for the following reasons:

- 1 BF did not attend her scheduled interview.
- 1 BF was not able to be interviewed due to conflicts in her schedule.

The 1 WF was selected. She had experience scheduling appointments for multiple providers including sub-specialties. She also had EPIC (electronic medical records system) experience.

| | |
|---------------------------|--------------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-102 |
| Job Group | 4G |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Clinic Office Assistants |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow.

POSITION REQUIREMENTS:

EXPERIENCE AND TRAINING: General Experience:

- Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

PREFERRED EXPERIENCE/QUALIFICATIONS:

- Experience using EPIC
- Oncology medical practice experience
- Chemotherapy/infusion therapy scheduling experience.
- Surgical Scheduling experience.
- High volume outpatient clinic experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-102 | 0 | 26 | 4 | 6 | 1 | 17 | 0 | 3 | 0 | 0 | 3 | 60 |
| Unqualified | 0 | 16 | 4 | 6 | 1 | 10 | 0 | 3 | 0 | 0 | 3 | 43 |
| Qualified | 0 | 8 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 11 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 4 BM, 6 BF and 1 HM, did not meet the minimum requirements as posted.

The 1 WF and 1 HF were selected. They both had experience working in high volume (100+

calls) clinics. They also provided detailed examples of their ability to be reliable and respectful.

| | |
|---------------------------|-----------------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2023-963 |
| Job Group | 4G |
| Department | 70043-UMG-Gastroenterology |
| Job Title | Clinic Office Assistant - UMG-ENT |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Experience working with EPIC

Experience with surgical scheduling in an outpatient setting

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-963 | 0 | 14 | 0 | 11 | 1 | 14 | 0 | 1 | 0 | 1 | 1 | 43 |
| Unqualified | 0 | 6 | 0 | 4 | 1 | 7 | 0 | 0 | 0 | 0 | 1 | 19 |
| Qualified | 0 | 6 | 0 | 3 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 13 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 8 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 BF and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 4 BF, were not interviewed for the following reasons:

- 1 BF withdrew her application from consideration.
- 1 BF did not have experience working for a fast past medical office (approximately 200 patients daily).
- 1 BF, a former UConn Health employee, was not eligible for rehire because she was dropped during her working test period.
- 1 BF was not eligible for hire due to receiving a negative reference for another UConn Health position she had applied for.

The goal candidates, 3 BF, were interviewed and not selected for the following reasons:

- 1 BF had experience in a medical office that only saw approximately forty patients a day.
- 1 BF was late for the interview, and she did not have EPIC (electronic medical records system) experience.
- 1 BF experience did not include daily scheduling of medical appointments.

1 HF was selected. She had experience scheduling medical appointments in a high-paced, high-traffic (approximately 200 patients daily) medical office. She also had experience utilizing EPIC.

| | |
|---------------------------|-------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-480 |
| Job Group | 4G |
| Department | 10145-Endocrinology |
| Job Title | Clinic Office Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-480 | 1 | 13 | 1 | 5 | 1 | 1 | 0 | 1 | 0 | 0 | 5 | 28 |
| Unqualified | 1 | 8 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 15 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Withdrew Application | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 1 BM, and 2 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was not interviewed because she withdrew her application from consideration.

The goal candidates, 2 BF and 1 HM, were interviewed and not selected for the following reasons:

- 1 BF did not have experience scheduling bone mineral density (BMD) tests. This is a common test used by endocrinologists.
- 1 BF was late for the interview and her clinical office experience was over a year ago. She also did not have experience scheduling BDM tests.
- 1 HM experience did not include scheduling medical appointments or patient check in and check out.

1 WF was selected. She had BMD scheduling experience and experience with patient check in and check out. She also provided patient centered responses to interview questions.

| | |
|---------------------------|--------------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-529 |
| Job Group | 4G |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Clinic Office Assistants |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

POSITION REQUIREMENTS:

EXPERIENCE AND TRAINING: General Experience:

- Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

PREFERRED EXPERIENCE/QUALIFICATIONS:

- Experience using EPIC
- Oncology medical practice experience
- Infusion therapy scheduling experience.
- Surgical Scheduling experience.
- High volume outpatient clinic experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-529 | 1 | 14 | 0 | 15 | 1 | 18 | 0 | 0 | 0 | 2 | 4 | 55 |
| Unqualified | 1 | 10 | 0 | 10 | 0 | 9 | 0 | 0 | 0 | 2 | 2 | 34 |
| Qualified | 0 | 3 | 0 | 3 | 0 | 7 | 0 | 0 | 0 | 0 | 2 | 15 |
| Interviewed | 0 | 0 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 1 WM, and 10 BF, did not meet the minimum requirements as posted.

The goal candidates, 3 BF, were not interviewed for the following reasons:

- 1 BF application did not provide detailed information on her application materials to determine her qualifications.
- 1 BF was previously offered a position, and she failed the background check.
- 1 BF had not provided clinical office support since 2018.

The goal candidates, 1 BF and 1 HM, were interviewed and not selected for the following reasons:

- 1 BF was a UConn Health temporary clinical office assistant with attendance and performance issues.
- 1 HM was selected for another UConn Health position.

1 WF and a goal candidate, 1 BF, were selected.

- 1 WF had the preferred high volume (200 + daily patients) clinic office experience with using EPIC (electronic medical records system).

| | |
|---------------------------|---|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-551 |
| Job Group | 4G |
| Department | 700660-UMG-General OB |
| Job Title | Clinic Office Assistants - UMG-General OB |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-551 | 1 | 26 | 0 | 14 | 0 | 14 | 0 | 2 | 0 | 4 | 0 | 61 |
| Unqualified | 1 | 10 | 0 | 7 | 0 | 5 | 0 | 1 | 0 | 2 | 0 | 26 |
| Qualified | 0 | 13 | 0 | 0 | 0 | 7 | 0 | 1 | 0 | 2 | 0 | 23 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |

These positions were posted on the UConn Health website.

The goal candidates, 1 WM and 7 BF, did not meet the minimum requirements as posted.

The goal candidates, 6 BF, were interviewed and not selected for the following reasons:

- 3 BF did not have two years of scheduling experience in a medical environment.
- 1 BF experience was not in a medical setting.
- 1 BF experience was with direct patient care.
- 1 BF had only seventeen months of related clinic experience.

The goal candidate, 1 BF and 2 HF were selected.

- 1 HF had fifteen years of check-in and out experience as well as scheduling medical appointments. She also had experience utilizing electronic medical records.
- 1 HF had four years of experience working in health care. Her experience included previously working at UConn Health for nine months where she had experience scheduling medical appointments utilizing EPIC.

| | |
|---------------------------|--|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-628 |
| Job Group | 4G |
| Department | 70100-UMG-Orthopedics |
| Job Title | Clinic Office Assistant - Orthopedic Surgery |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

POSITION REQUIREMENTS:

EXPERIENCE AND TRAINING: General Experience:

- Two (2) years of relevant experience in a medical setting.

SUBSTITUTIONS ALLOWED:

Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED EXPERIENCE:

- EPIC experience.
- Surgical scheduling experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-628 | 1 | 20 | 0 | 4 | 0 | 9 | 0 | 1 | 0 | 1 | 2 | 38 |
| Unqualified | 1 | 8 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 2 | 16 |
| Qualified | 0 | 10 | 0 | 3 | 0 | 6 | 0 | 0 | 0 | 1 | 0 | 20 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

1 WF was selected. She had fifteen years of experience as a clinical office assistant and a medical assistant. Her experience included scheduling, surgical scheduling, and medical billing.

| | |
|---------------------------|---------------------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-629 |
| Job Group | 4G |
| Department | 80740-Dermatology Clinic |
| Job Title | Clinic Office Assistant - Dermatology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

POSITION REQUIREMENTS:

EXPERIENCE AND TRAINING: General Experience:

Two (2) years of relevant experience in a medical setting.

SUBSTITUTIONS ALLOWED:

Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED EXPERIENCE:

EPIC experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-629 | 0 | 9 | 0 | 4 | 0 | 6 | 0 | 0 | 0 | 1 | 0 | 20 |
| Unqualified | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 2 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 8 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 HF was selected. She had six years of experience with medical and surgical scheduling utilizing EPIC (electronic medical system). She also had experience supporting General Surgery, Specialty Surgery, Podiatry and Chiropractic outpatient departments. Additionally, she had experience with checking patients in and out, insurance verifications and pre-qualifications.

| | |
|---------------------------|--|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-630 |
| Job Group | 4G |
| Department | 70102-Rheumatology |
| Job Title | Clinic Office Assistant - Rheumatology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

- EPIC experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-630 | 1 | 17 | 0 | 4 | 0 | 11 | 0 | 1 | 0 | 2 | 3 | 39 |
| Unqualified | 1 | 4 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 10 |
| Qualified | 0 | 11 | 0 | 3 | 0 | 7 | 0 | 0 | 0 | 1 | 2 | 24 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

1 HF was selected. She had fifteen years of medical staff support experience in Dermatology, ENT, General Surgery, and Internal Medicine. She had experience with patient scheduling, check in and out, and had the preferred EPIC (electronic medical records system) experience.

| | |
|---------------------------|--|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-402 |
| Job Group | 4G |
| Department | 70082-UMG-Surgery - Urology |
| Job Title | Clinic Office Assistant - Surgical Scheduler - UMG-Urology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

- Experience working with EPIC
- Experience working in a surgery and/or urology office practice setting
- Surgical scheduling

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-402 | 0 | 22 | 0 | 5 | 0 | 12 | 0 | 2 | 0 | 2 | 2 | 45 |
| Unqualified | 0 | 12 | 0 | 1 | 0 | 7 | 0 | 1 | 0 | 0 | 1 | 22 |
| Qualified | 0 | 6 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 11 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 3 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 8 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF was selected. She had surgical scheduling experience utilizing EPIC (electronic medical records system). She also provided patient centered responses to interview questions.

| | |
|---------------------------|-------------------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-519 |
| Job Group | 4G |
| Department | 80340-Pulmonary Clinic |
| Job Title | Clinic Office Assistant - Pulmonary |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management

Hiring Goals Analysis – Secretarial/Clerical

- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

- Experience scheduling complex medical procedures and testing (MRI, right-sided cardiac cath procedures for pulmonary hypertension, complex diagnostic testing, scheduling sleep studies, PFT's, bronchoscopies thoracentesis, biopsies as appropriate for above disciplines.
- EPIC experience strongly preferred.
- Excellent communication skills while interacting with diverse patient population.
- Familiarity with appropriate ICD10 and CPT coding for scheduling.
- Flexibility to cross over for other front desk staff for check-in/check-out/scheduling and telephone coverage.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-519 | 1 | 18 | 3 | 10 | 0 | 15 | 0 | 2 | 0 | 2 | 2 | 53 |
| Unqualified | 0 | 5 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 10 |
| Qualified | 1 | 12 | 2 | 8 | 0 | 11 | 0 | 1 | 0 | 1 | 1 | 37 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 BM, did not meet the minimum qualifications as posted.

The goal candidates, 1 WM and 2 BM, were not interviewed for the following reasons:

- 1 WM did not have the preferred outpatient experience.
- 1 BM did not have the preferred experience with check in and check out.
- 1 BM did not have the preferred experience with scheduling medical appointments, and he did not have experience using EPIC (electronic medical records system).

1 HF was selected. She had three years of medical office support experience. Her experience included working in an outpatient setting scheduling medical appointments utilizing EPIC. She also had experience with check-in and check out and patient billing.

| | |
|---------------------------|----------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-690 |
| Job Group | 4G |
| Department | 81022-Operating Room Unit |
| Job Title | Clinic Office Assistant-OR |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment including word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of experience providing clinical office support including scheduling surgical procedures and tests.

PREFERRED QUALIFICATIONS:

- Operating room surgical scheduling experience within the last five years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-690 | 0 | 20 | 0 | 7 | 0 | 9 | 1 | 2 | 0 | 1 | 0 | 40 |
| Unqualified | 0 | 16 | 0 | 5 | 0 | 4 | 1 | 1 | 0 | 1 | 0 | 28 |
| Qualified | 0 | 2 | 0 | 2 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 9 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF was selected. She had four years of operating room surgical scheduling experience. She also provided patient centered responses to interview questions.

| | |
|---------------------------|---|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-675 |
| Job Group | 4G |
| Department | 70040-UMG-Internal Medicine |
| Job Title | Clinic Office Assistant - Internal Medicine |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-675 | 1 | 31 | 1 | 9 | 2 | 13 | 0 | 0 | 0 | 3 | 6 | 66 |
| Unqualified | 1 | 18 | 1 | 5 | 2 | 9 | 0 | 0 | 0 | 1 | 3 | 40 |
| Qualified | 0 | 8 | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 1 | 1 | 16 |
| Interviewed | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 2 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 1 WM, 1 BM, and 2 HM, did not meet the minimum requirements as posted.

1 WF was selected. She had nine years of experience in healthcare, and had an

Associate's degree in health and science. Her experience included scheduling appointments for patients.

| | |
|---------------------------|--------------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-760 |
| Job Group | 4G |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Clinic Office Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

POSITION REQUIREMENTS:

EXPERIENCE AND TRAINING: General Experience:

- Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

PREFERRED EXPERIENCE/QUALIFICATIONS:

- Experience using EPIC
- High volume outpatient clinic experience.
- Oncology medical practice experience
- Chemotherapy and Infusion therapy scheduling experience.
- Surgical Scheduling experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-760 | 1 | 24 | 1 | 10 | 1 | 15 | 0 | 2 | 0 | 5 | 2 | 61 |
| Unqualified | 1 | 20 | 1 | 10 | 0 | 12 | 0 | 1 | 0 | 5 | 2 | 52 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 6 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HM, was selected.

| | |
|---------------------------|---|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-708 |
| Job Group | 4G |
| Department | 70043-UMG-Gastroenterology |
| Job Title | Clinic Office Assistants - UMG - Storrs |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

Preferred Qualifications:

Experience working with EPIC strongly preferred

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-708 | 1 | 16 | 0 | 6 | 1 | 8 | 1 | 5 | 1 | 4 | 3 | 46 |
| Unqualified | 1 | 9 | 0 | 2 | 0 | 6 | 0 | 4 | 0 | 4 | 2 | 28 |
| Qualified | 0 | 4 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 8 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 3 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The BF hiring goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The goal candidate, 1 HM, was not interviewed because he applied after a candidate had been selected.

2 BF were selected.

- 1 BF had EPIC (electronic medical records system) experience. She also had outpatient clinic experience with check-in and out. Additionally, she had primary care workflow experience.
- 1 BF had experience supporting a clinical front desk. She also had experience with patient check-in and out and scheduling.

| | |
|---------------------------|---|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-714 |
| Job Group | 4G |
| Department | 10223-General Surgery |
| Job Title | Clinic Office Assistant - General Surgery (FLOAT) |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED QUALIFICATIONS:

- Experience working with EPIC strongly preferred.
- Strong telephone triaging with clinical terminology experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-714 | 0 | 15 | 0 | 12 | 0 | 14 | 0 | 2 | 1 | 7 | 2 | 53 |
| Unqualified | 0 | 4 | 0 | 7 | 0 | 7 | 0 | 2 | 0 | 4 | 2 | 26 |
| Qualified | 0 | 10 | 0 | 4 | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 20 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 4 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 HF was selected. She had four years of experience working in a high-volume (100+ patients daily) patient front desk. Her experience included scheduling patient appointments utilizing EPIC (electronic medical records system) and patient check in and out. She also had experience collecting co-pays and verifying insurance information. Additionally, she provided patient centered responses to interview questions.

| | |
|---------------------------|--------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-803 |
| Job Group | 4G |
| Department | 80360-Psychiatric Clinic |
| Job Title | Clinic Office Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

POSITION REQUIREMENTS:

EXPERIENCE AND TRAINING: General Experience:

- Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

PREFERRED EXPERIENCE/QUALIFICATIONS:

- Experience working in an Outpatient Psychiatric office
- Experience using EPIC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-803 | 0 | 9 | 1 | 3 | 0 | 5 | 0 | 1 | 0 | 3 | 2 | 24 |
| Unqualified | 0 | 5 | 1 | 2 | 0 | 3 | 0 | 0 | 0 | 1 | 2 | 14 |
| Qualified | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 6 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

1 BF was selected. She had two and a half years of front office experience in a high volume (100+ patients daily) outpatient medical practice. Her experience included completing insurance registrations utilizing EPIC (electronic medical records system) as well as checking patients in and out.

| | |
|---------------------------|--|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-882 |
| Job Group | 4G |
| Department | UMG-General Ob/Gyn |
| Job Title | Clinic Office Assistant - Women's Health |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

Hiring Goals Analysis – Secretarial/Clerical

General Experience:

Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-882 | 0 | 21 | 0 | 14 | 1 | 16 | 0 | 4 | 0 | 5 | 6 | 67 |
| Unqualified | 0 | 12 | 0 | 8 | 1 | 9 | 0 | 4 | 0 | 4 | 4 | 42 |
| Qualified | 0 | 7 | 0 | 4 | 0 | 7 | 0 | 0 | 0 | 1 | 0 | 19 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 HM, did not meet the minimum requirements as posted.

1 WF, a part-time UConn Health employee, was selected. She had OB/GYN experience in a high volume (200+ patients daily) outpatient setting. Her experience included scheduling patients utilizing EPIC (electronic medical records system) and patient check in and out.

| | |
|---------------------------|--|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-1009 |
| Job Group | 4G |
| Department | 80740-Dermatology Clinic |
| Job Title | Clinic Office Assistant - Dermatology Clinic |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

- EPIC experience
- Scheduling experience in a Dermatology Clinic

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-1009 | 0 | 17 | 0 | 11 | 0 | 9 | 0 | 2 | 0 | 3 | 7 | 49 |
| Unqualified | 0 | 12 | 0 | 10 | 0 | 7 | 0 | 2 | 0 | 3 | 4 | 38 |
| Qualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 HF was selected. She had nine years of experience supporting medical and dental practices. Her experience included scheduling, checking patients in and out, and processing insurance information. She also had EPIC (electronic medical system) experience.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------|----|----|----|----|----|----|----|----|
| 5A Clinical/Paraprofessional | 2 | 4 | 0 | 1 | 1 | 0 | 1 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------------------|------------|----------|----|------------|-----------|
| 5A CLINICAL/PARAPROFESSIONAL | 6/30/2023 | Y | WF | 2023-1183 | 1 |
| | 9/8/2023 | N | HF | 2024-031 | 1 |
| | 11/3/2023 | Y | BF | 2023-1435 | 1 |
| | 11/17/2023 | N | TF | 2024-304 | 1 |
| | 11/17/2023 | Y | WF | 2024-341 | 1 |
| | 12/29/2023 | N | BF | 2024-305 | 1 |
| | 1/12/2024 | N | BM | 2024-537 | 1 |
| | 1/12/2024 | N | HF | 2024-130 | 1 |
| | 1/26/2024 | Y | WF | 2024-619 | 1 |
| | 3/22/2024 | N | WF | 2024-752 | 1 |
| | 3/22/2024 | N | BF | 2024-725 | 1 |
| | 4/5/2024 | N | WF | 2024-489 | 1 |
| | 5/2/2024 | Y | WM | 2024-992 | 1 |
| | 5/31/2024 | N | WF | 9999-00898 | 1 |
| | 5/31/2024 | N | UU | 9999-24827 | 1 |

| | |
|--------------------|-----------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1183 |
| Job Group | 5A |
| Department | 81007-Medicine 3 Unit |
| Job Title | Nurse Aide-Med 3 |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill patients; ability to learn safety and fire procedures.

SPECIAL REQUIREMENT:

Current certification as a Nurse's Aide.

Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRED EXPERIENCE: Current acute care inpatient hospital experience and post op orthopedic care experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1183 | 0 | 3 | 0 | 3 | 1 | 5 | 0 | 1 | 0 | 0 | 1 | 14 |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 0 | 0 | 1 | 0 | 4 | 0 | 1 | 0 | 0 | 1 | 7 |
| Interviewed | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|---|
| Start Date | 9/8/2023 |
| Requisition Number | 2024-031 |
| Job Group | 5A |
| Department | 10200-Psychiatry |
| Job Title | Community Health Worker - Parent Educator |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Knowledge and experience working with prenatal/postpartum parents and high risk and vulnerable peripartum populations.
- Knowledge and experience providing parent support and education in families' homes.
- Knowledge and experience with infant mental health and attachment-based practice
- Knowledge and experience of infant and toddler development.
- Strong interpersonal and organizational skills.
- Oral and written communication skills
- Considerable interpersonal skills
- Ability to work with a diverse client population

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience in the community working with human services or social services programs related to early childhood.

Substitutions Allowed:

College education in a human service field, such as early childhood or social work, may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

- Employees in this class will be required to travel within region 6 of the State in the course of their daily work using their own vehicle (mileage is reimbursed at the State level).
- Region 6 includes: Avon, Berlin, Bristol, Burlington, Canton, Cheshire, Farmington, Meriden, New Britain, Newington, Plainville, Plymouth, Rocky Hill, Simsbury, Southington, Unionville, Wallingford, and Wethersfield

PREFERRED QUALIFICATIONS:

- Bachelor's degree or advanced degree in a human service field (preferably early childhood or social work).
- Knowledge of and experience in conducting screening and providing psychoeducation to families, working in early childhood home visitation systems in Connecticut, and data entry using Excel and related computer software.
- Training and experience with screening, assessment, and program evaluation and with using the Parents as Teachers curriculum and the Ages & Stages screening questionnaires.
- Endorsement® in Infant/Early Childhood Mental Health or are in the process of Endorsement®
- Ability to read and write in English and Spanish.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-031 | 2 | 5 | 0 | 2 | 0 | 11 | 0 | 0 | 0 | 0 | 2 | 22 |
| Unqualified | 1 | 4 | 0 | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 1 | 13 |
| Qualified | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 4 WF, and 1 BF, did not meet the minimum requirements as posted.

The goal candidates, 1 WM, 1 WF, and 1 BF, were not interviewed because they did not have the preferred experience working with early childhood home visits.

1 HF was selected. She had the preferred ability to read and write in English and Spanish. She also had professional and personal experience in the field of perinatal and early childhood home visiting. Specifically, she had knowledge and skills in the areas of perinatal and infant mental health, child development and parent education.

| | |
|---------------------------|-------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2023-1435 |
| Job Group | 5A |
| Department | 81010-OB/GYN |
| Job Title | Nurse Aide-OB/GYN |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY: Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill; ability to learn safety and fire procedures.

REQUIREMENTS: Current certification as a Nurse's Aide and registered with the State of CT Nurse Aide Registry.

SPECIAL REQUIREMENTS:

- Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRD QUALIFICATIONS:

- 1-year inpatient hospital acute care experience.
- Experience working in newborn and obstetrical care

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1435 | 1 | 10 | 2 | 21 | 0 | 7 | 0 | 1 | 0 | 3 | 3 | 48 |
| Unqualified | 1 | 0 | 1 | 4 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 8 |
| Qualified | 0 | 8 | 1 | 13 | 0 | 5 | 0 | 1 | 0 | 3 | 3 | 34 |
| Withdrew Application | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 BF, was selected.

| | |
|---------------------------|------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-341 |
| Job Group | 5A |
| Department | Molecular Oncology |
| Job Title | Clinical Research Technician |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Basic knowledge of applicable science or related areas such as biology or psychology.
- Considerable oral and written communication skills.
- Basic understanding of the clinical trials process and regulations, both Federal and local governing the contract of the trials.
- Good clerical and organizational skills
- Ability to organize and work with data; ability to carry out a wide range of assignments with a minimum of instructions.
- Basic knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications) involved in clinical trials; ability to work as a member of a project team.
- Experience in library research.
- Some ability to analyze, and judgment in modifying, and applying procedures.

EXPERIENCE AND TRAINING:

General Experience:

High school graduate with three years' experience in a related field and/or clinical setting.

Substitution Allowed:

Associate Degree/graduate of Medical Technician or Medical Assistant program with one year of experience.

Special Qualifications:

- Experience in handling rodents, daily health evaluation, oral gavage, maintenance of animal data (including body weights, health status)

Preferred Qualifications:

- Two (2) years of experience in a laboratory/medical setting
- Veterinary Technician with 4 years of experience or equivalent

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-341 | 1 | 5 | 0 | 2 | 1 | 13 | 0 | 1 | 0 | 0 | 2 | 25 |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 4 | 0 | 1 | 0 | 0 | 2 | 9 |
| Qualified | 0 | 2 | 0 | 1 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 8 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|-------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-304 |
| Job Group | 5A |
| Department | 81009-Psychiatry 1 Unit |
| Job Title | Nurse Aide-IP Psych |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY: Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill; ability to learn safety and fire procedures.

REQUIREMENTS: Current certification as a Nurse's Aide.

SPECIAL REQUIREMENTS:

- Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRD QUALIFICATIONS:

- 1-year inpatient hospital acute care experience.
- CPI (Nonviolent Crisis Intervention) training and/or certification.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-304 | 0 | 2 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 12 |
| Qualified | 0 | 2 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 11 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

The WF and BF goals were met with previous hires and were no longer established hiring goals.

1 TF, part-time UConn Health employee, was selected. She was a 1199 union member who had contractual bargaining rights to the position.

| | |
|---------------------------|-------------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-305 |
| Job Group | 5A |
| Department | 81009-Psychiatry 1 Unit |
| Job Title | Nurse Aide-IP Psych |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY: Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill; ability to learn safety and fire procedures.

REQUIREMENTS: Current certification as a Nurse's Aide.

SPECIAL REQUIREMENTS:

- Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRD QUALIFICATIONS:

- 1-year inpatient hospital acute care experience.
- CPI (Nonviolent Crisis Intervention) training and/or certification.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-305 | 0 | 2 | 0 | 7 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 14 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 2 | 0 | 5 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 10 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The WF and BF goals were met with previous hires and were no longer established hiring goals.

1 BF, part-time UConn Health employee, was selected. She was a 1199 union member with contractual bargaining rights to the position.

| | |
|---------------------------|--------------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-130 |
| Job Group | 5A |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Community Health Worker |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of community resources and experience providing supplementary assistance to clients/families as required by program/project.
- Considerable knowledge of dynamics of individuals and families in the community.
- Knowledge of social, psychological, medical, economic, and legal factors influencing individual and group behavior.
- Strong oral and written communication skills.
- Considerable interpersonal skills.
- Ability to plan and execute service programs to meet client needs.
- Ability to respond to crisis under pressure/deadlines.
- Ability to work with chronically and terminally ill/physically impaired individuals and their families.
- Ability to interact with interdisciplinary team including medicine, social work, nursing, administration, and other paraprofessionals if required by program/project.
- If specified, ability to read, write both English and Spanish and to communicate information in either language to staff, clients, and others.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience in the community working with human services or social services related to breast cancer.

Substitutions Allowed:

College education in a human service field, such as early childhood or social work, may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

- Documented proof of formal lay patient navigation training for patients with possible disease or breast cancer within one (1) year of employment.
- Employees in this class will be required to travel within the State in the course of their daily work.
- Must be bilingual (fluency in speaking, reading, and writing in Spanish).

PREFERRED QUALIFICATIONS:

- Working knowledge of EPIC.

- Proficiency in using Microsoft Word, Excel, PowerPoint, Outlook.
- Experience in motivational interviewing techniques.
- Experience working with diverse populations in a clinical setting.
- Experience as a Community Health Worker or related outreach and engagement experience including developing strategies to overcome barriers to care.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-130 | 1 | 16 | 1 | 7 | 2 | 22 | 0 | 4 | 0 | 0 | 3 | 56 |
| Unqualified | 1 | 15 | 1 | 6 | 1 | 16 | 0 | 4 | 0 | 0 | 3 | 47 |
| Qualified | 0 | 1 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 1 WM, 15 WF, and 1 HM, did not meet the minimum qualifications as posted.

The goal candidates, 1 WF and 1 HM, were not interviewed for the following reasons:

- 1 WF was not bilingual in Spanish.
- 1 HM resume contained spelling and grammar errors.

1 HF was selected. She was bilingual in Spanish. She also was a certified community health worker with outreach and engagement experience.

| | |
|---------------------------|-------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-537 |
| Job Group | 5A |
| Department | 81009-Psychiatry 1 Unit |
| Job Title | Nurse Aide-IP Psych |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY: Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill; ability to learn safety and fire procedures.

REQUIREMENTS: Current certification as a Nurse's Aide.

SPECIAL REQUIREMENTS:

- Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRD QUALIFICATIONS:

- 1-year inpatient hospital acute care experience.
- CPI (Nonviolent Crisis Intervention) training and/or certification.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-537 | 0 | 4 | 2 | 4 | 0 | 2 | 0 | 0 | 0 | 2 | 2 | 16 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 4 |
| Qualified | 0 | 3 | 1 | 4 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 11 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The BF goal was met with a previous hire and was no longer an established hiring goal.

1 BM, part-time UConn Health employee, was selected. He was a 1199 union member with contractual bargaining rights to the position.

| | |
|---------------------------|-------------------------|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-619 |
| Job Group | 5A |
| Department | 81005-Float Pool |
| Job Title | Nurse's Aide-Float Pool |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill patients; ability to learn safety and fire procedures.

SPECIAL REQUIREMENT:

Current certification as a Nurse's Aide.

Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential. Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRED EXPERIENCE: Current acute care inpatient hospital experience and post op orthopedic care experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-619 | 1 | 10 | 1 | 5 | 1 | 7 | 0 | 2 | 0 | 0 | 1 | 28 |
| Qualified | 1 | 9 | 1 | 5 | 1 | 6 | 0 | 2 | 0 | 0 | 1 | 26 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|-------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-752 |
| Job Group | 5A |
| Department | 81005-Float Pool |
| Job Title | Nurse's Aide-Float Pool |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill patients; ability to learn safety and fire procedures.

SPECIAL REQUIREMENT:

Current certification as a Nurse's Aide.

Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential. Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRED EXPERIENCE: Current acute care inpatient hospital experience and post op orthopedic care experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-752 | 0 | 6 | 0 | 8 | 0 | 3 | 0 | 1 | 0 | 1 | 1 | 20 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 3 | 0 | 5 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 12 |
| Interviewed | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health web site.

The WF and BF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF was selected. She had twenty-two years of experience as a certified nursing assistant (CNA). Her experience included three years of CNA experience working in a hospital.

| | |
|---------------------------|-----------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-725 |
| Job Group | 5A |
| Department | 81007-Medicine 3 Unit |
| Job Title | Nurse's Aide-Med 3 |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill patients; ability to learn safety and fire procedures.

SPECIAL REQUIREMENT:

Current certification as a Nurse's Aide.

Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential. Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRED EXPERIENCE: Current acute care inpatient hospital experience and post op orthopedic care experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-725 | 0 | 2 | 0 | 5 | 0 | 6 | 0 | 2 | 0 | 1 | 1 | 17 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 1 | 0 | 4 | 0 | 6 | 0 | 2 | 0 | 1 | 1 | 15 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The WF and BF goals were met with a previous hire and were no longer established hiring goals.

1 BF, part-time UConn Health employee, was selected. She was a 1199 union member with contractual bargaining rights to the position.

| | |
|---------------------------|---------------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-489 |
| Job Group | 5A |
| Department | 10760-Calhoun Cardiology Center - CCC |
| Job Title | Community Health Worker |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of community resources or providing supplementary assistance (as specified, e.g., peer support, recovery assistance program(s)) to clients and families; oral and written communication skills; considerable interpersonal skills; ability to work with a diverse client population; ability to read, write English and Spanish if specified and to communicate information in either language, if specified, to client's staff and others.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in the community working with human services or social services and recovery assistance programs.

SUBSTITUTION ALLOWED:

College education in human services, social services, peer support or recovery coach field may substitute for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree.

SPECIAL REQUIREMENTS

Employees in this class may be required to be bilingual or fluent in Spanish.

Lived experience with recovery from substance use problems

Experience coaching, mentoring, or sponsoring young adults in early recovery from substance use problems

A current and active State or National Peer Support Certification or Recovery Coach certification at the time of application OR open to attaining this Certification during the first three months of employment

Must have a valid driver's license and access to reliable transportation.

The position requires traveling to multiple substance use treatment centers across the state.

Experience working with diverse populations

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-489 | 3 | 5 | 1 | 2 | 1 | 2 | 0 | 1 | 1 | 0 | 2 | 18 |
| Unqualified | 3 | 3 | 0 | 2 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 11 |
| Qualified | 0 | 1 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health web site.

The WF and BF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 3 WM and 1 HM, did not meet the minimum qualifications as posted.

The 1 WF was selected. She had recovery coaching experience with young adults early in treatment. She also had experience in community health work with diverse populations. Additionally, she had personal experience in recovery.

| | |
|---------------------------|------------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-992 |
| Job Group | 5A |
| Department | Molecular Oncology |
| Job Title | Clinical Research Technician |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL & ABILITY:

- Basic knowledge of applicable science or related areas such as biology or psychology
- Considerable oral and written communication skills
- Basic understanding of the clinical trials process and regulations, both Federal and local governing the contract of the trials
- Good clerical and organizational skills
- Ability to organize and work with data; ability to carry out a wide range of assignments with a minimum of instructions
- Basic knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications) involved in clinical trials
- Ability to work as a member of a project team
- Experience in library research; some ability to analyze, and judgment in modifying, and applying procedures.

EXPERIENCE AND TRAINING:

General Experience:

High school graduate with three years' experience in a related field and/or clinical setting.

Substitution Allowed:

Associate Degree/graduate of Medical Technician or Medical Assistant program with one year of experience.

Special Requirements:

- Two years of experience in a laboratory/medical setting
- Experience in bioinformatics for analyzing biological/genetic data including RNA seq.

Preferred Qualification:

- Experience in analyzing high resolution, multiplex imaging including IMC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-992 | 1 | 4 | 0 | 1 | 0 | 2 | 2 | 5 | 0 | 1 | 3 | 19 |
| Unqualified | 0 | 4 | 0 | 1 | 0 | 2 | 2 | 5 | 0 | 1 | 3 | 18 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

5A. (Clinical/Paraprofessional) Hires – Part Time to Full Time**Nurse Aides
(Float Pool)**

A goal candidate, 1 WF, and 1 UU adjusted their work schedules from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 5B Technical/Paraprofessional | 0 | 0 | 0 | 11 | 0 | 11 | 1 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|--------------|------------|----------|----|------------|-----------|
| 5B TECHNICAL | 6/30/2023 | N | WF | 2023-882 | 1 |
| | 7/14/2023 | N | WF | 2023-097 | 1 |
| | 7/28/2023 | N | WF | 2023-1408 | 1 |
| | 8/11/2023 | N | WF | 2023-1033 | 1 |
| | 9/8/2023 | N | WF | 2023-888 | 1 |
| | 9/18/2023 | N | WF | 2023-888 | 1 |
| | 9/22/2023 | N | UU | 2023-819 | 1 |
| | 9/22/2023 | Y | HF | 2023-819 | 1 |
| | 10/6/2023 | N | WF | 2023-1384 | 1 |
| | 10/20/2023 | Y | BF | 2024-227 | 1 |
| | 11/3/2023 | Y | HF | 2023-199 | 1 |
| | 12/1/2023 | N | WF | 2023-1318 | 1 |
| | 12/1/2023 | N | UU | 2024-269 | 1 |
| | 1/26/2024 | N | WF | 2024-376 | 1 |
| | 2/23/2024 | N | WF | 2024-353 | 1 |
| | 3/8/2024 | N | WM | 2024-696 | 1 |
| | 3/8/2024 | N | WF | 2023-244 | 1 |
| | 3/8/2024 | N | WF | 2024-538 | 1 |
| | 4/5/2024 | N | WF | 2023-411 | 1 |
| | 4/5/2024 | N | WF | 2024-598 | 1 |
| | 4/5/2024 | N | AF | 2024-576 | 1 |
| | 4/5/2024 | Y | BF | 2023-411 | 1 |
| | 4/19/2024 | N | WM | 2024-951 | 1 |
| | 4/19/2024 | N | WF | 2024-963 | 1 |
| | 5/3/2024 | N | WF | 2024-377 | 1 |
| | 5/3/2024 | N | WF | 2024-575 | 1 |
| | 5/3/2024 | N | BM | 2024-377 | 1 |
| | 5/31/2024 | N | WF | 9999-24950 | 1 |
| | 5/31/2024 | Y | BF | 2024-1027 | 1 |

| | |
|---------------------------|------------------------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-882 |
| Job Group | 5B |
| Department | 83069-Radiology |
| Job Title | Computed Tomography Technologist I |

Minimum Qualifications Required:

Knowledge, Skills, and Abilities:

- Considerable knowledge of physiology and anatomy
- Considerable knowledge of applicable diagnostic equipment, procedures, and techniques
- Knowledge of radiation safety, infection control and patient safety techniques and policies
- Skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills
- Considerable interpersonal skills
- Good hand-eye coordination
- Detailed oriented
- Ability to communicate effective (oral and written) with patient and health care team, ability to use independent judgment to acquire the optimum diagnostic imaging information in each examination performed
- Ability to establish and maintain effective working relationships with the public and health care team
- Ability to serve various age groups and show sensitivity to patient's multicultural needs ability to operate and navigate computerized clinical systems [e.g., PACS and RIS] and office applications [e.g., MS outlook and Word]
- Ability to work efficiently and cope with emergency situations

General Experience and Training for the Computed Tomography Technologist 1:

- BOTH Radiography AND Computed Tomography certification and registry [R.T.(R) (CT)(ARRT)] by American Registry of Radiologic Technologist.
- Must possess and maintain during employment a Connecticut State Radiography license to practice radiography.
- Must possess and maintain Basic Life Support certificate [BLS], must be active/current during employment.
- Must maintain CEU compliance for ARRT registry/certification during employment.

General Experience and Training for the Computed Tomography Technologist 2:

- Two [2] years of work experience performing computed tomography imaging.
- BOTH Radiography AND Computed Tomography certification and registry [R.T.(R) (CT)(ARRT)] by American Registry of Radiologic Technologist.
- Must possess and maintain during employment a Connecticut State license to practice radiography.
- Must possess and maintain Basic Life Support certificate [BLS], must be active/current during employment.

- Must maintain CEU compliance for AART registry/certification during employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-882 | 1 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had completed a CT scan clinical rotation at UConn Health. She had experience with CT scan workflows, protocols, and procedures.

| | |
|---------------------------|--------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-097 |
| Job Group | 5B |
| Department | UMG-Ophthalmology |
| Job Title | Ophthalmology Technician |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of various diagnostic equipment used in ophthalmology
- knowledge of ophthalmic and basic medical terminology
- knowledge of several areas of ophthalmology
- comprehensive knowledge of ophthalmic evaluations and testing in accordance with division standards
- knowledge of proper use and care of ophthalmic equipment and instruments
- knowledge of electronic health record documentation
- considerable interpersonal skills
- strong oral and written communication skills
- ability to work in a team environment
- ability to obtain patient cooperation to achieve the best test results
- ability to work under pressure to meet deadlines.

EXPERIENCE AND TRAINING:

General Experience:

- Three (3) years of experience as an ophthalmic technician in a practice under the supervision of an Ophthalmologist.

SPECIAL REQUIREMENTS:

- Must possess and retain during employment Certification through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) in one of the following designations:
 - Certified Ophthalmic Assistant (COA),
 - Ophthalmic Scribe Certification (OSC),
 - Certified Ophthalmic Technician (COT),
 - Certified Ophthalmic Medical Technologist (COMT).

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-097 | 0 | 6 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 12 |
| Unqualified | 0 | 5 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 9 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BF and 1 HF, did not meet the minimum requirements as posted.

The goal candidates, 2 HF, were interviewed and selected. Their hires are explained in the Hiring Goals Analysis section of the 2023 Affirmative Action Plan.

The 1 WF was selected. She was a certified ophthalmic assistant who had twenty years of ophthalmic technician experience. She also provided patient center responses to interview questions.

| | |
|---------------------------|--------------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1408 |
| Job Group | 5B |
| Department | 83061-Radiation Therapy |
| Job Title | Radiation Therapy Technologist |

MINIMUM QUALIFICATIONS REQUIRED**KNOWLEDGE, SKILLS, AND ABILITY:**

- Knowledge of theories and principles of radiation application, radiation protection, and equipment operations, patient assessment and management, physical assistance and transfer, and quality assurance.
- Knowledgeable and skilled in block making.
- Knowledge of common terminology in charge capture such as CPT codes and level of billing.
- Knowledge of relevant Federal, State and accreditation agency guidelines.

- Ability to understand the concepts of brachytherapy and associated radiation protection issues.
- Computer skills.
- Interpersonal skills, ability to communicate effectively, oral and written.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an ARRT approved two (2) year certificate program or an Associate's Degree program in radiation therapy.

SPECIAL REQUIREMENTS:

- Incumbent must be certified and registered by the American Registry of Radiologic Technologist (ARRT) or eligible. If not registered/certified at time of hire must obtain registration/certification within six (6) months of hire.
- Incumbents in this class must possess and maintain a license to perform radiography in the State of Connecticut
- American Heart Association (AHA) BLS (CPR/AED) or formal training. Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

PREFERRED EXPERIENCE:

- Experience with Elekta, Tomotherapy and Mosaic

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1408 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had an Associate's degree in radiation therapy and was ARRT certified. She was also in the process of obtaining a Connecticut radiography license. Additionally, she had the preferred experience with Elekta technology, Tomotherapy and Mosaic.

| | |
|---------------------------|------------------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1033 |
| Job Group | 5B |
| Department | 83069-Radiology |
| Job Title | Diagnostic Radiologic Technologist |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment

Ability to exercise independent judgement

Knowledge of radiographic imaging techniques

Knowledge of infection control procedures

Knowledge of patient monitoring equipment

Computer based skills required to navigate workflow applications

Ability to follow oral/written instructions

Considerable interpersonal skills

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an ARRT approved two-year certificate or Associate's degree program in Radiology Technology.

Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT).

Special Requirement:

Must possess and maintain a current license to practice radiography in the State of Connecticut.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1033 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had twenty-seven years of experience as a radiologic technologist. She had experience in all areas of radiography such as operating rooms and trauma patients. She also provided detailed examples of her patient care skills.

| | |
|---------------------------|------------------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-888 |
| Job Group | 5B |
| Department | 81033-Storrs Urgent Care |
| Job Title | Diagnostic Radiologic Technologist |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of anatomical positioning and physiology; competency and proficiency with digital radiologic equipment; ability to exercise independent judgement; knowledge of infection control procedures; knowledge of patient monitoring equipment; some computer skills; ability to follow oral/written instructions; considerable interpersonal skills; provides exemplary customer service to the patients we serve.

EXPERIENCE AND TRAINING: General Experience:

Graduation from an ARRT approved two-year certificate or Associate's degree program in Radiology Technology.

Special Experience:

Incumbents must meet the requirements for registry by the American Registry of Radiological Technologists and be certified as a Radiographer (ARRT).

Special Requirement:

Incumbents must possess and maintain a current license to practice radiography in the State of Connecticut. Possession of knowledge, skills, and abilities as stated above. Prior hospital experience. Ability to work off-site locations as needed.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-888 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 4 |
| Withdrew Application | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

2 WF were selected.

- 1 WF was certified as a Radiographer ARRT. She had a certificate in CPR and had a Connecticut Radiology license. She had approximately nineteen years of CT Scanning experience as well as experience utilizing EPIC (electronic medical record).
- 1 WF was certified as a Radiographer ARRT. She had a certificate in CPR and had a Connecticut Radiology license. She had been working per diem for UConn Health Storrs Urgent Care and had experience utilizing EPIC (electronic medical record).

| | |
|---------------------------|---|
| Start Date | 9/22/2023 |
| Requisition Number | 2023-819 |
| Job Group | 5B |
| Department | 81142-CT Central Sterile Supply |
| Job Title | Central Sterile Processing Instrument Specialists |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of operating room instruments and operative procedures; knowledge of all equipment and supplies of Central Sterile Processing and Distribution Department and methods for cleaning, preparation, sterilization and maintenance for required use; interpersonal skills; ability to keep records and prepare reports; ability to understand and carry out oral and written instructions; manual dexterity and mechanical aptitude.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of experience in a hospital setting involved in the sterilization, decontamination, processing, assembly, storing and distribution of surgical instrumentation, supplies, devices, and equipment.

SPECIAL REQUIREMENTS: Incumbents in this class must have been employed or otherwise contracted for services as a central service technician in a health care facility before January 1, 2016, or obtain and retain one of the following:

A Certified Registered Central Service Technician (CRCST) credential administered by the International Association of Healthcare Central Services Material Management (IAHCSMM).

OR

A Certified Sterile Processing and Distribution Technician (CSPDT) credential administered by the Certified Board of Sterile Processing and Distribution Inc. (CBSPD).

NOTE: Credentialing must be obtained not later than two (2) years after date of hire. Incumbents in this class must complete a minimum of ten (10) hours of continuing education annually. The continuing education shall be in areas related to the functions of central service technician.

PREFERRED REQUIREMENTS: Currently working in OR Central Sterilization and current Certified Sterile Processing and Distribution Technician (CSPDT) credentials administered by the Certified Board of Sterile Processing and Distribution Inc. (CBSPD).

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-819 | 4 | 7 | 5 | 9 | 1 | 5 | 1 | 0 | 0 | 1 | 2 | 35 |
| Unqualified | 3 | 4 | 4 | 7 | 1 | 3 | 1 | 0 | 0 | 1 | 1 | 25 |
| Qualified | 0 | 3 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 2 |

This position was posted on the UConn Health website.

The goal candidates, 7 BF, 3 HF and 1 AM, did not meet the minimum requirements as posted.

The goal candidates, 1 BF and 1 HF, were not interviewed because they did not respond to repeated attempts to schedule an interview.

The goal candidate, 1 BF, was interviewed and offered the position. She declined the offer of employment.

The goal candidate, 1 HF, and 1 UU were selected.

1 UU had two years of sterile processing experience. Their experience included decontamination, assembly, sterilization techniques as well as experience with different specialty trays and loaner instrumentation. Additionally, they had the preferred certification.

| | |
|---------------------------|---|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-1384 |
| Job Group | 5B |
| Department | UMG-Maternal/Fetal Module |
| Job Title | Diagnostic Medical Sonography Technologist 1 or 2 |

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Diagnostic Medical Sonography Technologist I

Knowledge of general physics, biological science, and algebra

Knowledge of sonographic equipment and procedures

Knowledge of infectious diseases, and safety precautions

Skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills

Considerable interpersonal skills

Good hand-eye coordination

Detailed oriented

Ability to communicate effectively (oral and written) with patient and health care team, recognizing the special nature of sonographic examinations and patient's needs

Ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt sonographic examination as necessary

Ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed

Ability to establish and maintain effective working relationships with the public and health care team

Ability to operate and navigate computerized clinical systems [e.g., PACS and RIS] and office applications [e.g., MS outlook and Word]

Ability to work efficiently and cope with emergency situations.

Diagnostic Medical Sonography Technologist II

Considerable knowledge of general physics, biological science, and algebra

Knowledge of sonographic equipment and procedures

Considerable knowledge of infectious disease procedures and safety precautions

Skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills

Considerable interpersonal skills

Good hand-eye coordination

Detailed oriented

Ability to communicate effectively (oral and written) with patient and health care team, recognizing the special nature of sonographic examinations and patient's needs

Ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt sonographic examination as necessary

Ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed

Ability to establish and maintain effective working relationships with the public and health care team

Ability to recognize the difference between normal and abnormal images and other diagnostic information

Ability to operate and navigate computerized clinical systems [e.g., PACS and RIS] and office applications [e.g., MS outlook and Word]

Ability to work efficiently and cope with emergency situations.

EXPERIENCE AND TRAINING:

Diagnostic Medical Sonography Technologist I
Graduate of a formal Diagnostic Medical Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Diagnostic Medical Sonography Technologist II
Two [2] years diagnostic medical sonography experience.

REQUIRED LICENSE/CERTIFICATION/REGISTRY:

Diagnostic Medical Sonography Technologist I
Must possess and maintain during employment Registry in at least one specialty by the American Registry for Diagnostic Medical Sonography (ARDMS) or certification/registry in Sonography by ARRT.

Diagnostic Medical Sonography Technologist II
Must possess and maintain during employment registry by the American Registry for Diagnostic Medical Sonography (ARDMS) in at least two specialties, one of which must be OB/GYN or abdominal. or registry with the American Registry of Radiologic Technologist [AART] in Sonography.

Both
Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

Interest in expanding skills in Maternal Fetal Medicine

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1384 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was not interviewed because she did not have experience in obstetrics/gynecology or maternal fetal medicine.

The 1 WF was selected. She was a registered diagnostic medical sonographer in abdomen and obstetrics/gynecology. She also had two years of experience in obstetrics/gynecology and maternal fetal medicine.

| | |
|---------------------------|-------------------------------|
| Start Date | 10/20/2023 |
| Requisition Number | 2024-227 |
| Job Group | 5B |
| Department | 83062-Nuclear Medicine |
| Job Title | Nuclear Medicine Technologist |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the nuclear medicine diagnostic, therapeutic and quality control procedures:
- Knowledge of the Nuclear Regulatory Commission [NRC] regulations.
- Analytical skills to be able to calculate accurate dosages.
- Interpersonal skills to interact with patients and elicit patient's corporation.
- Effective communication skills [written and oral].
- Ability to utilize computer and computer systems to process, retrieve and enter information.
- Ability to reassure and calm patients who are under physical and emotional stress.
- Detail oriented with the ability to follow exact instructions by the supervising physician.
- Ability to maintain an efficient departmental schedule.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

- Current certification in good standing as a Certified Nuclear Medicine Technologist [CNMT] with the Nuclear Medicine Technology Certification Board [NMTCB]

OR

- Current Registered Technologist, Nuclear Medicine Technology [R.T. (N) (ARRT)] with the American Registry of Radiologic Technologist
- American Heart Association (AHA) BLS (CPR/AED) Certification or formal training
Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-227 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 BF, was selected.

| | |
|---------------------------|---|
| Start Date | 11/3/2023 |
| Requisition Number | 2023-199 |
| Job Group | 5B |
| Department | 83069-Radiology |
| Job Title | Magnetic Resonance Imaging [MRI] Technologist I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of physiology and anatomy
- Considerable knowledge of applicable diagnostic equipment, procedures, and techniques
- Knowledge of radiation safety, infection control and patient safety techniques and policies
- Skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills
- Considerable interpersonal skills
- Good hand-eye coordination
- Detailed oriented
- Ability to communicate effectively (oral and written) with patient and health care team
- Ability to use independent judgment to acquire the optimum diagnostic imaging information in each examination performed
- Ability to establish and maintain effective working relationships with the public and health care team
- Ability to serve various age groups and show sensitivity to patient's multicultural needs
- Ability to operate and navigate computerized clinical systems [e.g., PACS and RIS] and office applications [e.g., MS outlook and Word]
- Ability to work efficiently and cope with emergency situations

GENERAL EXPERIENCE AND TRAINING:

MRI 1: Completion of an accredited radiography program or Associate degree in science.

MRI 2: Must have at least two (2) years of MRI experience

REQUIRED LICENSE/CERTIFICATION:

- Must possess and maintain during employment both Radiography [R.T.(R)] and Magnetic Resonance Imaging [MRI] certification/registry [R.T.(MRI)] by American Registry of Radiologic Technologist [ARRT]
- Must possess and maintain during employment a Connecticut State license to practice radiography
- Must possess and maintain during employment an active Basic Life Support [BLS] certificate

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-199 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 HF, was selected.

| | |
|---------------------------|----------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2023-1318 |
| Job Group | 5B |
| Department | 83160-Clinical Engineering |
| Job Title | Biomedical Technician 1 |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of standard laboratory practices, scientific terminology, and equipment
- Knowledge of the basic principles of electronics and mechanics as it applies to testing, repair, and maintenance of laboratory instrumentation
- Interpersonal, oral, and written communication skills
- Some computer skills
- Some ability to fabricate experimental apparatus or modify existing equipment to need
- Ability to use a variety of hand and power tools
- Ability to work independently
- Must be knowledgeable and have experience using a variety of calibration and test equipment for medical devices
- Knowledge of current codes and standards pertaining to the safe use of medical devices in a hospital setting including medical gases and other utilities
- Ability to interact with clinical personnel in troubleshooting equipment problems
- Knowledge of human anatomy, physiology, medical terminology, and medical application devices critical to resolving problems

EXPERIENCE AND TRAINING: General Experience:

- Three (3) years of experience in the maintenance, testing and repair of clinical instrumentation and medical electronics equipment in a hospital setting

SUBSTITUTION:

- College training in biomedical equipment technology, electronics or a closely related field may substitute for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience up to a maximum of three (3) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1318 | 5 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 10 |
| Unqualified | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 5 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF and 1 AM, did not meet the minimum requirements as posted.

The 1 WF was selected. She had an Associate's degree in electrical engineering and had nineteen years of biomedical technician experience in hospital settings.

| | |
|---------------------------|----------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-269 |
| Job Group | 5B |
| Department | 83160-Clinical Engineering |
| Job Title | Biomedical Technician II |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of the principles of electronics and mechanics as it applies to testing, repair, and maintenance of clinical, radiological, dental, research instrumentation and equipment
- Interpersonal skills
- Oral and written communication skills
- Considerable ability to troubleshoot independently
- Ability to effectively communicate with various health care professionals.
- Knowledge of anatomy and physiology and medical terminology
- Must be knowledgeable and have experience using a variety of calibration and test equipment for medical devices
- Knowledge of current codes and standards pertaining to the safe use of medical devices in a hospital setting including medical gases and other utilities
- Ability to interact with clinical personnel
- Knowledge of the medical application of the device which is critical to resolving the problem

EXPERIENCE AND TRAINING:

General Experience: Five (5) years of experience in the maintenance, testing and repair of medical devices which include medical electronics, clinical instrumentation, radiology, research, and dental equipment in a hospital setting.

SUBSTITUTIONS ALLOWED: College training in biomedical equipment technology, electronics or a closely related field may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience up to a maximum of four (4) years and one (1) year of experience in the testing and repair of medical devices which include medical electronics, clinical instrumentation, radiological, research, and dental equipment in a hospital setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-269 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 6 |
| Unqualified | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 UU was selected. The candidate had an Associate's degree in electrical engineering and had thirteen years of biomedical technician experience in hospital settings. The candidate also provided detailed examples of their experience in the maintenance, testing, and repair of medical devices.

| | |
|---------------------------|--|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-376 |
| Job Group | 5B |
| Department | UT Sterile Processing Department |
| Job Title | Central Sterile Processing Instrument Specialist |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of operating room instruments and operative procedures; knowledge of all equipment and supplies of Central Sterile Processing and Distribution Department and methods for cleaning, preparation, sterilization and maintenance for required use; interpersonal skills; ability to keep records and prepare reports; ability to understand and carry out oral and written instructions; manual dexterity and mechanical aptitude.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of experience in a hospital setting involved in sterilization, decontamination, processing, assembly, storing and distribution of surgical instrumentation, supplies, devices, and equipment.

SPECIAL REQUIREMENTS: Incumbents in this class must have been employed or otherwise contracted for services as a central service technician in a health care facility before January 1, 2016, or obtain and retain one of the following:

A Certified Registered Central Service Technician (CRCST) credential administered by the International Association of Healthcare Central Services Material Management (IAHCSCMM).

OR

A Certified Sterile Processing and Distribution Technician (CSPDT) credential administered by the Certified Board of Sterile Processing and Distribution Inc. (CBSPD).

NOTE: Credentialing must be obtained not later than two (2) years after date of hire. Incumbents in this class must complete a minimum of ten (10) hours of continuing education annually. The continuing education shall be in areas related to the functions of central service technician.

PREFERRED REQUIREMENTS: Currently working in OR Central Sterilization and current Certified Sterile Processing and Distribution Technician (CSPDT) credentials administered by the Certified Board of Sterile Processing and Distribution Inc. (CBSPD).

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-376 | 0 | 4 | 2 | 4 | 1 | 0 | 1 | 0 | 1 | 3 | 0 | 16 |
| Unqualified | 0 | 3 | 1 | 2 | 1 | 0 | 1 | 0 | 1 | 2 | 0 | 11 |
| Qualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 BF and 1 AM, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was interviewed and not selected because she was unable to provide complete responses to interview questions.

The goal candidate, 1 BF, was interviewed and offered the position. She declined the offer of employment.

1 WF was selected. She was a CRCST and had three years of experience in all areas of a sterile processing department. She also provided complete responses to interview questions.

| | |
|---------------------------|--|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-353 |
| Job Group | 5B |
| Department | 83063-Radiology-Ct |
| Job Title | Computed Tomography [CT] Technologist II |

Minimum Qualifications Required:

Knowledge, Skills, and Abilities:

- Considerable knowledge of physiology and anatomy
- Considerable knowledge of applicable diagnostic equipment, procedures, and techniques
- Knowledge of radiation safety, infection control and patient safety techniques and policies
- Skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills
- Considerable interpersonal skills
- Good hand-eye coordination
- Detailed oriented
- Ability to communicate effective (oral and written) with patient and health care team, ability to use independent judgment to acquire the optimum diagnostic imaging information in each examination performed
- Ability to establish and maintain effective working relationships with the public and health care team
- Ability to serve various age groups and show sensitivity to patient's multicultural needs ability to operate and navigate computerized clinical systems [e.g., PACS and RIS] and office applications [e.g., MS outlook and Word]
- Ability to work efficiently and cope with emergency situations

General Experience and Training for the Computed Tomography Technologist 1:

- BOTH Radiography AND Computed Tomography certification and registry [R.T.(R) (CT)(ARRT)] by American Registry of Radiologic Technologist.
- Must possess and maintain during employment a Connecticut State Radiography license to practice radiography.
- Must possess and maintain Basic Life Support certificate [BLS], must be active/current during employment.
- Must maintain CEU compliance for ARRT registry/certification during employment.

General Experience and Training for the Computed Tomography Technologist 2:

- Two [2] years of work experience performing computed tomography imaging.
- BOTH Radiography AND Computed Tomography certification and registry [R.T.(R) (CT)(ARRT)] by American Registry of Radiologic Technologist.
- Must possess and maintain during employment a Connecticut State license to practice radiography.

- Must possess and maintain Basic Life Support certificate [BLS], must be active/current during employment.
- Must maintain CEU compliance for AART registry/certification during employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-353 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had an Associate's degree in radiologic technology and was a registered radiologic technologist. She had experience in all areas of CT scan and had experience utilizing Siemens equipment.

| | |
|---------------------------|----------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-696 |
| Job Group | 5B |
| Department | 83160-Clinical Engineering |
| Job Title | Biomedical Technician 1 |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of standard laboratory practices, scientific terminology, and equipment
- Knowledge of the basic principles of electronics and mechanics as it applies to testing, repair, and maintenance of laboratory instrumentation
- Interpersonal, oral, and written communication skills
- Some computer skills
- Some ability to fabricate experimental apparatus or modify existing equipment to need
- Ability to use a variety of hand and power tools
- Ability to work independently
- Must be knowledgeable and have experience using a variety of calibration and test equipment for medical devices
- Knowledge of current codes and standards pertaining to the safe use of medical devices in a hospital setting including medical gases and other utilities
- Ability to interact with clinical personnel in troubleshooting equipment problems
- Knowledge of human anatomy, physiology, medical terminology, and medical application devices critical to resolving problems

EXPERIENCE AND TRAINING: General Experience:

- Three (3) years of experience in the maintenance, testing and repair of clinical instrumentation and medical electronics equipment in a hospital setting

SUBSTITUTION:

- College training in biomedical equipment technology, electronics or a closely related field may substitute for the general experience based on fifteen (15) semester hours equaling six (6) months of experience up to a maximum of three (3) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-696 | 4 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 9 |
| Unqualified | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 5 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was interviewed and not selected because she was offered another UConn Health position.

The 1 WM was selected. He had a Bachelor's degree in biomedical engineering and four years of experience in maintenance, testing and repair of clinical instrumentation and medical.

| | |
|---------------------------|--|
| Start Date | 3/8/2024 |
| Requisition Number | 2023-244 |
| Job Group | 5B |
| Department | 83069-Radiology |
| Job Title | Diagnostic Medical Sonography Technologist I or II |

Minimum Qualifications Required:

Knowledge, Skills, and Abilities:

Considerable knowledge of general physics, biological science and algebra; knowledge of sonographic equipment and procedures; considerable knowledge of infectious disease procedures and safety precautions; skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills; considerable interpersonal skills; good hand-eye coordination; detailed oriented; ability to communicate effective (oral and written) with patient and health care team, recognizing the special nature of sonographic examinations and patient's needs; ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt sonographic

examination as necessary; ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed; ability to establish and maintain effective working relationships with the public and health care team; ability to recognize the difference between normal and abnormal images and other diagnostic information; ability to operative and navigate computerized clinical systems and office applications; ability to work efficiently and cope with emergency situations.

DMST I General Experience and Training Required:

- Graduate of a formal Diagnostic Medical/Ultrasound Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

DMST II General Experience and Training Required:

- Graduate of a formal Diagnostic Medical/Ultrasound Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); and
- Two [2] years diagnostic medical sonography experience.

Required License/Certification/Registry:

- Must possess and maintain during employment registry by the American Registry for Diagnostic Medical Sonography (ARDMS) in multiple specialties [at least two] to include but not limited to, abdominal, breast, musculoskeletal, Obstetric, and gynecologic or vascular or, registry with the American Registry of Radiologic Technologist [AART] in Sonography.
- Must possess and maintain during employment an active Basic Life Support [BLS] certificate.

Special Experience and Training Required:

Must maintain and possess during employment registry by the American Registry for Diagnostic Medical Sonography (ARDMS) in Breast.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-244 | 0 | 20 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 1 | 3 | 30 |
| Unqualified | 0 | 12 | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 2 | 19 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 BF and 2 HF, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was interviewed and offered the position. She declined the offer.

The 1 WF was selected. She had an Associate's degree in radiology, a certificate in diagnostic medical sonography, and was a registered ARDMS. She also provided concise responses to interview questions and detailed examples of her skills.

| | |
|---------------------------|---------------------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-538 |
| Job Group | 5B |
| Department | 62122-Center for Comparative Medicine |
| Job Title | Veterinary Technologist |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of technical aspects of veterinary medicine and surgery, particularly as they apply to care and support of common laboratory animal species; considerable skill in handling and restraining animals, performing clinical examinations, clinical laboratory tests; interpersonal skills; computer skills, ability to keep technical/medical records and prepare reports.

EXPERIENCE AND TRAINING:

General Experience:

Successful completion of an American Veterinary Medical Association Accredited program in veterinary technology having didactic and practical training in laboratory animal species.

SUBSTITUTION ALLOWED:

Four (4) years' experience in a clinical setting resulting in certification as a Veterinary Technician or Technologist by a State or other recognized organization and at least six (6) months experience as a veterinary technician/technologist in a laboratory animal facility.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-538 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had an Associate degree in veterinary technology and was a board-certified veterinary technician. She also had fourteen years of veterinary technician experience working with multiple species.

| | |
|---------------------------|-------------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2023-411 |
| Job Group | 5B |
| Department | 83069-Radiology |
| Job Title | Diagnostic Radiologic Technologists |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment
- Ability to exercise independent judgement
- Knowledge of radiographic imaging techniques
- Knowledge of infection control procedures
- Knowledge of patient monitoring equipment
- Computer based skills required to navigate workflow applications
- Ability to follow oral/written instructions
- Considerable interpersonal skills

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an ARRT approved two-year certificate or Associate's degree program in Radiology Technology.

Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT).

Special Requirement:

Must possess and maintain a current license to practice radiography in the State of Connecticut.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-411 | 3 | 6 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 2 | 15 |
| Unqualified | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 5 |
| Hired | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

1 WF and a goal candidate, 1 BF, were selected.

- 1 WF had an Associate's degree in radiologic technology and was certified as a Radiographer ARRT. She also had eight years of experience as a radiologic technologist, which included diagnostic x-ray.

| | |
|---------------------------|------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-598 |
| Job Group | 5B |
| Department | 80320-Cardiology |
| Job Title | Cardiac/Vascular Sonographer |

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years cardiac sonography experience in Echocardiography/Cardiovascular Lab in an acute care setting and credentialed as a Registered Diagnostic Cardiac Sonographer (RDCS) by the American Registry of Diagnostic Medical Sonography (ARDMS)

OR

Registered Cardiac Sonographer (RCS) by Cardiovascular Credentialing International (CCI) or ARRT equivalent

Special Requirement:

Must possess and maintain during employment Basic Life Support (BLS) certification.

Substitution:

Associate Degree or higher in Cardiac or Vascular Technology may be substituted for general experience.

RDMS or RVT credentials preferred

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-598 | 0 | 5 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 9 |
| Qualified | 0 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She was ARRT registered and was a registered diagnostic cardiac sonographer. She also had experience in structural heart disease evaluation with transcatheter aortic valve replacements.

| | |
|---------------------------|---|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-576 |
| Job Group | 5B |
| Department | 83069-Radiology |
| Job Title | Magnetic Resonance Imaging [MRI] Technologist I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of physiology and anatomy
- Considerable knowledge of applicable diagnostic equipment, procedures, and techniques
- Knowledge of radiation safety, infection control and patient safety techniques and policies
- Skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills
- Considerable interpersonal skills
- Good hand-eye coordination
- Detailed oriented
- Ability to communicate effectively (oral and written) with patient and health care team
- Ability to use independent judgment to acquire the optimum diagnostic imaging information in each examination performed
- Ability to establish and maintain effective working relationships with the public and health care team
- Ability to serve various age groups and show sensitivity to patient's multicultural needs
- Ability to operate and navigate computerized clinical systems [e.g., PACS and RIS] and office applications [e.g., MS outlook and Word]
- Ability to work efficiently and cope with emergency situations

GENERAL EXPERIENCE AND TRAINING:

MRI 1: Completion of an accredited radiography program or Associate degree in science.

MRI 2: Must have at least two (2) years of MRI experience

REQUIRED LICENSE/CERTIFICATION:

- Must possess and maintain during employment both Radiography [R.T.(R)] and Magnetic Resonance Imaging [MRI] certification/registry [R.T.(MRI)] by American Registry of Radiologic Technologist [ARRT]
- Must possess and maintain during employment a Connecticut State license to practice radiography

- Must possess and maintain during employment an active Basic Life Support [BLS] certificate

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-576 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The 1 AF was selected. She had a degree in an accredited radiography program and three years of MRI experience. She also provided concise detailed responses to interview questions.

| | |
|---------------------------|---------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-951 |
| Job Group | 5B |
| Department | 10460-Neuroscience |
| Job Title | Research Technician |

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL, AND ABILITY:

- Ability to follow instructions both verbally and written
- Ability to work with laboratory mice

EXPERIENCE & TRAINING:

- High School diploma or equivalent.
- One (1) year of experience in a laboratory/medical setting.

SPECIAL REQUIREMENT:

- Incumbents in this class may be required to undergo periodic testing or immunizations for communicable diseases
- Individuals who are uncomfortable with mice or blood work should NOT apply

PREFERRED QUALIFICATION:

- B. S. in Cell and Molecular Biology
- Rigorous research experience for 1+ years
- Mouse husbandry
- Design and generation of genome editing tools using molecular cloning

- Ability to supervise a special payroll technician

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-591 | 3 | 4 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 11 |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 7 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was selected. He had a B.S. in Cell and Molecular Biology. He also had expertise in molecular cloning of genome editing tools and complex coding sequences such as the ASPM (Assembly Factor for Spindle Microtubules) protein. Additionally, he had one and a half years of mouse husbandry experience as a research assistant in the Bae lab at UConn Health.

| | |
|---------------------------|----------------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-963 |
| Job Group | 5B |
| Department | Genetics & Genome Sciences |
| Job Title | Research Technician |

KNOWLEDGE, SKILL, AND ABILITY:

Some knowledge of laboratory equipment, basic staining and slide procedures; familiarity with basic laboratory equipment/procedures; some interpersonal skills; oral and written communications skills; excellent computer skills with ability to perform accurate data entry; ability to utilize computer software; ability to follow instructions [verbal or written]; and apply policies and procedures; ability to perform simple calculations and keep simple technical records.

EXPERIENCE & TRAINING:

- High School diploma or equivalent.
- One (1) year of experience in a laboratory/medical setting.

PREFERRED QUALIFICATIONS:

The ideal candidate will possess a minimum of one year of experience in the following:

- Conducting daily laboratory maintenance tasks, which encompass autoclaving, dishwashing and the upkeep of tissue culture incubators and liquid nitrogen tanks.
- Demonstrating proficiency in managing inventory levels, facilitating the procurement process for laboratory supplies, and overseeing the reception of items essential for laboratory operations.
- Proficiently organizing laboratory protocols to ensure consistency and efficiency in experimental procedures.

- Executing calibration procedures and undertaking maintenance activities for a flow cytometer to sustain its accuracy and operational reliability.
- Conducting a diverse range of experiments, including molecular cloning, transfection, transduction, western blotting, and flow cytometry, showcasing adeptness in molecular biology and cellular analysis techniques.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-963 | 1 | 7 | 1 | 0 | 0 | 1 | 2 | 3 | 0 | 2 | 2 | 19 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 1 | 3 | 1 | 0 | 0 | 0 | 1 | 2 | 0 | 2 | 0 | 10 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 HF and 1 AM, did not meet the minimum qualifications as posted.

The goal candidate, 1 AM, was not interviewed because he submitted his application after the deadline date.

The 1 WF was selected. She had experience in conducting a diverse range of experiments, including molecular cloning, transfection, and transduction, western blotting, and flow cytometry. She also had experience in molecular biology and cellular analysis techniques.

| | |
|---------------------------|---|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-377 |
| Job Group | 5B |
| Department | UT Sterile Processing Department |
| Job Title | Central Sterile Processing Instrument Specialists |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of operating room instruments and operative procedures; knowledge of all equipment and supplies of Central Sterile Processing and Distribution Department and methods for cleaning, preparation, sterilization and maintenance for required use; interpersonal skills; ability to keep records and prepare reports; ability to understand and carry out oral and written instructions; manual dexterity and mechanical aptitude.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of experience in a hospital setting involved in sterilization, decontamination, processing, assembly, storing and distribution of surgical instrumentation, supplies, devices, and equipment.

SPECIAL REQUIREMENTS: Incumbents in this class must have been employed or otherwise contracted for services as a central service technician in a health care facility before January 1, 2016, or obtain and retain one of the following:

A Certified Registered Central Service Technician (CRCST) credential administered by the International Association of Healthcare Central Services Material Management (IAHCSMM).

OR

A Certified Sterile Processing and Distribution Technician (CSPDT) credential administered by the Certified Board of Sterile Processing and Distribution Inc. (CBSPD).

NOTE: Credentialing must be obtained not later than two (2) years after date of hire. Incumbents in this class must complete a minimum of ten (10) hours of continuing education annually. The continuing education shall be in areas related to the functions of central service technician.

PREFERRED REQUIREMENTS: Currently working in OR Central Sterilization and current Certified Sterile Processing and Distribution Technician (CSPDT) credentials administered by the Certified Board of Sterile Processing and Distribution Inc. (CBSPD).

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-377 | 1 | 7 | 6 | 7 | 1 | 6 | 1 | 0 | 0 | 5 | 4 | 38 |
| Unqualified | 1 | 5 | 2 | 4 | 1 | 5 | 1 | 0 | 0 | 4 | 3 | 26 |
| Qualified | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Withdrew Application | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Offer Declined | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Hired | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 4 BF, 5 HF, and 1 AM, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was not interviewed because she did not respond to attempts to schedule an interview.

The goal candidate, 1 BF, was interviewed and not selected because she was unable to provide complete responses to interview questions regarding sterilization procedures.

The goal candidates, 2 BF, were interviewed and offered the position. They declined the offers of employment.

1 WF and 1 BM were selected.

- 1 WF had seven years of experience in sterilization, decontamination, assembly, case cart picking and GI scope experience. She also had a sterile processing certificate. Additionally, she articulated what her strengths and weaknesses were in her interview responses.
- 1 BM had five years of experience in sterilization, decontamination, assembly, and case cart picking. He also had a sterile processing certificate. He also provided detailed responses to interview questions.

| | |
|---------------------------|----------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-575 |
| Job Group | 5B |
| Department | 83069-Radiology |
| Job Title | Mammography Technologist 2 |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of physiology and anatomy; considerable knowledge of applicable diagnostic equipment, procedures and techniques; knowledge of radiation safety, infection control and patient safety techniques and policies; skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills; considerable interpersonal skills; good hand-eye coordination; detailed oriented; ability to effectively communicate (oral and written) with patient and health care team, ability to use independent judgment to acquire the optimum diagnostic imaging information in each examination performed; ability to establish and maintain effective working relationships with the public and health care team; ability to serve various age groups and show sensitivity to patient's multicultural needs; ability to operate and navigate computerized clinical systems [e.g. PACS and RIS] and office applications [e.g. MS outlook and Word]; ability to work efficiently and cope with emergency situations.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Mammography Tech I

Completion of an accredited undergraduate or degree program (2-4 yrs) in Radiologic Technology

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Mammography Tech II

Completion of an accredited undergraduate or degree program (2-4 yrs) in Radiologic Technology and two [2] years mammographic experience.

SPECIAL EXPERIENCE:

Must possess and maintain during employment a license in the State of Connecticut as a Radiographer. Must possess and maintain during employment registration/certification by the American Registry of Radiological Technologists (ARRT) in Radiography (R) and Mammography (M). If performing breast ultrasound exams, must possess and maintain registration/certification by ARRT in Breast Sonography (BS) or by American Registry for Diagnostic Medical Sonography (ARDMS) as a Registered Diagnostic Medical Sonographer – Breast (RDMS-BR). Must possess and maintain during employment Basic Life Support [BLS] certification.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-575 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She completed a radiologic technology degree program and had registration as a RT-R, M, and ARRT. She also had three years of mammographic experience. Additionally, she provided detailed responses to interview questions.

| | |
|---------------------------|----------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-1027 |
| Job Group | 5B |
| Department | 83160-Clinical Engineering |
| Job Title | Biomedical Technician 1 |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of standard laboratory practices, scientific terminology, and equipment
- Knowledge of the basic principles of electronics and mechanics as it applies to testing, repair, and maintenance of laboratory instrumentation
- Interpersonal, oral, and written communication skills
- Some computer skills
- Some ability to fabricate experimental apparatus or modify existing equipment to need
- Ability to use a variety of hand and power tools
- Ability to work independently
- Must be knowledgeable and have experience using a variety of calibration and test equipment for medical devices

- Knowledge of current codes and standards pertaining to the safe use of medical devices in a hospital setting including medical gases and other utilities
- Ability to interact with clinical personnel in troubleshooting equipment problems
- Knowledge of human anatomy, physiology, medical terminology, and medical application devices critical to resolving problems

EXPERIENCE AND TRAINING: General Experience:

- Three (3) years of experience in the maintenance, testing and repair of clinical instrumentation and medical electronics equipment in a hospital setting

SUBSTITUTION:

- College training in biomedical equipment technology, electronics or a closely related field may substitute for the general experience based on fifteen (15) semester hours equaling six (6) months of experience up to a maximum of three (3) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-1027 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 5 |
| Unqualified | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 BF, was selected.

5B. (Technical/Paraprofessional) Hires – Part Time to Full Time

**Diagnostic Radiology Technician
(Storrs Urgent Care)**

1 WF adjusted her work schedule from part time to full time during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 5C Health Care Support | 0 | 9 | 1 | 1 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------------|------------|----------|----|-----------|-----------|
| 5C HEALTH CARE SUPPORT | 8/25/2023 | N | HM | 2023-1135 | 1 |
| | 8/25/2023 | N | HF | 2023-1135 | 1 |
| | 9/8/2023 | N | WM | 2022-953 | 1 |
| | 9/8/2023 | N | BF | 2022-953 | 1 |
| | 9/8/2023 | N | HF | 2022-953 | 3 |
| | 9/8/2023 | N | HF | 2023-1194 | 1 |
| | 9/8/2023 | Y | WF | 2022-953 | 3 |
| | 9/8/2023 | Y | BF | 2022-953 | 1 |
| | 10/20/2023 | N | UU | 2024-326 | 1 |
| | 10/20/2023 | Y | WF | 2023-809 | 1 |
| | 10/20/2023 | Y | WF | 2024-326 | 1 |
| | 11/17/2023 | N | WF | 2024-326 | 1 |
| | 12/1/2023 | N | HF | 2024-189 | 1 |
| | 12/1/2023 | N | AF | 2024-189 | 1 |
| | 12/1/2023 | Y | WF | 2024-262 | 1 |
| | 12/29/2023 | Y | WF | 2023-951 | 1 |
| | 1/12/2024 | N | HF | 2024-153 | 1 |
| | 2/9/2024 | Y | WF | 2024-153 | 1 |
| | 2/9/2024 | Y | WF | 2024-564 | 1 |
| | 5/3/2024 | N | WF | 2024-772 | 1 |
| | 5/3/2024 | N | BF | 2024-772 | 1 |
| | 5/3/2024 | N | HF | 2024-772 | 1 |
| | 5/3/2024 | N | UU | 2024-772 | 1 |
| | 5/17/2024 | N | WF | 2024-235 | 1 |
| | 5/17/2024 | N | WF | 2024-553 | 1 |
| | 5/17/2024 | N | WF | 2024-908 | 1 |
| | 5/17/2024 | N | HF | 2024-553 | 1 |
| | 5/17/2024 | N | UU | 2024-235 | 1 |
| | 5/31/2024 | N | WF | 2024-935 | 1 |

| | |
|---------------------------|---------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1135 |
| Job Group | 5C |
| Department | 83120-Pharmacy |
| Job Title | Pharmacy Technician |

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of basic principles and practices of a pharmacy operation

Knowledge of basic chemistry

Basic interpersonal, oral, and written communication skills

Ability to perform mathematical calculations

Ability to order supplies and maintain inventory

Ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

Position requires candidates to be registered with the Department of Consumer Protection.

Must be a Board-Certified Pharmacy Technician (PTCB).

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to travel.

Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE: Hospital pharmacy experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1135 | 1 | 9 | 1 | 4 | 1 | 7 | 0 | 4 | 0 | 1 | 1 | 29 |
| Unqualified | 1 | 5 | 0 | 2 | 0 | 5 | 0 | 3 | 0 | 1 | 1 | 18 |
| Qualified | 0 | 4 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

The goal candidates, 5 WF and 2 BF, did not meet the minimum requirements as posted.

The goal candidates, 4 WF, 1 BM, and 1 BF, were not interviewed for the following reasons:

- 1 WF did not attend her scheduled interview.
- 3 WF, 1 BF did not respond to invitations to schedule an interview.
- 1 BM's application and resume contained discrepancies and incomplete information.

The goal candidate, 1 BF, was interviewed and not selected because her combined interview and assessment score was 73%.

1 HM and 1 HF were selected.

1 HM was a board-certified pharmacy technician who had five years of pharmacy experience. He had experience as a pharmacy technician, certified senior pharmacy technician, and pharmacy operations manager. He also had a combined interview and assessment score of 93%.

1 HF was a board-certified pharmacy technician who had two years of pharmacy experience. She also had a combined interview and assessment score of 81%.

The skills assessment and interviews were based on the following:

- Abbreviations
- Calculations
- Trade and generic medication names
- Communication skills

| | |
|---------------------------|--------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2022-953 |
| Job Group | 5C |
| Department | 83004-Phlebotomy-Lab Med |
| Job Title | Phlebotomist |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of standard phlebotomy procedures and techniques; knowledge of appropriate blood processing and handling procedures; knowledge of medical terminology; interpersonal skills; oral and written communication skills; keyboard skills; basic math skills; ability to understand and follow specific clinical protocol and procedures; ability to interact courteously and in an understanding manner with patients of all ages; ability to move 30 to 40 pounds to stock supplies and move or support patients; ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED: Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS: Must possess a valid driver's license and be able to travel throughout the State of Connecticut.

PREFERRED QUALIFICATIONS: Greater than 2 years' phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills is an asset.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2022-953 | 14 | 39 | 2 | 32 | 3 | 43 | 1 | 8 | 2 | 10 | 9 | 163 |
| Unqualified | 3 | 16 | 0 | 19 | 2 | 25 | 0 | 4 | 2 | 6 | 4 | 81 |
| Qualified | 6 | 9 | 2 | 8 | 1 | 10 | 0 | 3 | 0 | 2 | 2 | 43 |
| Withdrew Application | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 2 | 5 | 0 | 2 | 0 | 5 | 1 | 1 | 0 | 2 | 2 | 20 |
| Offer Declined | 2 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Hired | 1 | 3 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 9 |

This position was posted with the Community College Network and on the UConn Health website.

The goal candidates, 16 WF and 19 BF, did not meet the minimum requirements as posted.

The goal candidates, 9 WF, 2 BM, and 8 BF, were not interviewed for the following reasons:

- 1 WF's application and resume contained discrepancies and incomplete information.
- 1 WF cancelled her scheduled interview.
- 1 WF's phlebotomist experience was over ten years ago and not up to date with current protocols.
- 2 WF did not attend their scheduled interviews.
- 3 WF and 3 BF applications did not contain the required details of their phlebotomist experience in a clinical laboratory improvement amendment regulated laboratory.
- 1 WF and 1 BF did not have the preferred two years of phlebotomy experience in a hospital setting.
- 2 BF and 1 BM did not respond to invitations to schedule an interview.
- 1 BF was a previous state of Connecticut employee who was dropped in her working test period.
- 1 BF and 1 BM had several short terms of employment which indicated an unstable employment history.

The goal candidates, 11 WF and 3 BF, were interviewed and not selected for the following reasons:

- 3 WF withdrew their applications from consideration.
- 1 WF did not sanitize her hands on the skills assessment, did not utilize the correct blood tubes, and did not review labels.
- 1 WF had been previously interviewed and was not selected due to inappropriate behavior during the interview.
- 1 WF scored 45% on the phlebotomist skills assessment and 64% on her interview.
- 1 WF scored 60% on the phlebotomist skills assessment and 59% on her interview.
- 3 WF and 1 BF were offered the positions and declined.
- 1 WF and 1 BF were offered the positions but did not respond to the offers.
- 1 BF was offered the position but did not pass the background check.

The 1 WM, 1 BF, and 3 HF, were selected for the following reasons:

- 1 WM scored 80% on the phlebotomist skills assessment and 75% on the interview.
- 1 BF scored 60% on the phlebotomist skills assessment and scored 66% on the interview
- 1 HF scored 70% on the phlebotomist skills assessment and scored 75% on the interview.
- 1 HF scored 50% on the phlebotomist skills assessment and scored 80% on the interview.
- 1 HF scored 45% on the phlebotomist skills assessment and scored 70% on the interview.

The goal candidates, 3 WF and 1 BF, were selected. The 1 BF met the only BF goal. As a result, the BF hiring goal was no longer established.

The skills assessment and interviews were based on the following:

- Phlebotomy procedures and techniques
- Blood processing and handling procedures
- Customer service skills
- Conflict management skills
- Communication skills

| | |
|---------------------------|--------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1194 |
| Job Group | 5C |
| Department | 83004-Phlebotomy-Lab Med |
| Job Title | Phlebotomist |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of standard phlebotomy procedures and techniques; knowledge of appropriate blood processing and handling procedures; knowledge of medical terminology; interpersonal skills; oral and written communication skills; keyboard skills; basic math skills; ability to understand and follow specific clinical protocol and procedures; ability to interact courteously and in an understanding manner with patients of all ages; ability to move 30 to 40 pounds to stock supplies and move or support patients; ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED: Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS: Must possess a valid driver's license and be able to travel throughout the State of Connecticut.

PREFERRED QUALIFICATIONS: Greater than 2 years' phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills is an asset.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1194 | 0 | 5 | 1 | 2 | 1 | 4 | 0 | 1 | 0 | 2 | 0 | 16 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 5 |
| Qualified | 0 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 4 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 WF, did not meet the minimum requirements as posted.

The goal candidates, 3 WF and 1 BM, were not interviewed for the following reasons:

- 1 WF application was incomplete and did not match her resume.
- 1 WF had not worked in phlebotomy since May 2022.
- 1 WF did not respond to invitations to schedule an interview.
- 1 BM indicated he did was not interested in this phlebotomy position.

The 1 HF was selected. She scored 75% on the skills assessment and interview. She had approximately thirteen years of phlebotomy experience.

The skills assessment and interviews were based on the following:

- Phlebotomy procedures and techniques
- Blood processing and handling procedures
- Customer service skills
- Conflict management skills
- Communication skills

| | |
|---------------------------|-------------------------------------|
| Start Date | 10/20/2023 |
| Requisition Number | 2023-809 |
| Job Group | 5C |
| Department | 80100-Health Information Management |
| Job Title | Medical Records Specialist 1 |

KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of basic medical terminology and human anatomy
- Knowledge of medical coding principles and techniques with particular emphasis on International Classification of Disease Adopted procedures
- Knowledge of principles of statistical data tabulation
- Knowledge of office systems and procedures
- Oral and written communication skills
- Basic interpersonal skills

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in the maintenance of medical records and preparation of statistical reports.

Preferred Qualifications:

EPIC experience

Data Integrity experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-809 | 1 | 35 | 2 | 23 | 4 | 26 | 1 | 6 | 1 | 10 | 9 | 118 |
| Unqualified | 1 | 29 | 2 | 19 | 4 | 22 | 1 | 4 | 1 | 9 | 7 | 99 |
| Qualified | 0 | 3 | 0 | 3 | 0 | 4 | 0 | 1 | 0 | 1 | 1 | 13 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|----------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-326 |
| Job Group | 5C |
| Department | 83120-Pharmacy |
| Job Title | Pharmacy Technicians |

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of basic principles and practices of a pharmacy operation
- Knowledge of basic chemistry
- Basic interpersonal, oral, and written communication skills

- Ability to perform mathematical calculations
- Ability to order supplies and maintain inventory
- Ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

- Position requires candidates to be registered with the Department of Consumer Protection.
- Must be a Board-Certified Pharmacy Technician (PTCB).

SPECIAL REQUIREMENTS:

- Incumbents in this class may be required to travel.
- Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE: Hospital pharmacy experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-326 | 0 | 7 | 3 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 4 | 20 |
| Unqualified | 0 | 2 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 8 |
| Qualified | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 7 |
| Withdrew Application | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |

These positions were posted on the UConn Health website.

The BF goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 WF and 2 BM, did not meet the minimum requirements as posted.

The goal candidates, 2 WF and 1 BM, were not interviewed for the following reasons:

- 1 WF did not respond to attempts to schedule an interview.
- 1 WF did not have the preferred hospital pharmacy experience.
- 1 BM withdrew his application from consideration.

The goal candidate, 1 WF, was interviewed and not selected because she was offered another UConn Health position.

The 1 WF goal candidate was selected and hired in November 2023.

The nine white female goals had been met by February 2024 and were no longer established hiring goals.

The 1 WF and 1 UU were selected and hired in April 2024.

- 1 WF and 1 UU received an overall rating average of 80%.
They also provided detailed examples of their ability to be a team player.

The skills assessment and interviews were based on the following:

- Abbreviations
- Calculations
- Trade and generic medication names
- Communication skills

| | |
|---------------------------|------------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-262 |
| Job Group | 5C |
| Department | 83069-Radiology |
| Job Title | Diagnostic Imaging Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of medical assisting practices
- Knowledge of relevant policies and procedures
- Knowledge of relevant State and Joint Commission regulations
- Knowledge of patient safety goals
- Ability to use computers and/or equipment technology such as Picture Archiving and Communication System (PACS)
- Interpersonal skills
- Oral and written communication skills

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of technical radiology assistance to include patient support care.

Substitution Allowed:

A combination of education and experience that provides the ability and knowledge to perform the above duties may be substituted for the General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
2. Candidates in this class must pass a screening for implanted metallic objects. Imbedded ferromagnetic objects are not allowed in the MRI suite due to the best interest in the candidate's personal safety. Example: Candidates who possess a pacemaker cannot work in the MRI suite.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-262 | 1 | 4 | 1 | 2 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 11 |
| Unqualified | 1 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|--------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-189 |
| Job Group | 5C |
| Department | 83004-Phlebotomy-Lab Med |
| Job Title | Phlebotomist |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of standard phlebotomy procedures and techniques; knowledge of appropriate blood processing and handling procedures; knowledge of medical terminology; interpersonal skills; oral and written communication skills; keyboard skills; basic math skills; ability to understand and follow specific clinical protocol and procedures; ability to interact courteously and in an understanding manner with patients of all ages; ability to move 30 to 40 pounds to stock supplies and move or support patients; ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED: Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS: Must possess a valid driver's license and be able to travel throughout the State of Connecticut.

PREFERRED QUALIFICATIONS: Greater than 2 years' phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills is an asset.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-189 | 0 | 2 | 0 | 4 | 0 | 6 | 0 | 1 | 0 | 0 | 1 | 14 |
| Unqualified | 0 | 2 | 0 | 3 | 0 | 4 | 0 | 0 | 0 | 0 | 1 | 10 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The BF goal had been met with a previous hire and was no longer an established hiring goal. The goal candidates, 2 WF, did not meet the minimum requirements as posted.

1 HF and 1 AF were selected for the following reasons:

- 1 HF scored 68% on the interview and 75% on the written assessment. She had experience in performing inpatient second shift phlebotomy and had experience in a hospital environment.
- 1 AF scored 75% on interview and 85% on the skills assessment. She provided detailed examples of her experience and work ethic.

The interviews and skills assessment were based on the following:

- Phlebotomy procedures and techniques
- Blood processing and handling procedures
- Customer service skills
- Conflict management skills
- Communication skills

| | |
|---------------------------|---------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2023-951 |
| Job Group | 5C |
| Department | 83120-Pharmacy |
| Job Title | Pharmacy Technician |

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

Position requires candidates to be registered with the Department of Consumer Protection. Must be a Board-Certified Pharmacy Technician (PTCB).

PREFERRED EXPERIENCE:

- Hospital pharmacy experience.
- Three or more years of experience in retail pharmacy.
-

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-951 | 4 | 24 | 0 | 7 | 2 | 7 | 1 | 1 | 3 | 4 | 4 | 57 |
| Unqualified | 4 | 17 | 0 | 6 | 1 | 4 | 1 | 1 | 1 | 4 | 4 | 43 |
| Qualified | 0 | 3 | 0 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 0 | 7 |
| Interviewed | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|-------------------------------|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-153 |
| Job Group | 5C |
| Department | 83069-Radiology |
| Job Title | Diagnostic Imaging Assistants |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of medical assisting practices
- Knowledge of relevant policies and procedures
- Knowledge of relevant State and Joint Commission regulations
- Knowledge of patient safety goals
- Ability to use computers and/or equipment technology such as Picture Archiving and Communication System (PACS)
- Interpersonal skills
- Oral and written communication skills

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of technical radiology assistance to include patient support care.

Substitution Allowed:

A combination of education and experience that provides the ability and knowledge to perform the above duties may be substituted for the General Experience.

SPECIAL REQUIREMENTS:

3. Incumbents must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
4. Candidates in this class must pass a screening for implanted metallic objects. Imbedded ferromagnetic objects are not allowed in the MRI suite due to the best interest in the candidate's personal safety. Example: Candidates who possess a pacemaker cannot work in the MRI suite.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-153 | 0 | 9 | 1 | 0 | 2 | 3 | 0 | 1 | 0 | 1 | 1 | 18 |
| Unqualified | 0 | 5 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 9 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 4 |
| Withdrew Application | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Offer Rescinded | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The BF goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 5 WF and 1 BM, did not meet the minimum requirements as posted.

The goal candidates, 2 WF, were not interviewed for the following reasons:

- 1 WF indicated she was no longer interested in the position.
- 1 WF did not respond to attempts to schedule an interview.

The goal candidate, 1 WF, was interviewed and selected. The offer was rescinded because she did not complete the required onboarding and physical.

The goal candidate, 1 WF, and 1 HF were selected.

- 1 HF had five years of radiology technical assistance which included patient support care. She also provided detailed examples of her magnetic resonance imaging (MRI) experience.

| | |
|---------------------------|---------------------------|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-564 |
| Job Group | 5C |
| Department | 83120-Pharmacy |
| Job Title | Pharmacy Technician - MHT |

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

Position requires candidates to be registered with the Department of Consumer Protection. Must be a Board-Certified Pharmacy Technician (PTCB).

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to travel.

Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE:

- Hospital pharmacy experience.
- Three or more years of experience in retail pharmacy.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-564 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 3 | 1 | 11 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 6 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|--------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-772 |
| Job Group | 5C |
| Department | 83004-Phlebotomy-Lab Med |
| Job Title | Phlebotomists |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of standard phlebotomy procedures and techniques; knowledge of appropriate blood processing and handling procedures; knowledge of medical terminology; interpersonal skills; oral and written communication skills; keyboard skills; basic math skills; ability to understand and follow specific clinical protocol and procedures; ability to interact courteously and in an understanding manner with patients of all ages; ability to move 30 to 40 pounds to stock supplies and move or support patients; ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED: Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS: Must possess a valid driver's license and be able to travel throughout the State of Connecticut to all of UConn Health's current and future draw stations. <https://health.uconn.edu/pathology-laboratory-medicine/laboratory-medicine/blood-draw-phlebotomy/>

PREFERRED QUALIFICATIONS: Greater than 2 years' phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills is an asset.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-772 | 1 | 5 | 0 | 6 | 0 | 13 | 1 | 0 | 0 | 2 | 3 | 31 |
| Unqualified | 1 | 2 | 0 | 3 | 0 | 9 | 1 | 0 | 0 | 1 | 1 | 18 |
| Qualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 4 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 4 |

These positions were posted on the UConn Health website.

The WF and BF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF, 1 BF, 1 HF, and 1 UU were selected.

- 1 WF scored a total of 78% on the interview and skills assessment. She had one year of phlebotomy experience. She provided detailed examples of her ability to learn new procedures and techniques.
- 1 BF scored a total of 84% on the interview and skills assessment. She acknowledged and adapted UConn's specific phlebotomy details during the skills assessment. She also provided detailed examples of her phlebotomy experience.
- 1 HF scored a total of 88% on the interview and skills assessment. She had six years of phlebotomy experience. She provided detailed examples of her ability to learn new procedures and techniques that would improve a patient's experience.
- 1 UU scored a total of 86% on the interview and skills assessment. The candidate had five years of phlebotomy experience which included inpatient and outpatient experience. The candidate also provided detailed examples of their customer services skills.

The interviews and skills assessment were based on the following:

- Phlebotomy procedures and techniques
- Blood processing and handling procedures
- Customer service skills
- Conflict management skills
- Communication skills

| | |
|---------------------------|---|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-553 |
| Job Group | 5C |
| Department | 81240-Intensive Outpatient Program |
| Job Title | Coding Reimbursement Specialists - Intensive Outpatient Program |

MINIMUM QUALIFICATIONS REQUIRED:

- Knowledge of complex, highly technical medical coding principles and techniques
- Considerable knowledge of ICD-9 & ICD-10 and CPT 4 code books
- Knowledge of billing and insurance carrier reimbursement policies
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communication skills
- Organizational skills
- Ability to use a computer.

EDUCATION AND TRAINING:

General Experience:

Four (4) years of relevant billing experience in a physician's office or hospital billing/insurance setting.

Substitutions Allowed:

Associate's degree and two (2) years of relevant experience may be substituted for the general experience.

PREFERRED QUALIFICATIONS:

- Certified Professional Coder (CPC), or Certified Coder Specialist-Physician Based (CCS-P) certification.
- Experience with EPIC EHR and psychiatric billing and coding

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-553 | 0 | 6 | 0 | 5 | 0 | 2 | 0 | 0 | 0 | 1 | 2 | 16 |
| Unqualified | 0 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Qualified | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The WF and BF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for these positions.

1 WF and 1 HF were selected.

- 1 WF had eighteen years of experience in a medical office. Her experience included four years as a CPC working in billing and coding. She also had experience utilizing EPIC (electronic medical records system). She additionally had experience with insurance to obtain benefit information, authorizations, and precertification for services. Lastly, she provided detailed responses to interview questions regarding clinical office practice.
- 1 HF had six years of experience with correcting claim denials and working with insurance companies. Her experience included conducting investigations of claim submissions and rejections. She also had knowledge of CPT coding and ICD 10 diagnoses, and an understanding of clinic operations. Additionally, she had experience in billing and payment workflows. Lastly, she provided detailed responses to interview questions regarding customer service and organizational skills.

| | |
|---------------------------|------------------------|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-908 |
| Job Group | 5C |
| Department | 83003-Core Lab |
| Job Title | Laboratory Assistant 2 |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of laboratory equipment, procedures, techniques, and terminology
- Ability to carry out written and oral instructions
- Ability to perform calculations according to prescribed procedures, keep technical records and prepare reports

EXPERIENCE AND TRAINING:

General Experience:

- Two (2) years of experience in related laboratory work.

SPECIAL REQUIREMENTS:

- One (1) year of the General Experience must have been at the level of Laboratory Assistant 1 or above.

GENERAL EXPERIENCE SUBSTITUTION ALLOWED:

- College training in biological or physical sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for an associate degree.

PREFERRED QUALIFICATIONS:

- One year or more experience in a clinical or research lab setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-908 | 0 | 5 | 2 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 12 |
| Unqualified | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 5 |
| Qualified | 0 | 3 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF and BF goals were met with previous hires and were no longer established hiring goals.

The goal candidate, 1 BM, did not meet the minimum requirements. Human Resources was unable to determine his qualifications because he did not provide detailed job duties.

The goal candidate, 1 BM, was not interviewed because his experience was as a dental assistant, and he did not have related laboratory work experience.

1 WF was selected. She had experience in Beaker with ordering, resulting, and inquiring. She also had worked at UConn Health as a student laboratory aid. She had experience with the current workflow and procedures.

| | |
|---------------------------|---|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-235 |
| Job Group | 5C |
| Department | 60002-UConn Health Pharmacy Services Inc. |
| Job Title | Pharmacy Technician - Infusion Services |

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING: General Experience:

Position requires candidates to be registered with the Department of Consumer Protection. Must be a Board-Certified Pharmacy Technician (PTCB).

PREFERRED EXPERIENCE:

Two (2) or more years recent infusion pharmacy or hospital cleanroom pharmacy experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-235 | 1 | 5 | 1 | 2 | 0 | 2 | 0 | 2 | 0 | 1 | 2 | 16 |
| Unqualified | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 7 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Interviewed | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |

These positions were posted on the UConn Health website.

The WF and BF goals were met with previous hires and were no longer established hiring goals.

The goal candidate, 1 BM, was interviewed and not selected. He arrived late to the interview and then rescheduled the interview. He also only correctly answered 8 out of 22 questions on the assessment.

1 WF and 1 UU were selected.

- 1 WF correctly answered 17 out of 22 questions on the assessment.

- 1 UU correctly answered 20 out of 22 questions on the assessment.

The skills assessment was based on the following:

- Abbreviations
- Calculations
- Trade and generic medication names

| | |
|---------------------------|-------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-935 |
| Job Group | 5C |
| Department | 20085-Dental Assistants |
| Job Title | Dental Aux Instructor |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY

- Considerable knowledge of dental assisting/dental hygiene office and chairside procedures
- Knowledge of universal precautions
- Considerable interpersonal skills, teaching ability
- Ability to communicate both orally and in writing.

EXPERIENCE AND TRAINING:

General Experience:

Certified Dental Assistant with two (2) years' experience in the field.

Substitutions Allowed

Completion of an approved one (1) year dental assistant training course may be substituted for one year of the General Experience.

SPECIAL REQUIREMENT:

- Incumbents in this class may be required to travel within the State in the course of their daily work.
- Incumbents in this class must possess and maintain the Dental Assistant Certification.
- Ability to multi-task, prioritize and work as part of a team in a fast-paced environment
- Experience with medically complex patients and patients with special healthcare needs
- Experience with patient scheduling and coordination of care across dental disciplines
- Experience in high volume setting.
- Experience with MS Suite (including Excel, Teams, Outlook)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-935 | 1 | 8 | 0 | 0 | 0 | 7 | 0 | 1 | 0 | 0 | 0 | 17 |
| Unqualified | 1 | 5 | 0 | 0 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 13 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF and BF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF was selected. She had eighteen years of experience in dental settings. Three of those years she had worked as a Dental Assistant at UConn Health. She also had experience working with complex patients and those with special healthcare needs. Additionally, she had experience using Microsoft Word to prepare patient correspondence and had experience using Microsoft Excel spreadsheets in a dental setting.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 5D Medical Assistants | 84 | 0 | 2 | 0 | 5 | 0 | 2 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|------------------|------------|----------|----|-----------|-----------|
| 5D MEDICAL ASSTS | 6/2/2023 | Y | WM | 2023-1095 | 1 |
| | 6/30/2023 | N | HF | 2023-1398 | 1 |
| | 7/14/2023 | N | AF | 2023-1133 | 1 |
| | 7/14/2023 | N | HF | 2023-1133 | 1 |
| | 7/14/2023 | Y | WM | 2023-1323 | 1 |
| | 8/11/2023 | N | WF | 2024-004 | 1 |
| | 8/25/2023 | N | HF | 2023-1078 | 2 |
| | 8/25/2023 | N | HF | 2023-1224 | 1 |
| | 8/25/2023 | Y | WM | 2023-1078 | 1 |
| | 9/22/2023 | N | BF | 2023-1419 | 1 |
| | 11/3/2023 | N | WF | 2024-020 | 1 |
| | 11/17/2023 | N | UU | 2023-1386 | 1 |
| | 11/17/2023 | N | HF | 2024-263 | 1 |
| | 11/17/2023 | N | BF | 2023-1386 | 1 |
| | 12/1/2023 | N | WF | 2023-1284 | 3 |
| | 12/1/2023 | N | WF | 2024-259 | 1 |
| | 12/29/2023 | N | WF | 2024-103 | 1 |
| | 12/29/2023 | N | WF | 2024-331 | 1 |
| | 12/29/2023 | Y | WM | 2024-466 | 1 |
| | 1/12/2024 | N | WF | 2024-394 | 1 |
| | 2/9/2024 | N | UU | 2024-395 | 1 |
| | 2/9/2024 | N | HF | 2024-425 | 1 |
| | 3/22/2024 | N | WF | 2024-711 | 1 |
| | 5/3/2024 | N | HF | 2024-880 | 1 |
| | 5/31/2024 | N | AF | 2024-962 | 1 |
| | 5/31/2024 | N | WF | 2024-879 | 1 |
| | 5/31/2024 | N | WF | 2024-885 | 1 |
| | 5/31/2024 | Y | BM | 2024-969 | 1 |

| | |
|---------------------------|-----------------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1095 |
| Job Group | 5D |
| Department | 10145-Endocrinology |
| Job Title | Medical Assistant - Endocrinology |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.
Knowledge of relevant policies, procedures, routines.
Considerable interpersonal skills; oral and written communication skills.
Ability to work under pressure and meet deadlines.
Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
A Licensed Practical Nurse (LPN), OR
A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
May travel to satellite offices

PREFERRED QUALIFICATIONS:

Epic EMR
Endocrinology experience
Durable medical equipment experience with ordering and prior authorizations for pumps, continuous glucose monitors, and other associated equipment
Familiarity with Continuous Glucose Monitoring downloads

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1095 | 1 | 4 | 0 | 2 | 0 | 14 | 0 | 0 | 1 | 5 | 0 | 27 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 6 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 3 | 0 | 0 | 1 | 4 | 0 | 11 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 7 |
| Selected | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1398 |
| Job Group | 5D |
| Department | 70000-UMG-IMA East Hartford |
| Job Title | Medical Assistant - UMG-IMA & Women's Health |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.
-

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
 - It is **REQUIRED** that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.

- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices

PREFERRED QUALIFICATIONS:

Ability to work in fast paced environment between Internal Medicine and Women's Health

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1398 | 0 | 6 | 0 | 5 | 0 | 9 | 0 | 0 | 0 | 1 | 2 | 23 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 4 |
| Qualified | 0 | 3 | 0 | 4 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 11 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She provided organized and concise answers to interview questions. She had previous work experience in UConn Health's outpatient internal medicine and women's health.

| | |
|---------------------------|---------------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1323 |
| Job Group | 5D |
| Department | 80740-Dermatology Clinic |
| Job Title | Medical Assistant - Dermatology |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

May travel to satellite offices, including Canton, CT

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1323 | 1 | 12 | 0 | 4 | 1 | 11 | 0 | 0 | 0 | 1 | 1 | 31 |
| Unqualified | 0 | 3 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 1 | 8 |
| Qualified | 0 | 9 | 0 | 4 | 0 | 7 | 0 | 0 | 0 | 1 | 0 | 21 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

A goal candidate, 1 WM, was selected.

| | |
|---------------------------|--------------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1133 |
| Job Group | 5D |
| Department | 70021-UMG-Floats |
| Job Title | Medical Assistant - UMG-Floats |

You must be currently registered as a Certified Medical Assistant, Licensed Practical Nurse ("LPN"), or Emergency Medical Technician ("EMT") at the time of application to be qualified for this position.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience in a medicine practice office

Next Gen or EPIC experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1133 | 1 | 13 | 2 | 5 | 0 | 7 | 0 | 3 | 0 | 3 | 2 | 36 |
| Unqualified | 0 | 8 | 0 | 3 | 0 | 3 | 0 | 0 | 0 | 1 | 2 | 17 |
| Qualified | 1 | 4 | 1 | 1 | 0 | 3 | 0 | 2 | 0 | 2 | 0 | 14 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 BM, were not interviewed for the following reasons:

- 1 WM certification as an emergency medical technician had lapsed.
- 1 BM was unable to travel to various locations, which was required as this was a floating position.

The goal candidate, 1 BM, was interviewed and offered the position. He did not respond to the employment offer.

1 HF and 1 AF were selected. They both were certified medical assistants and had completed their externship at UConn Health. They both had EPIC electronic medical records experience and they both provided patient centric answers to interview questions.

| | |
|---------------------------|--|
| Start Date | 8/11/2023 |
| Requisition Number | 2024-004 |
| Job Group | 5D |
| Department | UMG-General Ob/Gyn |
| Job Title | Medical Assistant - UMG-Women's Health |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
 - **It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.**
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - o Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

- May travel to satellite offices

PREFERRED QUALIFICATIONS:

- Experience working in outpatient clinic
- EPIC experience
- Experience working in ob/gyn

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-004 | 0 | 13 | 0 | 6 | 0 | 8 | 0 | 0 | 0 | 2 | 0 | 29 |
| Unqualified | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 7 |
| Qualified | 0 | 7 | 0 | 5 | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 18 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She was a certified medical assistant who had completed her externship in the UConn Health East Hartford office. During this time, she had assisted the OB/GYN office.

| | |
|---------------------------|---------------------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1078 |
| Job Group | 5D |
| Department | UMG-Orthopaedics Module |
| Job Title | Medical Assistants - UMG-Orthopaedics |

You must be currently registered as a Certified Medical Assistant, Licensed Practical Nurse ("LPN"), or Emergency Medical Technician ("EMT") at the time of application to be qualified for this position.

It is REQUIRED that you upload a copy of the following requirements at the time of application: MA, LPN, or EMT credentials/certification CPR, AED, BLS credentials

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1078 | 3 | 4 | 0 | 0 | 0 | 13 | 0 | 0 | 0 | 3 | 1 | 24 |
| Unqualified | 1 | 2 | 0 | 0 | 0 | 7 | 0 | 0 | 0 | 1 | 1 | 12 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 6 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |

These positions were posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements because he was in his working test period. Per the University Health Professional bargaining union contract, he was not eligible for a transfer.

The goal candidate, 1 WM, was not interviewed because the contact information listed on his resume was incorrect.

The goal candidate, 1 WM, was selected as well as 2 HF.

- 1 HF had 15 years' experience as a medical assistant with 8 of those years as working part-time at UConn Health. During the interview, she asked relevant questions about the position.
- 1 HF had four years of emergency medical technician experience. During the interview, she provided detailed examples of her experience working in a changing environment and her ability to work under pressure. She also asked relevant questions about the position.

| | |
|---------------------------|---|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1224 |
| Job Group | 5D |
| Department | UMG-IMA West Hartford |
| Job Title | Medical Assistant - UMG-IMA West Hartford |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience working in Endocrinology (inpatient or outpatient)

Experience with durable medical equipment specific to diabetic patients (e.g., continuous glucose monitors)

Personal/clinical interest in chronic care management of Type I & Type II Diabetes

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1124 | 0 | 10 | 1 | 6 | 0 | 16 | 0 | 1 | 1 | 2 | 0 | 37 |
| Unqualified | 0 | 3 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 8 |
| Qualified | 0 | 5 | 1 | 4 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 17 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 5 | 0 | 0 | 1 | 1 | 0 | 10 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BM, was not interviewed because he did not have the preferred experience in endocrinology.

1 HF was selected. She had five years of internal medicine experience with experience in endocrinology diagnoses. She was able to answer situational questions accurately and provided detailed examples of her customer service skills.

| | |
|---------------------------|--------------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2023-1419 |
| Job Group | 5D |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Medical Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of medical assisting practices
- Knowledge of relevant policies, procedures, routines
- Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING: General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:

- American Heart Association (AHA) BLS (CPR/AED) or ACLS Certification or formal training
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification or ACLS within six (6) months of hire and maintain during employment.

PREFERRED QUALIFICATIONS:

- Working experience using EPIC

- Hematology/oncology/infusion medical practice experience or outpatient clinical experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1419 | 2 | 13 | 1 | 5 | 0 | 5 | 0 | 0 | 0 | 2 | 0 | 28 |
| Unqualified | 1 | 6 | 1 | 2 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 13 |
| Qualified | 0 | 5 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 10 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was interviewed and not selected because he did not have experience with hematology, oncology, infusion medical practice or medical assistant outpatient clinical experience. He also did not have experience working in a high-volume (approximately 100 patient phone calls daily) outpatient clinic providing clinical and administrative support.

1 BF was selected. She had eight years of medical assistant experience in a high-volume outpatient clinical setting. During this time, she provided clinical and administrative support.

| | |
|---------------------------|--------------------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2024-020 |
| Job Group | 5D |
| Department | UMG-IMA Simsbury |
| Job Title | Medical Assistant – UMG IMA-Simsbury |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- **It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.**
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-020 | 0 | 10 | 0 | 4 | 0 | 3 | 0 | 0 | 0 | 3 | 1 | 21 |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 5 |
| Qualified | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 7 |
| Withdrew Application | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She had a medical assistant certificate and had an emergency medical technician license. She provided detailed examples of her ability to work under pressure while remaining adaptable to changes as well as her clinical knowledge.

| | |
|---------------------------|---|
| Start Date | 11/17/2023 |
| Requisition Number | 2023-1386 |
| Job Group | 5D |
| Department | UMG-Internal Medicine |
| Job Title | Medical Assistants - UMG-IMA Farmington |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

May travel to satellite offices

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1386 | 3 | 13 | 0 | 7 | 0 | 8 | 0 | 0 | 0 | 2 | 2 | 35 |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 2 | 4 | 0 | 1 | 0 | 5 | 0 | 0 | 0 | 1 | 1 | 14 |
| Withdrew Application | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 5 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 11 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 2 WM, were not interviewed due to their acceptance of other UConn Health positions.

The goal candidate, 1 WM, was interviewed and not selected because he indicated he had concerns managing a high (140+) patient volume.

1 BF and 1 UU were selected.

1 BF had medical assistant and medical records experience. She also had experience working with a primary care residency expansion program. Additionally, she provided patient center responses to interview questions.

1 UU had eight years of lead medical assistant experience which included experience in internal medicine with a high patient volume. She also provided patient centered and detailed examples in response to situational interview questions.

| | |
|---------------------------|--|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-263 |
| Job Group | 5D |
| Department | UMG-IMA Simsbury |
| Job Title | Medical Assistant - Simsbury Internal Medicine |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- It is **REQUIRED** that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience in an outpatient setting

Experience in Family Medicine/Pediatrics

EPIC experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-263 | 1 | 4 | 0 | 1 | 0 | 6 | 0 | 0 | 0 | 1 | 0 | 13 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 8 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not attend his scheduled interview.

1 HF was selected. She had two years of medical assistant experience. She also had the preferred experience in outpatient settings and EPIC (electronic medical records system). Additionally, she provided detailed examples of her adaptability in changing environments.

| | |
|---------------------------|---------------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2023-1284 |
| Job Group | 5D |
| Department | UMG-Storrs |
| Job Title | Medical Assistants - UMG-Storrs |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.
 Considerable interpersonal skills; oral and written communication skills.
 Ability to work under pressure and meet deadlines.
 Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
 Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

It is REQUIRED that you upload a copy of the following requirements at the time of application: MA, LPN, or EMT credentials/certification

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

EPIC experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1284 | 0 | 7 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 3 | 1 | 16 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 3 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 4 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 1 | 6 |
| Hired | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |

These positions were posted on the UConn Health website.

Goal candidates did not apply for these positions.

3 WF were selected.

- 1 WF had experience as an emergency medical technician. She provided detailed examples of her ability to multitask in an office with multiple specialties.
- 1 WF had podiatry medical assistant experience. She also had podiatry radiology technician experience.

- 1 WF had outpatient medical assistant experience, emergency department experience, and emergency medical technician experience. She also had the preferred EPIC (electronic medical records system) experience. Additionally, she provided detailed examples of her ability to multitask in an office with multiple specialties.

| | |
|---------------------------|--|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-259 |
| Job Group | 5D |
| Department | 70045-UMG-Geriatrics |
| Job Title | Medical Assistant - UMG Geriatrics and Healthy Aging |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- **It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.**
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices

PREFERRED QUALIFICATIONS:

Epic experience

EMR experience

Experience working in an outpatient clinical setting within a Geriatrics clinic or Internal Medicine, Family Medicine, or Primary Care department

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-259 | 1 | 7 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 15 |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 7 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he was offered another UConn Health position.

1 WF was selected. She had the preferred EPIC (electronic medical records system) experience as well as internal medicine and outpatient experience. She also had previously worked at UConn Health for six years as a medical assistant. Additionally, she provided patient centered responses to interview questions.

| | |
|---------------------------|--------------------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-103 |
| Job Group | 5D |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Medical Assistant |

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of medical assisting practices
- Knowledge of relevant policies, procedures, routines
- Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience: **MUST MEET ONE OF THE FOLLOWING:**

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body
- A Licensed Practical Nurse (LPN)
- A Certified Emergency Medical Technician (EMT)

SPECIAL REQUIREMENTS:

- American Heart Association (AHA) BLS (CPR/AED) Certification or formal training
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

PREFERRED QUALIFICATIONS:

- Working experience using EPIC.
- High volume ambulatory clinical experience.
- Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-103 | 5 | 27 | 2 | 17 | 1 | 27 | 1 | 2 | 0 | 6 | 7 | 95 |
| Unqualified | 1 | 11 | 1 | 13 | 0 | 16 | 1 | 0 | 0 | 4 | 3 | 50 |
| Qualified | 1 | 8 | 1 | 2 | 0 | 9 | 0 | 1 | 0 | 1 | 2 | 25 |
| Withdrew Application | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Interviewed | 2 | 6 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 2 | 14 |
| Offer Rescinded | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 1 BM, and 1 AM, did not meet the minimum requirements as posted.

The goal candidates, 1 WM and 1 BM, were not interviewed for the following reasons:

- 1 WM was selected for another UConn Health position.
- 1 BM did not respond to repeated attempts to schedule an interview.

The goal candidates, 3 WM and 1 HM, were interviewed and not selected for the following reasons:

- 2 WM did not have the preferred experiences with hematology, oncology, infusion, or outpatient clinical practice.

- 1 WM and 1 HM were offered the position however the offers of employment were rescinded after receiving negative references.

1 WF was selected. She had completed her externship at UConn Health's Women's Health Department. She also had the preferred experience of working in a daily high-volume (100+ patients) ambulatory clinical office and with EPIC (electronic medical records system). Additionally, she answered questions appropriately about patient interventions.

| | |
|---------------------------|--------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-331 |
| Job Group | 5D |
| Department | 80820-Osteoporosis |
| Job Title | Medical Assistant |

You must be currently registered as a Certified Medical Assistant, Licensed Practical Nurse ("LPN"), or Emergency Medical Technician ("EMT") at the time of application to be qualified for this position.

It is REQUIRED that you upload a current MA, LPN, or EMT credentials/certification

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-331 | 3 | 6 | 0 | 4 | 0 | 5 | 0 | 0 | 1 | 2 | 2 | 23 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 2 | 4 | 0 | 2 | 0 | 3 | 0 | 0 | 1 | 2 | 1 | 15 |
| Interviewed | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, were not interviewed for the following reasons:

- 2 WM were selected for other UConn Health positions.

The goal candidate, 1 WM, was interviewed and not selected

- 1 WM did not have orthopedic and osteoporosis experience.

1 WF was selected. She had completed an externship at UConn Health Spine Center and had orthopedic experience. She also provided patient-focused responses to interview questions.

| | |
|---------------------------|---|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-466 |
| Job Group | 5D |
| Department | UMG-Internal Medicine |
| Job Title | Medical Assistant - UMG - Internal Medicine - Float |

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, **OR**
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, **OR**
- A Licensed Practical Nurse (LPN), **OR**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices.

PREFERRED QUALIFICATIONS:

- Working experience using EPIC.
- Recent experience in Internal Medicine and Endocrinology outpatient clinic support.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-466 | 1 | 6 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 12 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was selected.

| | |
|---------------------------|-------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-394 |
| Job Group | 5D |
| Department | UMG-Ent Module |
| Job Title | Medical Assistant |

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED

- Knowledge of medical assisting practices
- knowledge of relevant policies, procedures, routines
- considerable interpersonal skills
- oral and written communication skills
- ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program (CAAHEP or ABHES) **AND**
- Current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body **OR**
- Credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body **OR**
- A Certified Emergency Medical Technician (EMT) **OR**
- A Licensed Practical Nurse (LPN).

SPECIAL REQUIREMENTS:

- May travel to satellite offices.
- Must provide and maintain current State of CT registration as a Certified Medical Assistant, EMT or LPN. - **Please be prepared to upload your certification at the time of applying.**

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-394 | 0 | 6 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 11 |
| Qualified | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She had sixteen years of medical assistant experience in a busy women's health practice. Her experience included setting up and cleaning instruments for in-office procedures and assisting the doctors when needed.

| | |
|---------------------------|--|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-425 |
| Job Group | 5D |
| Department | UMG-Orthopaedics Module |
| Job Title | Medical Assistant (Float) - UMG-Orthopaedics |

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

PREFERRED QUALIFICATIONS:

- Experience working with orthopedic patients in an outpatient practice
- EPIC experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-425 | 1 | 8 | 1 | 2 | 0 | 6 | 0 | 1 | 0 | 2 | 1 | 22 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Qualified | 1 | 7 | 1 | 1 | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 16 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 BM, were not interviewed. They applied after a decision had been made on a candidate.

1 HF was selected. She had three years of medical assistant experience. She also had the preferred EPIC (medical records system) experience. Additionally, she provided detailed examples of her customer service skills and asked pertinent questions.

| | |
|---------------------------|---|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-395 |
| Job Group | 5D |
| Department | UMG-Internal Medicine |
| Job Title | Medical Assistant - UMG-Internal Medicine |

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, **OR**
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, **OR**
- A Licensed Practical Nurse (LPN), **OR**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-395 | 1 | 7 | 2 | 3 | 0 | 10 | 0 | 1 | 0 | 2 | 0 | 26 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 1 | 4 | 2 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 12 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 1 | 0 | 9 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 2 BM, were not interviewed for the following reasons:

- 1 WM accepted another UConn Health position.
- 1 BM did not respond to attempts to schedule an interview.
- 1 BM did not attend his scheduled interview.

1 HF was selected. She had experience with a daily high patient volume (100+) in internal medicine. She also had experience with EPIC (electronic medical records system). Additionally, her situational responses were patient centered.

| | |
|---------------------------|--|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-711 |
| Job Group | 5D |
| Department | 80740-Dermatology Clinic |
| Job Title | Medical Assistant - Dermatology and Psoriasis Center |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).
- Two (2) years of experience in a hospital, medical facility, or office setting as a nursing or medical assistant.

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
 - **It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.**
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - o Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-711 | 0 | 9 | 1 | 4 | 0 | 9 | 1 | 0 | 0 | 2 | 0 | 26 |
| Unqualified | 0 | 2 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 7 |
| Qualified | 0 | 4 | 0 | 3 | 0 | 5 | 1 | 0 | 0 | 1 | 0 | 14 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 AM, was not interviewed. He previously worked as a temporary employee at UConn Health and was let go due to tardiness.

1 WF was selected. She had a total of nine years of medical assistant experience, with two of those years in dermatology.

| | |
|---------------------------|------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-880 |
| Job Group | 5D |
| Department | 80742-Psoriasis Center |
| Job Title | Medical Assistant |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills.
- Oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, **OR**
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, **OR**
- A Licensed Practical Nurse (LPN), **OR**

- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
 - **It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.**
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-880 | 1 | 2 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 8 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed. He was offered another UConn Health position.

1 HF was selected. She had completed her medical assistant externship at UConn Health. She had experience with procedures and rooming patients.

| | |
|---------------------------|---------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-879 |
| Job Group | 5D |
| Department | 70080-UMG-Surgery-General |
| Job Title | Medical Assistant |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills.
- Oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, **OR**
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, **OR**
- A Licensed Practical Nurse (LPN), **OR**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
 - **It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.**
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-879 | 2 | 9 | 0 | 2 | 2 | 8 | 0 | 1 | 0 | 1 | 1 | 26 |
| Unqualified | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 4 |
| Qualified | 2 | 5 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 12 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Interviewed | 0 | 1 | 0 | 1 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 7 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 2 WM, were not interviewed because they did not have outpatient surgical procedure experience.

The goal candidate, 1 HM, was interviewed and not selected because it was discovered during the interview that he did not have surgical procedure experience.

1 WF was selected. She had outpatient surgical and EPIC (electronic medical records system) experience.

| | |
|---------------------------|---------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-885 |
| Job Group | 5D |
| Department | 80740-Dermatology Clinic |
| Job Title | Medical Assistant - Dermatology |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills.
- Oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, **OR**
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, **OR**
- A Licensed Practical Nurse (LPN), **OR**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- **It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.**
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-885 | 1 | 3 | 1 | 1 | 0 | 7 | 0 | 1 | 0 | 0 | 0 | 14 |
| Unqualified | 0 | 2 | 1 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 8 |
| Qualified | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was not interviewed as he was offered another position.

1 WF was selected. She had experience as an emergency medical technician and as a medical assistant. She had exposure to dermatology and cardiology patients. She also had experience rooming patients and assisting with procedures.

| | |
|---------------------------|--------------------------------|
| Start Date | 8/23/2024 |
| Requisition Number | 2024-969 |
| Job Group | 5D |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Medical Assistant |

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of medical assisting practices
- Knowledge of relevant policies, procedures, routines
- Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience: MUST MEET ONE OF THE FOLLOWING:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body
- A Licensed Practical Nurse (LPN)
- A Certified Emergency Medical Technician (EMT)

SPECIAL REQUIREMENTS:

- American Heart Association (AHA) BLS (CPR/AED) Certification or formal training
- Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

PREFERRED QUALIFICATIONS:

- Working experience using EPIC.
- High volume ambulatory clinical experience.
- Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-969 | 1 | 12 | 1 | 4 | 1 | 10 | 0 | 0 | 0 | 2 | 2 | 33 |
| Unqualified | 1 | 5 | 0 | 1 | 1 | 7 | 0 | 0 | 0 | 1 | 1 | 17 |
| Qualified | 0 | 6 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 11 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 BM, was selected.

| | |
|---------------------------|--------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-962 |
| Job Group | 5D |
| Department | UMG-General Ob/Gyn |
| Job Title | Medical Assistant - General OB |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills.
- Oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
 - It is **REQUIRED** that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 - Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
- May travel to satellite offices

PREFERRED QUALIFICATIONS:

- Previous Women's Health experience is preferred.
- Outpatient ambulatory care experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-962 | 2 | 22 | 2 | 11 | 2 | 29 | 1 | 6 | 0 | 3 | 3 | 81 |
| Unqualified | 1 | 8 | 1 | 7 | 1 | 14 | 0 | 2 | 0 | 0 | 2 | 36 |
| Qualified | 1 | 10 | 1 | 1 | 1 | 11 | 1 | 3 | 0 | 1 | 1 | 31 |
| Withdrew Application | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 0 | 3 | 0 | 4 | 0 | 0 | 0 | 2 | 0 | 11 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 1 BM, and 1 HM, did not meet the minimum requirements as posted.

The goal candidates, 1 WM, 1 BM, and 1 HM, were not interviewed for the following reasons:

- 1 WM indicated he was only looking for a summer and winter position. This is a full-time position.
- 1 BM was selected for another UConn Health position.
- 1 HM did not have the preferred outpatient ambulatory care experience.

because they did not have outpatient surgical procedure experience.

1 AF was selected. She completed her externship within an obstetrics department. She had the preferred women's health experience and outpatient ambulatory care experience.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------------|----|----|----|----|----|----|----|----|
| 5E Paraprofessional/Admin | 0 | 0 | 0 | 1 | 0 | 5 | 0 | 1 |

| Job Cat | Start Date | Goal Met | Search # | RS | No. Hired |
|---------------------------|------------|----------|-----------|----|-----------|
| 5E PARAPROFESSIONAL/ADMIN | 6/2/2023 | N | 2023-1024 | UU | 1 |
| | 6/16/2023 | N | 2023-1111 | WM | 1 |
| | 6/30/2023 | N | 2023-1044 | UU | 1 |
| | 6/30/2023 | N | 2023-1069 | UU | 1 |
| | 8/25/2023 | N | 2023-1446 | WF | 1 |
| | 9/22/2023 | N | 2024-060 | WM | 1 |
| | 10/20/2023 | N | 2024-041 | BF | 1 |
| | 11/17/2023 | N | 2024-152 | WM | 1 |
| | 11/17/2023 | N | 2024-247 | UU | 1 |
| | 11/17/2023 | N | 2024-247 | WM | 1 |
| | 12/15/2023 | N | 2024-323 | WF | 3 |
| | 3/8/2024 | Y | 2024-642 | HF | 1 |
| | 5/17/2024 | Y | 2024-381 | HF | 1 |

| | |
|--------------------|---------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1024 |
| Job Group | 5E |
| Department | 61120-IT Clinical Systems |
| Job Title | Desktop Technician 2 |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of the concepts involved in the operations of desktop computers, peripherals, including but not limited to, printers, scanners, modems, digital equipment and mobile devices; good working knowledge of hardware and software products and problem solving/troubleshooting skills; ability to understand basic problem solving concepts together with the need to have a structure approach to problem analysis; knowledge of commonly-used concepts, practices, and procedures within a relevant field; ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written); working knowledge of operational and physical environment requirements for hardware components; familiar with architectural principles, guidelines and standards in own functional area; knowledge of help desk management tools and utilities; basic understanding of problem management; problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools; awareness of the principles of network technology; ability to read component diagrams and know who to contact to obtain assistance in resolving problems; some project management

ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience of demonstrated in-depth knowledge of basic to complex hardware and software products and problem solving/troubleshooting skills including working with customers courteously.

Substitution Allowed:

Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) years of the general experience. A Bachelor's degree in Computer Science may be substituted for the general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1024 | 18 | 1 | 3 | 1 | 7 | 1 | 2 | 0 | 2 | 0 | 2 | 37 |
| Unqualified | 7 | 1 | 0 | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 14 |
| Qualified | 7 | 0 | 2 | 0 | 4 | 1 | 1 | 0 | 0 | 0 | 0 | 15 |
| Withdrew Application | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was not interviewed because her resume indicated she was looking for an office administrative assistant position.

The 1 UU was selected. The candidate had worked at UConn Health as a computer technician consultant. During this time, the candidate had installed new computers, laptops, workstations on wheels, and wall mounted computers in examination rooms. The candidate also set up registration computers with credit card machines, insurance card scanners, barcode scanners, and clinical printers. Additionally, the candidate had experience with supporting computers and their peripherals in a clinical setting.

| | |
|---------------------------|--------------------------|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-1111 |
| Job Group | 5E |
| Department | Child and Family Studies |
| Job Title | Visual Media Designer |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of copy writing, illustration, photography, graphic arts typesetting, layout, design
- Considerable oral and written communication skills; considerable interpersonal skills
- Computer skills related to page layout, word processing, typesetting
- Ability to develop and implement graphic identification standards.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience working with computer graphics, typesetting, design, and layout.

Substitutions Allowed:

Bachelor's degree in graphic design or a related field.

Preferred Experience:

- Familiar with universal design and accessibility principles based on the Accessibility Guidelines as related to access to technology used by individuals with developmental disabilities.
- Familiar with mobile platforms and multimedia tools, such as Rich Site Summary (RSS Feed), social media, webinars, Blackboard, InDesign, Adobe Creative Suite/Video Editing, Word Press and Canvas.
- Experience with events and event management and various multimedia tools.
- Experience working on website maintenance and formatting.
- Experience working with individuals with developmental disabilities.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1111 | 9 | 11 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 4 | 29 |
| Unqualified | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Qualified | 7 | 5 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 4 | 21 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goal was no longer an established hiring goal because it was met with a previous promotion that was posted externally.

The goal candidate, 1 AF, was not interviewed because her degree was not related to the graphic design field.

The 1 WM was selected. He had a degree in graphic design, and ten years of experience as a graphic designer. His experience included creating brochures, flyers, newsletters, print media, video editing, and website formatting. He also had experience working with individuals with developmental disabilities and experience making content accessible for those with disabilities.

| | |
|---------------------------|--------------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1044 |
| Job Group | 5E |
| Department | Child and Family Studies |
| Job Title | Associate Editor |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Writing and editing skills.

Some knowledge of public relations principles and practices.

Oral and written communication skills.

Interpersonal skills.

Ability to work under pressure to meet deadlines.

Experience with desktop publishing

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience in writing, editing or other relevant communications experience.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four years for a Bachelor's degree.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1044 | 17 | 18 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 0 | 8 | 51 |
| Unqualified | 14 | 13 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 4 | 38 |
| Qualified | 3 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 7 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The BF goal was no longer an established hiring goal because it was met with a previous promotion that was posted externally.

The goal candidates, 1 HF and 1 AF, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was not interviewed because her degree in Justice and Law Administration was not applicable to this position.

1 UU was selected. The applicant had experience utilizing desktop publishing programs such as Canva and SquareSpace. They also had experience working in higher education, writing, and formatting documents. Additionally, the applicant demonstrated effective communication skills by providing clear and complete answers to interview questions.

| | |
|---------------------------|--------------------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1069 |
| Job Group | 5E |
| Department | 61127-IT Enterprise Technology |
| Job Title | Desktop Technician I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Demonstrated knowledge of the basic to complex hardware and software products and problem solving/troubleshooting skills.

Ability to understand problem solving concepts together with the need to have a structured approach to problem analysis.

Knowledge of commonly used concepts, practices, and procedures within a relevant field.

Ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written).

Working knowledge of operational and physical environment requirements for hardware components.

Familiar with architectural principles, guidelines, and standards in own functional area.

Knowledge of help desk management tools and utilities.

Basic understanding of problem management.

Problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools.

Awareness of the principles of network technology.

Ability to read component diagrams and know who to contact to obtain assistance in resolving problems.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance.

Substitution Allowed:

Associate degree in computer science with one (1) year's computer hardware and software experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1069 | 17 | 0 | 1 | 1 | 1 | 1 | 4 | 0 | 2 | 0 | 3 | 30 |
| Unqualified | 4 | 0 | 0 | 1 | 1 | 0 | 2 | 0 | 2 | 0 | 1 | 11 |
| Qualified | 8 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 10 |
| Interviewed | 5 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The BF goal was no longer an established hiring goal because it was met with a previous promotion that was posted externally.

The goal candidate, 1 HF, was interviewed and not selected because she was unable to answer fundamental questions related to a help desk environment. She also acknowledged her lack of experience and that she was looking for an entry level opportunity.

1 UU was selected. They answered questions accurately regarding information technology service management, metrics, escalation process, and help desk environment. They also provided detailed examples of their help desk experience.

| | |
|---------------------------|--------------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1446 |
| Job Group | 5E |
| Department | 61127-IT Enterprise Technology |
| Job Title | Desktop Technician I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Demonstrated knowledge of the basic to complex hardware and software products and problem solving/troubleshooting skills.

Ability to understand problem solving concepts together with the need to have a structured approach to problem analysis.

Knowledge of commonly used concepts, practices, and procedures within a relevant field.

Ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written).
 Working knowledge of operational and physical environment requirements for hardware components.
 Familiar with architectural principles, guidelines, and standards in own functional area.
 Knowledge of help desk management tools and utilities.
 Basic understanding of problem management.
 Problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools.
 Awareness of the principles of network technology.
 Ability to read component diagrams and know who to contact to obtain assistance in resolving problems.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance.

Substitution Allowed:

Associate degree in computer science with one (1) year's computer hardware and software experience.

Preferred Experience:

Experience in an IT Service Desk call center environment
 Experience with either BMC or Service Now ticketing software
 Experience providing IT customer service over the phone using remote tools

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1446 | 14 | 3 | 0 | 0 | 3 | 1 | 3 | 1 | 1 | 1 | 2 | 29 |
| Unqualified | 4 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 9 |
| Qualified | 8 | 1 | 0 | 0 | 2 | 1 | 2 | 0 | 1 | 0 | 1 | 16 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goal was no longer an established hiring goal because it was met with a previous promotion that was posted externally.

The goal candidate, 1 AF, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was not interviewed because she did not have the preferred experience in an information technology (IT) service desk call center environment.

1 WF was selected. She had ten years of IT service desk call center experience. She also provided detailed examples of her help desk experience and provided customer service-based responses to interview questions.

| | |
|---------------------------|--------------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2024-060 |
| Job Group | 5E |
| Department | 61127-IT Enterprise Technology |
| Job Title | Desktop Technician I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

- Demonstrated knowledge of the basic to complex hardware and software products and problem solving/troubleshooting skills.
- Ability to understand problem solving concepts together with the need to have a structured approach to problem analysis.
- Knowledge of commonly used concepts, practices, and procedures within a relevant field.
- Ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written).
- Working knowledge of operational and physical environment requirements for hardware components.
- Familiar with architectural principles, guidelines, and standards in own functional area.
- Knowledge of help desk management tools and utilities.
- Basic understanding of problem management.
- Problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools.
- Awareness of the principles of network technology.
- Ability to read component diagrams and know who to contact to obtain assistance in resolving problems.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance.

Substitution Allowed:

Associate degree in computer science with one (1) year's computer hardware and software experience.

Preferred Experience:

Hiring Goals Analysis – Technical/Paraprofessional

- Experience in an IT Service Desk call center environment
- Experience with either BMC or Service Now ticketing software
- Experience providing IT customer service over the phone using remote tools

WORKING CONDITIONS:

- Ability to lift and carry approximately forty (40) pounds.
- This position is for phone support at the IT Service Desk

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-060 | 8 | 1 | 4 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 1 | 20 |
| Unqualified | 3 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 6 |
| Qualified | 4 | 1 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 12 |
| Interviewed | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goal was no longer an established hiring goal because it was met with a previous promotion that was posted externally.

Goal candidates did not apply for this position.

1 WM was selected. He had twenty months of experience at UConn Health as a consultant in the department of Information Technology (IT). During this time, he worked at the IT service desk call center and provided IT customer service over the phone using remote tools. He also utilized the ticketing software. Additionally, he provided detailed examples of his ability to troubleshoot, resolve problems, and triage to appropriate teams.

| | |
|---------------------------|--|
| Start Date | 10/20/2023 |
| Requisition Number | 2024-041 |
| Job Group | 5E |
| Department | 60160-Human Resources |
| Job Title | Human Resources Associate - Talent Acquisition |

Minimum Qualification Required:

Knowledge, Skill, and Ability:

- Knowledge of Human Resources principles and practices; knowledge of relevant State and Federal regulations and regulatory requirements, some knowledge collective bargaining contracts, licensing requirements, affirmative action and EEO principles and practices.
- Ability to organize and prioritize work, excellent interpersonal skills.
- Ability to communicate effectively both in oral and in writing.

- Excellent customer service skills.
- Ability to manage multiple simultaneous priorities.
- Knowledge of methods and procedures pertaining to record maintenance.
- Ability to establish and maintain effective working relationships with others.
- Handle confidential matters with tact and discretion.
- Exercise good judgment in analyzing situations and making decisions.

Education and Training:

Three (3) years' experience in administrative work, including one (1) year of experience involving human resources-related work.

Substitution Allowed:

A Bachelor's degree in Human Resources Management or SHRM or equivalent human resources certification may be substituted for two (2) years of the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-041 | 4 | 19 | 1 | 6 | 0 | 6 | 0 | 0 | 0 | 1 | 5 | 42 |
| Unqualified | 2 | 14 | 1 | 1 | 0 | 4 | 0 | 0 | 0 | 1 | 3 | 26 |
| Qualified | 2 | 4 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 12 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goal was no longer an established hiring goal because it was met with a previous promotion that was posted externally.

The goal candidates, 4 HF, did not meet the minimum requirements as posted.

The goal candidates, 2 HF, were not interviewed for the following reasons:

- 1 HF's experience was only providing administrative support to HR recruitment processes. She did not have direct experience with employment transactions such as recruitment and onboarding processing.
- 1 HF did not respond to requests to schedule an interview.

1 BF was selected. She had recruitment and onboarding experience with the Hartford Public Schools.

| | |
|---------------------------|--------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-152 |
| Job Group | 5E |
| Department | 61127-IT Enterprise Technology |
| Job Title | Desktop Technician I |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

- Demonstrated knowledge of the basic to complex hardware and software products and problem solving/troubleshooting skills.
- Ability to understand problem solving concepts together with the need to have a structured approach to problem analysis.
- Knowledge of commonly used concepts, practices, and procedures within a relevant field.
- Ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written).
- Working knowledge of operational and physical environment requirements for hardware components.
- Familiar with architectural principles, guidelines, and standards in own functional area.
- Knowledge of help desk management tools and utilities.
- Basic understanding of problem management.
- Problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools.
- Awareness of the principles of network technology.
- Ability to read component diagrams and know who to contact to obtain assistance in resolving problems.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance.

Substitution Allowed:

Associate degree in computer science with one (1) year's computer hardware and software experience.

PREFERRED QUALIFICATIONS:

- Experience in an IT Service Desk call center environment
- Experience with either BMC or Service Now ticketing software
- Experience with providing IT customer service over the phone using remote tools.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-152 | 12 | 2 | 4 | 1 | 7 | 1 | 3 | 1 | 2 | 0 | 3 | 36 |
| Unqualified | 5 | 0 | 4 | 1 | 3 | 1 | 2 | 1 | 1 | 0 | 1 | 19 |
| Qualified | 4 | 1 | 0 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 1 | 11 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goal had been met with a promotion that was posted externally and was no longer an established hiring goal.

The goal candidates, 1 HF and 1 AF, did not meet the minimum requirements as posted.

1 WM was selected. He had four years of information technology (IT) service desk experience working in a hospital. He provided detailed examples of his IT desk and field service experience as well as his ability to work with customers in a courteous manner.

| | |
|---------------------------|--|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-247 |
| Job Group | 5E |
| Department | 60070-Academic Information Technology Services |
| Job Title | Desktop Technicians 2 |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of the concepts involved in the operations of desktop computers, peripherals, including but not limited to, printers, scanners, modems, digital equipment and mobile devices; good working knowledge of hardware and software products and problem solving/troubleshooting skills; ability to understand basic problem solving concepts together with the need to have a structure approach to problem analysis; knowledge of commonly-used concepts, practices, and procedures within a relevant field; ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written); working knowledge of operational and physical environment requirements for hardware components; familiar with architectural principles, guidelines and standards in own functional area; knowledge of help desk management tools and utilities; basic understanding of problem management; problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools; awareness of the principles of network technology; ability to read component diagrams and know who to contact to obtain assistance in resolving problems; some project management ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience of demonstrated in-depth knowledge of basic to complex hardware and software products and problem solving/troubleshooting skills including working with customers courteously.

Substitution Allowed:

Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) years of the general experience. A Bachelor's degree in Computer Science may be substituted for the general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-247 | 14 | 2 | 2 | 0 | 5 | 0 | 3 | 0 | 0 | 0 | 4 | 30 |
| Unqualified | 2 | 1 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 7 |
| Qualified | 7 | 1 | 2 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 2 | 17 |
| Interviewed | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |

These positions were posted on the UConn Health website.

The BF goal had been met with a promotion that was posted externally and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WM and 1 UU were selected.

- 1 WM had 10 years of information technology (IT) experience. He had knowledge of Microsoft Azure and Intune as well as troubleshooting problems with resolution. He also provided detailed examples of his IT desk and field service experience as well as his ability to work with customers in a courteous manner. His experience was directly related to UConn Health current support model.
- 1 UU had ten years of IT experience. The candidate had knowledge of Microsoft Azure and Intune as well as troubleshooting problems with resolution. The candidate also provided detailed examples of their IT desk and field service experience as well as their ability to work with customers in a courteous manner.

| | |
|---------------------------|---------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-323 |
| Job Group | 5E |
| Department | 60160-Human Resources |
| Job Title | Human Resources Associate |

MINIMUM QUALIFICATION REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of Human Resources principles and practices; knowledge of relevant State and Federal regulations and regulatory requirements, collective bargaining contracts; licensing requirements, labor relations principles and procedures, affirmative action and EEO principles and practices; ability to organize and prioritize work; excellent interpersonal skills; ability to communicate effectively both oral and in writing; excellent customer service skills; ability to manage multiple simultaneous priorities; knowledge of methods and procedures pertaining to records maintenance; ability to establish and maintain effective working relationships with others; to handle confidential matters with tact and discretion; exercise good judgment in analyzing situations and making decisions.

EDUCATION AND TRAINING:

Three (3) years' experience in administrative work, including one (1) year of experience involving human resources-related work.

SUBSTITUTION ALLOWED:

A Bachelor's degree in Human Resources Management or SHRM or equivalent human resources certification may be substituted for two (2) years of the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-323 | 8 | 57 | 4 | 29 | 0 | 18 | 1 | 5 | 2 | 4 | 4 | 132 |
| Unqualified | 4 | 27 | 3 | 19 | 0 | 10 | 1 | 2 | 1 | 3 | 3 | 73 |
| Qualified | 4 | 21 | 1 | 8 | 0 | 6 | 0 | 3 | 1 | 1 | 1 | 46 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 5 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 9 |
| Hired | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |

These positions were posted on the UConn Health website.

The BF goal had been met with a promotion that was posted externally and was no longer an established hiring goal.

The goal candidates, 10 HF and 2 AF, did not meet the minimum requirements as posted.

The goal candidates, 6 HF and 3 AF, were not interviewed for the following reasons:

- 3 HF and 2 AF did not have experience in maintaining employment transactions. These positions were responsible for maintaining accurate employee records.
- 1 HF had job discrepancies between her application and resume.
- 2 HF applied for these positions after interviews had been conducted.
- 1 AF did not have professional experience.

The goal candidates, 2 BF, were interviewed and not selected because they did not articulate their abilities to accurately maintain employment transactions.

3 WF were selected. They were all able to articulate their abilities to accurately maintain employment transactions.

- 1 WF had experience processing employment transactions as well as maintaining human resource information system through data input and employee files. She also had experience processing employee records as well as onboarding employees. Additionally, she had experience with the I-9 employment verification process.
- 1 WF had experience processing employment transactions. She also had experience processing employee records as well as onboarding employees. Additionally, she had experience with the I-9 employment verification process.
- 1 WF had experience with maintaining employment transactions, personnel file maintenance, as well as onboarding employees. She also had experience with the I-9 employment verification process and Banner (HR system).

| | |
|---------------------------|-------------------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-642 |
| Job Group | 5E |
| Department | 60160-Human Resources |
| Job Title | Human Resources Associate (Payroll) |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge of payroll terminology, practices and procedures; knowledge of relevant State and Federal regulations and regulatory requirements, collective bargaining contracts; skill in performing mathematical calculations; ability to organize and prioritize work; excellent interpersonal skills; ability to communicate effectively both oral and in writing; excellent customer service skills; ability to manage multiple simultaneous priorities; knowledge of methods and procedures pertaining to records maintenance; ability to establish and maintain effective working relationships with others; ability to handle confidential matters with tact and discretion; ability to exercise good judgment in analyzing situations and making decisions.

EXPERIENCE AND TRAINING:

Education and Training:

Three (3) years' experience in administrative work involving finances, including one (1) year of experience involving payroll processing.

Substitution Allowed:

A Bachelor's degree in Human Resources Management or SHRM or equivalent human resources certification may be substituted for two (2) years of the general experience

Highly Preferred:

Experience with Kronos, Banner and/or Peoplesoft.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-642 | 4 | 30 | 3 | 10 | 2 | 7 | 1 | 5 | 0 | 3 | 3 | 68 |
| Unqualified | 3 | 26 | 2 | 8 | 2 | 5 | 1 | 3 | 0 | 3 | 2 | 55 |
| Qualified | 1 | 4 | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 1 | 10 |
| Interviewed | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The BF goal was no longer an established hiring goal because it was met with a previous promotion that was posted externally.

The goal candidate, 1 HF, was selected.

| | |
|---------------------------|--------------------------|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-381 |
| Job Group | 5E |
| Department | 80360-Psychiatric Clinic |
| Job Title | Clinical Coordinator 1 |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles and practice of clinical office management; knowledge of relevant agency policies and procedures; knowledge of relevant State and Federal laws, statutes, and regulations; knowledge of billing systems and insurance regulations; considerable interpersonal skills; oral and written communication skills; computer skills; mathematical skills; ability to work under pressure deadlines; some supervisory ability.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Four (4) years of relevant experience at a paraprofessional level in a clinical setting.

SUBSTITUTION ALLOWED:

College training may be substituted for the general experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

PREFERRED EXPERIENCE:

Behavioral Health coding, auditing, billing and claims experience

Supervisory experience in outpatient behavioral health clinical setting

Certified Professional Coder (CPC)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-381 | 1 | 6 | 0 | 1 | 0 | 5 | 0 | 1 | 0 | 1 | 0 | 15 |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 6 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HF, was selected.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 5F Dental Assistant | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|---------------------|------------|----------|----|-----------|-----------|
| 5F DENTAL ASSISTANT | 6/30/2023 | N | WF | 2023-1116 | 1 |
| | 8/25/2023 | N | HF | 2023-1116 | 1 |
| | 1/12/2024 | N | HF | 2024-221 | 1 |
| | 1/12/2024 | N | WF | 2024-221 | 1 |

| | |
|--------------------|-------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1116 |
| Job Group | 5F |
| Department | 20085-Dental Assistants |
| Job Title | Dental Asst |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in dental assistant work.

Substitution Allowed:

Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Candidates must have successfully completed the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB).

Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1116 | 0 | 6 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 11 |
| Unqualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 6 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WF was selected. She had twenty-five years of dental assistant experience in endodontist, periodontist, prosthodontist, orthodontist, and oral surgery dentistry.

1 HF was selected. She had twenty years of dental assistant experience in endodontist, periodontist, prosthodontist, orthodontist, and oral surgery dentistry.

| | |
|---------------------------|-------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-221 |
| Job Group | 5F |
| Department | 20085-Dental Assistants |
| Job Title | Dental Assts |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in dental assistant work.

Substitution Allowed:

Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Candidates must have successfully completed the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB).

Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-221 | 1 | 8 | 0 | 1 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 16 |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 5 |
| Qualified | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 6 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not have more than five years of dental assistant experience.

1 WF was selected. She had ten years of dental assistant experience in general dentistry, pedodontics, prosthetics, periodontist, orthodontist, and oral surgery dentistry.

1 HF was selected. She had six years of dental assistant experience in general dentistry, pedodontics, prosthetics, periodontist, orthodontist, and oral surgery dentistry.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------|----|----|----|----|----|----|----|----|
| 5G Licensed Practical Nurse | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred during this Plan period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 6A Qualified Craft Workers | 0 | 2 | 1 | 1 | 1 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|----------------------------|------------|----------|----|-----------|-----------|
| 6A QUALIFIED CRAFT WORKERS | 6/30/2023 | N | WM | 2023-1007 | 1 |
| | 1/26/2024 | N | WM | 2024-001 | 1 |
| | 2/23/2024 | N | WM | 2024-653 | 1 |

| | |
|--------------------|------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1007 |
| Job Group | 6A |
| Department | 61024-Electrical |
| Job Title | QCW-Electrician |

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL, AND ABILITY:
Considerable knowledge of and ability to apply standard tools, materials, methods, and practices of the particular trade; interpersonal skills; oral and written communication skills; basic computer skills; ability to prepare estimates and keep shop records.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in the electrical trade area.

SPECIAL EXPERIENCE:

Two (2) years of the General Experience must have been performing skilled trade functions in the electrical trade area.

Note:

For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2.

Substitution Allowed:

Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.

SPECIAL REQUIREMENTS: Must have an E1 or E2 license.

Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PREFERRED: Three (3) years or more Commercial and/or Healthcare setting electrical service experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1007 | 3 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HM, was not interviewed because he did not attend his scheduled interview.

The goal candidate, 1 HM, was interviewed and not selected because he scored 16 out of 80 possible points on interview assessment. He was not able to correctly answer technical questions regarding preventive maintenance. He only had new construction experience.

The 1 WM was selected. He scored 66 out of 80 possible points on interview assessment. He was able to correctly answer technical questions regarding preventive maintenance experience. He had experience running load tests on generators and doing preventative maintenance inspections on generators.

The interview assessment was based on the following:

- Electrical trade experience utilizing standard tools, materials, and methods.
- Communication skills

| | |
|---------------------------|------------------|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-001 |
| Job Group | 6A |
| Department | 61024-Electrical |
| Job Title | QCW-Electrician |

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of and ability to apply standard tools, materials, methods, and practices of the particular trade; interpersonal skills; oral and written communication skills; basic computer skills; ability to prepare estimates and keep shop records.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in the electrical trade area.

SPECIAL EXPERIENCE:

Two (2) years of the General Experience must have been performing skilled trade functions in the electrical trade area.

Note:

For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2.

Substitution Allowed:

Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.

SPECIAL REQUIREMENTS: Must have an E1 or E2 license.

Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PREFERRED: Three (3) years or more Commercial and/or Healthcare setting electrical service experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-001 | 4 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous promotion and was no longer an established hiring goal.

The goal candidate, 1 WF, did not meet the minimum requirements as posted.

The 1 WM was selected. He scored 75 out of 80 possible points on interview assessment having correctly answered technical questions on the assessment. He had experience working in a patient care setting as a maintenance electrician. Specifically, he had experience performing preventive maintenance tests, such as monthly generator tests, infrared scanning, receptacle, and emergency light testing.

The interview assessment was based on the following:

- Electrical trade experience utilizing standard tools, materials, and methods.
- Communication skills

| | |
|---------------------------|----------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-653 |
| Job Group | 6A |
| Department | 61021-Plumbing |
| Job Title | QCW-Plumber |

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:**

Considerable knowledge of and ability to apply standard tools, materials, methods, and practices of the particular trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in Plumbing trades

MINIMUM QUALIFICATION SPECIAL EXPERIENCE:

Two (2) years of the General Experience must have been performing skilled trade functions in Plumbing.

Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

SPECIAL REQUIREMENT:

Must possess at minimum a P2 license.

Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PREFERRED QUALIFICATIONS/EXPERIENCE:

Knowledge in maintaining and repairing Backflows

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-653 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Qualified | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal had been met with a previous promotion and was no longer an established hiring goal.

The goal candidate, 1 BM, was not interviewed because he did not respond to an invitation for an interview.

The 1 WM was selected. He had fourteen years of plumbing experience which included running

his own plumbing business. He also had the preferred experience in maintaining and repairing backflows.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 7A Protective Services | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

No hiring activity occurred during this reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------|----|----|----|----|----|----|----|----|
| 7B Custodian | 6 | 0 | 3 | 0 | 0 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|--------------|------------|----------|----|----------|-----------|
| 7B CUSTODIAN | 1/12/2024 | N | WF | 2024-477 | 1 |
| | 5/3/2024 | Y | HF | 2024-718 | 1 |

| | |
|--------------------|--------------------------|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-477 |
| Job Group | 7B |
| Department | 61025-Custodial Services |
| Job Title | Custodian |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT: Employees appointed to positions in this class must have adequate physical strength and stamina to lift, push and/or pull at least 50 lbs., must have visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

PREFERRED EXPERIENCE: Current or recent (within the last 2 years') custodial experience in a hospital/medical setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-477 | 3 | 5 | 2 | 0 | 2 | 5 | 0 | 0 | 1 | 1 | 1 | 20 |
| Qualified | 3 | 3 | 2 | 0 | 2 | 4 | 0 | 0 | 1 | 1 | 1 | 17 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 WM, 2 BM, and 4 HF, were not interviewed because they did not have the preferred hospital or medical setting experience within the past two years.

The goal candidate, 1 HF, was interviewed and not selected because she scored 5 out of 8 points on the assessment.

The 1 WF was selected. She scored 7.7. out of 8 points on the assessment. For the past seven months she had worked in UConn Health's Emergency Department as a cleaning contractor.

The assessment was based on the following:

- Housekeeping experience with hospital patient rooms
- Maintaining a safe work environment
- Chemicals used for disinfecting

| | |
|---------------------------|--------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-718 |
| Job Group | 7B |
| Department | 61025-Custodial Services |
| Job Title | Custodian |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT: Employees appointed to positions in this class must have adequate physical strength and stamina to lift, push and/or pull at least 50 lbs., must have visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

PREFERRED EXPERIENCE: Current or recent (within the last 2 years') custodial experience in a hospital/medical setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-718 | 9 | 5 | 6 | 1 | 6 | 8 | 1 | 0 | 1 | 0 | 5 | 42 |
| Qualified | 9 | 5 | 6 | 1 | 6 | 7 | 1 | 0 | 0 | 0 | 5 | 40 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HF, was selected.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 7C Other Services/Maintenance | 0 | 6 | 0 | 2 | 0 | 5 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | No. Hired |
|-----------------------------|------------|----------|----|-----------|-----------|
| 7C OTHER SERVICE/MAINTNANCE | 6/30/2023 | N | WM | 2023-1201 | 1 |
| | 6/30/2023 | N | UU | 2023-1028 | 1 |
| | 8/25/2023 | Y | WF | 2023-1421 | 1 |
| | 11/3/2023 | N | HM | 2023-1367 | 1 |
| | 12/1/2023 | N | WM | 2024-096 | 1 |
| | 12/29/2023 | N | WM | 2024-447 | 1 |
| | 12/29/2023 | Y | WF | 2024-411 | 1 |
| | 2/9/2024 | N | TF | 2024-658 | 1 |
| | 2/23/2024 | Y | WF | 2024-265 | 1 |
| | 2/23/2024 | Y | BF | 2024-265 | 1 |
| | 2/23/2024 | Y | HF | 2024-265 | 1 |
| | 3/22/2024 | N | WM | 2024-644 | 2 |
| | 5/3/2024 | N | WM | 2024-920 | 1 |

| | |
|--------------------|---------------------------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1028 |
| Job Group | 7C |
| Department | 62122-Center for Comparative Medicine |
| Job Title | Animal Care Washroom Technician |

KNOWLEDGE, SKILL, AND ABILITY

Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instruction and to keep records; manual dexterity.

MINIMUM QUALIFICATIONS

Any experience and training which would provide the knowledge, skills and abilities listed above.

PREFERRED EXPERIENCE:

Experience working in Biomedical Research.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1028 | 2 | 7 | 0 | 0 | 7 | 3 | 0 | 1 | 1 | 2 | 2 | 25 |
| Unqualified | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Qualified | 2 | 7 | 0 | 0 | 6 | 2 | 0 | 1 | 1 | 2 | 0 | 21 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 7 WF and 2 HF, were not interviewed for the following reasons:

- 6 WF and 1 HF did not have experience working in research or with animals.
- 1 WF only had experience with mice and her experience working in research was not related to biomedical research.
- 1 HF did not respond to attempts to schedule an interview.

The goal candidate, 1 HF, was interviewed and not selected. She did not respond to emails or voicemail messages with offers of employment.

The 1 UU was selected. The applicant had experience working with a variety of animals. She also had experience in a research laboratory that was related to biomedical research.

| | |
|---------------------------|-----------------------|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1201 |
| Job Group | 7C |
| Department | Facilities Management |
| Job Title | Landscape Technician |

REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of various plants used in landscape features; knowledge of proper care of plants for sustainment; basic knowledge of turf grass management practices; some basic knowledge of pesticides and application methods and techniques; interpersonal skills; oral and written communications skills; ability to operate, maintain and repair hand tools; ability to operate, maintain and repair small gas engines; ability to operate maintain and repair large power equipment; ability to operate, maintain and repair heavy construction and commercial landscaping equipment and vehicles; ability to use personal protective equipment; ability to follow written and oral instructions; some ability to utilize computer software.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

Two (2) years of experience in landscape maintenance including the operation, maintenance and repair of small and large power/motor equipment and heavy construction and/or commercial equipment and vehicles used in landscaping.

MINIMUM QUALIFICATIONS – SPECIAL EXPERIENCE:

One (1) year of the General Experience must include plant selection and installation, pruning, fertilization and seeding of turf grasses.

MINIMUM QUALIFICATIONS SUBSTITUTION:

For State Employees, two (2) years of landscaping experience at or above the level of Maintainer may substitute for the General and Special Experience.

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to possess and retain appropriate current licenses, permits and/or certifications.

Incumbents in this class may be required to travel.

Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license.

Incumbents in this class must be available to work as needed for emergency or snow removal duties.

PHYSICAL REQUIREMENTS:

Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.

A physical examination may be required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1201 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 8 |
| Unqualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was selected. He was a state employee and skilled maintainer, who performed duties of this role as well as other trades in building maintenance. He had foreman experience which demonstrated his ability to lead others and work independently.

| | |
|---------------------------|-----------------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1421 |
| Job Group | 7C |
| Department | 62103-Logistics Management Admin |
| Job Title | Storekeeper Assistant - Warehouse |

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL, AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records; ability to workdays, nights, weekends as well as holidays and during natural disasters.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class must possess a current, valid driver's license and have a good driving record.

PREFERRED QUALIFICATIONS: Two years' experience in Materials Management or a related field utilizing materials-handling systems, using a computer and barcode equipment/scanners; general knowledge of office equipment, copier fax etc. Must have good computer and data entry experience.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination is required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-1421 | 5 | 2 | 2 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 1 | 14 |
| Unqualified | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Qualified | 2 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 7 |
| Interviewed | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|--------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2023-1367 |
| Job Group | 7C |
| Department | 61025-Custodial Services |
| Job Title | Maintainer |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

EXPERIENCE AND TRAINING: Any experience and training which provides the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class must possess and maintain a valid driver's license and have the ability to drive safely.

PHYSICAL REQUIREMENTS: Incumbents in this class must have adequate physical strength, stamina, ability to push, pull and/or carry 50 pounds or more, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.

PREFERRED REQUIREMENTS: Two (2) or more years' experience providing preventative maintenance services in a large-scale facility/campus.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-1367 | 10 | 0 | 1 | 0 | 6 | 2 | 0 | 0 | 1 | 0 | 3 | 23 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Qualified | 9 | 0 | 1 | 0 | 4 | 1 | 0 | 0 | 1 | 0 | 1 | 17 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Offer Declined | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 HM, part-time UConn Health employee, was selected. He was a CEUI union member who had contractual bargaining rights to this position.

| | |
|---------------------------|-----------------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-096 |
| Job Group | 7C |
| Department | 61027-Environmental Operations |
| Job Title | Environmental Controls Maintainer |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of methods, tools, equipment, materials, and procedures of maintenance trades; maintenance problems and their proper handling.
- Skill in manual and machine operations of trade or work area skills; interpersonal skills; oral and written communication skills.
- Ability to follow written and oral instructions; utilize computer software.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Two (2) years of experience in the operation, maintenance and repair of heating, air conditioning, ventilating, and/or allied equipment.

SUBSTITUTION ALLOWED:

Graduation from a vocational or technical school with a diploma in the HVAC/R field may be substituted for the General Experience.

PREFERRED EXPERIENCE:

- Trade School training in the HVAC/R field
- Training and/or experience in the use of BMS (Building Management Systems), Johnson Control Metasys Extended Architecture and Automated Controls, Carrier Control Systems and Automated Logic DDC Systems.

PHYSICAL REQUIREMENTS:

- Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.
- A physical examination may be required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-096 | 6 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 9 |
| Unqualified | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WM was selected. He had trade school training in HVAC/R and two and a half years of experience in the operation, maintenance and repair of heating, air conditioning, and ventilating. He also had experience using building management systems.

| | |
|---------------------------|-----------------------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-447 |
| Job Group | 7C |
| Department | 62103-Logistics Management Admin |
| Job Title | Storekeeper Assistant - Warehouse |

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL, AND ABILITY:
Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records; ability to workdays, nights, weekends as well as holidays and during natural disasters.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class must possess a current, valid driver's license and have a good driving record.

PREFERRED QUALIFICATIONS: Two years' experience in Materials Management or a related field utilizing materials-handling systems, using a computer and barcode equipment/scanners; general knowledge of office equipment, copier fax etc. Must have good computer and data entry experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-447 | 4 | 3 | 4 | 0 | 5 | 3 | 0 | 0 | 1 | 0 | 0 | 20 |
| Unqualified | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 2 | 3 | 3 | 0 | 4 | 2 | 0 | 0 | 1 | 0 | 0 | 15 |
| Interviewed | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health web site.

The goal candidate, 1 HF, did not meet the minimum requirements as posted.

The goal candidates, 3 WF and 2 HF, were not interviewed for the following reasons:

- 2 WF and 1 HF did not have the preferred two years of experience in materials management or a related field using materials handling systems.
- 1 WF and 1 HF did not provide detailed job information to determine if they met the preferred qualifications.

1 WM was selected. His interview score was 300. He had three years of responsibility as an assistant store manager responsible for the stock portion of the store. He also had experience with shipping and receiving various products, materials, and fixtures. Additionally, he had experience using RF systems and mobile software to process logistics.

The interview questions were based on the following:

- Materials Logistics
- Communication skills
- Materials-handling system
- Barcode equipment/scanners
- Recordkeeping

| | |
|---------------------------|------------------------------|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-411 |
| Job Group | 7C |
| Department | 81001-Nursing Transportation |
| Job Title | Transport Aide |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of proper patient transfer techniques including body mechanics; knowledge of University of Connecticut Health Center safety policy and procedures; interpersonal skills; skills in patient transport, oxygen transport and customer service; ability to follow instructions; ability to successfully complete an in-service orientation; ability to keep simple records; ability to respect patient's privacy and dignity; ability to operate a beeper.

GENERAL EXPERIENCE AND TRAINING:

Any experience or training which provides the skill and ability to perform the duties listed below such as experience transporting patients in a hospital ambulatory/transportation unit. EMT, Fire or Paramedic experience.

SPECIAL REQUIREMENT:

American Heart Association (AHA) BLS (CPR/AED) or ACLS Certification or formal hands-on training

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-411 | 1 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 2 | 8 |
| Unqualified | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 2 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was selected.

| | |
|---------------------------|------------------------------|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-658 |
| Job Group | 7C |
| Department | 81001-Nursing Transportation |
| Job Title | Transport Aide |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of proper patient transfer techniques including body mechanics; knowledge of University of Connecticut Health Center safety policy and procedures; interpersonal skills; skills in patient transport, oxygen transport and customer service; ability to follow instructions; ability to successfully complete an in-service orientation; ability to keep simple records; ability to respect patient's privacy and dignity; ability to operate a beeper.

GENERAL EXPERIENCE AND TRAINING: Any experience or training which provides the skill and ability to perform the duties listed below such as experience transporting patients in a hospital ambulatory/transportation unit. EMT, Fire or Paramedic experience.

SPECIAL REQUIREMENT: American Heart Association (AHA) BLS (CPR/AED) or ACLS Certification or formal hands-on training

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

PREFERRED QUALIFICATIONS: Skill in operating a computer, entering requests into Excel spreadsheets.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-658 | 2 | 4 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 2 | 2 | 14 |
| Unqualified | 1 | 2 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 7 |
| Qualified | 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

1 TF, part-time UConn Health employee, was selected. She was a 1199 union member with contractual bargaining rights to the position.

| | |
|---------------------------|---------------------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-265 |
| Job Group | 7C |
| Department | 62122-Center for Comparative Medicine |
| Job Title | Animal Care Technicians |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of animal care requirements, including animal facilities and husbandry regulations and basic animal disease problems and prevention techniques
- Some interpersonal skills
- Some oral and written communication skills
- Ability to follow oral and written instructions
- Ability to utilize computer software
- Manual dexterity and physical ability sufficient for handling animals, feeds, supplies, and equipment

EXPERIENCE AND TRAINING:

General Experience:

- A high school diploma or possession of a General Educational Development (GED) diploma
- One (1) year of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling, and/or treatment of laboratory animals.

SUBSTITUTIONS ALLOWED:

- Certification by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Animal Technician may be substituted for the General Experience.
- Two (2) years of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling, and/or treatment of laboratory animals.
- A college degree of two (2) or more years and one-half (1/2) year of animal care experience directly related to the maintenance of health and wellbeing of laboratory animals to include care, use, handling, and/or treatment of laboratory animals.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-265 | 3 | 8 | 1 | 2 | 4 | 4 | 0 | 0 | 0 | 2 | 8 | 32 |
| Unqualified | 3 | 5 | 1 | 1 | 3 | 2 | 0 | 0 | 0 | 2 | 8 | 25 |
| Qualified | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |

The goal candidates, 1 WF, 1 BF, and 1 HF, were selected.

| | |
|---------------------------|----------------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-644 |
| Job Group | 7C |
| Department | 62103-Logistics Management Admin |
| Job Title | Storekeeper Assistants |

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL, AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records; ability to workdays, nights, weekends as well as holidays and during natural disasters.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class must possess a current, valid driver's license and have a good driving record.

PREFERRED QUALIFICATIONS: Two years' experience in Materials Management or a related field utilizing materials-handling systems, using a computer and barcode equipment/scanners; general knowledge of office equipment, copier fax etc. Must have good computer and data entry experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-644 | 10 | 0 | 1 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 16 |
| Qualified | 5 | 0 | 1 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 11 |
| Interviewed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

These positions were posted on the UConn Health website.

The goal candidates, 1 BF and 1 HF, were not interviewed for the following reasons:

- 1 BF did not have the preferred two years of experience in materials management or a related field using a materials handling system.
- 1 HF did not attend her scheduled interview and did not notify anyone that she would not be attending.

2 WM were selected.

- 1 WM interview score was 302.
- 1 WM interview score was 197.5

The interview questions were based on the following:

- Materials Logistics
- Communication skills

- Materials-handling system
- Barcode equipment/scanners
- Recordkeeping

| | |
|---------------------------|-----------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-920 |
| Job Group | 7C |
| Department | Facilities Management |
| Job Title | Landscape Technician |

REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of various plants used in landscape features; knowledge of proper care of plants for sustainment; basic knowledge of turf grass management practices; some basic knowledge of pesticides and application methods and techniques; interpersonal skills; oral and written communications skills; ability to operate, maintain and repair hand tools; ability to operate, maintain and repair small gas engines; ability to operate maintain and repair large power equipment; ability to operate, maintain and repair heavy construction and commercial landscaping equipment and vehicles; ability to use personal protective equipment; ability to follow written and oral instructions; some ability to utilize computer software.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

Two (2) years of experience in landscape maintenance including the operation, maintenance and repair of small and large power/motor equipment and heavy construction and/or commercial equipment and vehicles used in landscaping.

MINIMUM QUALIFICATIONS – SPECIAL EXPERIENCE:

One (1) year of the General Experience must include plant selection and installation, pruning, fertilization and seeding of turf grasses.

MINIMUM QUALIFICATIONS SUBSTITUTION:

For State Employees, two (2) years of landscaping experience at or above the level of Maintainer may substitute for the General and Special Experience.

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to possess and retain appropriate current licenses, permits and/or certifications.

Incumbents in this class may be required to travel.

Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license.

Incumbents in this class must be available to work as needed for emergency or snow removal duties.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-920 | 12 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 15 |
| Unqualified | 6 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 9 |
| Qualified | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

1 WM was selected. He had twenty-five years of landscaping experience. He also provided detailed examples of his ability to safely operate equipment such as attaching a bucket or plow to a truck. Additionally, he answered a question regarding mowing lines correctly.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------|----|----|----|----|----|----|----|----|
| 1A Executive | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|--------------|------------|----------|----|-----------|-------------------------------|---------------------|-----------|
| 1A EXECUTIVE | 7/14/2023 | N | WF | 20N23-278 | Univ Director | Asst Vice President | 1 |
| | 9/8/2023 | N | WM | 2023-1424 | Univ Director | Asst Vice President | 1 |
| | 4/5/2024 | N | WF | Reclass | Sr Dir, Accreditation/Reg Aff | Asst Vice President | 1 |

| | |
|--------------------|------------------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 20N23-278 |
| Job Group | 1A |
| Department | Health Marketing & Multimedia Svcs |
| Job Title | Asst Vice President |

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 20N23-278 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1A | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The 1 WF was promoted. The position of Assistant Vice President for Health Marketing was vacated on February 9, 2023. The functions of this position were originally under Storrs and the prior incumbent was transferred to UCHC. The position was changed to reflect the needs of the Health Center.

This candidate had been with UConn Health since 2015, in the positions of Communications Officer, Web Communications Officer, UCHC Communications Specialist and Director of Health Marketing. She was appointed to serve as the Interim Assistant Vice President for Health Marketing in February of 2023. She worked in higher education for twenty-five years and was an expert in strategic marketing, digital and traditional marketing, customer relationship management, graphic design, web design and development.

Based on the above, a waiver of the search process was permitted to permanently appoint the candidate to the position of Assistant Vice President for Health Marketing. There were no other employees that had the knowledge and experience required to perform the essential functions of the position.

| | |
|---------------------------|--|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1424 |
| Job Group | 1A |
| Department | 62103-Logistics Management Admin |
| Job Title | Asst Vice President Logistics Management |

Knowledge, Skills, and Abilities

Considerable knowledge of logistic management, warehouse/inventory management process operations, web-based/electronic inventory control, standardization and value analysis programs, supply chain and materials management programs; knowledge of and ability to apply management principles and techniques; knowledge of distribution management and contract legal issues including applicable federal and state laws and regulations; familiarity with DPH and Joint Commission standards; strong negotiation skills; strong interpersonal and persuasive skills; strong organizational, project management and planning skills; excellent computer skills, including experience with electronic/automated material storage systems and Microsoft professional applications and reporting tools; strong technical skills and the ability to work with multiple database programs including Access, ability to prepare management reports as needed; ability to meet deadlines and facilitate solutions in a fast-paced environment; ability to communicate effectively (both orally and in writing); ability to present to senior management team; ability to work effectively with all levels of employees and senior management

General Experience

Eight (8) years of multi-function logistic management experience [including warehouse operations management and supply chain analytical work].
At least three (3) years of experience at a director level.

Substitution

Bachelor's degree in logistics management, business administration or closely related field may be substituted for four (4) years of the general experience.

Preferred Qualifications

FEMA National Incident Management System (NIMS)/Incident Command Center (ICC) training including courses 100, 200, 300, 400, 700 and 191. to serve as Logistics Section Chief during Command Center activation.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1424 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1A | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was promoted. He demonstrated the ability to fulfill the mission and role during his interview. He had the technical skills to work with multiple database programs including Access and to prepare management reports as needed. He also had experience working with all levels of employees and senior management.

1A. (Executive) Promotion - Reclassification

Senior Director, Accreditation/Reg Aff to Assistant Vice President

1 WF was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 1B University Director | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|------------------|------------|----------|----|-----------|--------------------------------|--------------------------------|-----------|
| 1B UNIV DIRECTOR | 6/16/2023 | Y | WF | 2023-1165 | Pharmacy Clinical Coord | Univ Director | 1 |
| | 6/30/2023 | Y | WF | 2023-1217 | Lead Coding Trainer | Univ Director | 1 |
| | 7/14/2023 | Y | HM | 2023-1292 | Employee Labor Relations Assoc | Associate Director | 1 |
| | 8/25/2023 | Y | WF | 2023-1436 | Academic Curric Coordinator | Associate Director | 1 |
| | 9/22/2023 | Y | WF | 2024-256 | Lead Nurse Practitioner | Univ Director | 1 |
| | 11/3/2023 | N | WF | Reclass | Administrative Manager | Administrative Director | 1 |
| | 12/15/2023 | N | WF | Reclass | Administrative Manager | Administrative Director | 1 |
| | 12/29/2023 | N | WM | 2024-453 | Asst Director, Logistics Mngmt | Director, Logistics Management | 1 |
| | 3/8/2024 | N | WF | 2024-590 | Clinical Research Assoc 1 | Administrative Director | 1 |
| | 3/22/2024 | N | WF | 2024-808 | Sponsored Program Specialist | Associate Director | 1 |
| | 3/22/2024 | N | WF | 2024-853 | Clinical Lab Supervisor | Associate Director | 1 |
| | 4/5/2024 | N | WF | 2024-925 | Academic Curric Coordinator | Associate Director | 1 |
| | 4/5/2024 | N | BF | 2023-958 | Clinical Practice Manager 2 | Administrative Director | 1 |
| | 4/19/2024 | N | HF | 2024-732 | Clinical Research Assoc 1 | Administrative Director | 1 |
| | 4/19/2024 | Y | AF | 2024-276 | IT Project Manager | Director, Info Technology | 1 |
| | 5/17/2024 | N | WM | 2024-1020 | Business System Analyst | Associate Director | 1 |

| | |
|---------------------------|---|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-1165 |
| Job Group | 1B |
| Department | 83120-Pharmacy |
| Job Title | University Director- Pharmacy Residency Program |

REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of and ability to apply management principles and techniques

Considerable knowledge of relevant State and Federal laws, statues, and regulations

Considerable knowledge of the regulations, requirements, and standards for the Accreditation of Pharmacy Residencies

Considerable knowledge of curriculum theory, design, and planning

Considerable knowledge of instructional and educational methods and techniques

Knowledge of quality assessment and/or improvement techniques

Knowledge of record keeping procedures and applicable computer software including the ability to collect, organize and analyze data and information

Excellent organizational skills to effectively manage multiple priorities

Considerable interpersonal skills to develop effective working relationships with co-workers and students with the ability to coach and motivate

Effective communication and presentation skills

Detail-oriented skills

Considerable ability to assess training needs and determine objectives

Ability to solve student issues, to resolve conflicts and mediate

Supervisory ability

REQUIRED MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Doctorate of Pharmacy (PharmD) degree

Seven (7) years' experience in a medium-to-large acute care hospital (>100beds)

SUBSTITUTION ALLOWED

Completion of an ASHP PGY1 Accredited Residency Training Program in an acute care facility may be substituted for two (2) years general experience

OR

Completion of an ASHP PGY1 & PGY2 Accredited Residency Training Program in an acute care facility may be substituted for four (4) years general experience.

SPECIAL QUALIFICATIONS

Must possess and maintain during employment a license in the State of Connecticut as a Pharmacist

Must possess and maintain during employment Board Certification by the American College of Clinical Pharmacy (ACCP) (at hire or within 24 months of hire)

PREFERRED EXPERIENCE/QUALIFICATIONS

Experience using EPIC Willow and/or Beacon applications
Pyxis ES, Pharmagistics ES, Alaris, and other CareFusion applications.
Experience with USP 795, 797, and 800.
Professional Teaching Certificate for Pharmacists

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1165 | 1 | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 6 |
| 1B | 1 | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 6 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was promoted.

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1217 |
| Job Group | 1B |
| Department | UMG-Administration |
| Job Title | University Director - Provider Documentation & Education Assurance |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of and ability to apply management principles and techniques
Considerable knowledge of relevant State and Federal laws, statues, and regulations as it relates to documentation, coding, and billing
Considerable knowledge of professional coding and compliance
Considerable skills in developing and implementing educational programs to meet the needs of a variety of staff categories
Effective presentation skills
Considerable interpersonal skills
Considerable oral and written communication skills
Strong project management, organizational and analytical skills
Strong investigational and research skills
Teaching ability
Administrative and people management abilities
Computer expertise

EXPERIENCE AND TRAINING

General Experience:

Bachelor's Degree in Health Information Management or related discipline; or a combination of extensive relevant work experience, education, and training in the management of professional

billing, coding, charge capture and documentation which provides the skills and experience necessary to competently perform the duties; and
 Ten (10) years of experience CPT and ICD coding; and
 At least (three) 3 years of experience working in a supervisory / management capacity

SPECIAL REQUIREMENT

Must possess and maintain certification as a Certified Professional Coder (CPC) or a Certified Coding Specialist – Physician-based (CCS-P)

PREFERRED QUALIFICATIONS

Epic (EHR) experience and knowledge

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1217 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| 1B | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was promoted.

| | |
|---------------------------|---|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1292 |
| Job Group | 1B |
| Department | 60160-Human Resources |
| Job Title | Associate Director - Employee & Labor Relations |

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITY

Ability to effectively represent management in arbitration.

Knowledge of collective bargaining, relevant State and Federal labor and anti-discrimination laws, regulations, and guidelines.

EXPERIENCE AND TRAINING

General Experience:

Juris doctorate degree from an accredited law school and at least five (5) years' experience in collective bargaining administration, labor relations administration, public sector labor and employment law and/or higher education law and laws applicable to public entities in Connecticut.

Experience performing a variety of legal functions which may include drafting, analyzing, and enforcing labor contracts, litigation in state and federal courts, mediation, and other alternative dispute resolution.

SPECIAL REQUIREMENTS

Admission to practice law in the State of Connecticut at time of appointment or within one year of appointment.

PREFERRED QUALIFICATIONS

Public sector or healthcare legal experience including knowledge of institutional policies and procedures, regulations, and by-laws.

Experience supervising and training employees to include organizing, prioritizing, and scheduling work assignments that results in appropriate resolution in a timely manner.

Experience representing executives and administrators in legal and/or administrative procedures.

Broad understanding of contemporary legal issues of employee and labor relations in both a healthcare and union environment preferred.

Ability to translate legal research and analysis into advice that is pragmatic, actionable, and understandable.

Experience creating, composing, and editing legal opinions and other written materials.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1292 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1B | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The hiring and promotional goals were utilized for this position because it was posted externally.

The goal candidate, 1 HM, was promoted.

| | |
|---------------------------|--|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1436 |
| Job Group | 1B |
| Department | 10080-Curricular Affairs |
| Job Title | Associate Director of Curricular Affairs |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of and ability to apply management principles and techniques.

Considerable knowledge of curriculum design, development, theory, planning, and evaluation in medical education.

Knowledge of instructional and educational methods and techniques.

Considerable project management skills with the ability to organize and prioritize.

Proficiency with computer applications, databases, spreadsheets, power point presentations and other educational technologies.

Analytical and problem-solving skills with the ability to create and interpret reports with large volume of statistical data and effectively evaluate outcomes of educational programs including quality of instruction.

Strong interpersonal skills; excellent written and oral communication skills with the ability to interact with students, faculty, providers, and individuals of varying skill and knowledge levels. Supervisory skills.

SPECIAL REQUIREMENTS

Considerable knowledge of Continuing Medical Education for compliance and accreditation

EXPERIENCE & TRAINING

General Experience:

Bachelor's degree in education, Business Administration, or related field, and

Six (6) years combined experience in curriculum operations, development, evaluation, continuing medical education and administration in healthcare education.

Three (3) of the six years' experience must be in a supervisory role.

SUBSTITUTIONS ALLOWED

A Master's degree in Education, Business Administration, or related field may be substituted for one (1) additional year of General Experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1436 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| 1B | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was promoted.

| | |
|---------------------------|-----------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-256 |
| Job Group | 1B |
| Department | UMG |
| Job Title | |

Minimum Qualification Required

Knowledge, Skills, and Abilities

Considerable knowledge of ambulatory practice operations and health care management systems; and ability to apply management principles and techniques including strong financial and

strategy skills; considerable knowledge of business/health care administration; considerable knowledge of relevant State and Federal laws, statues and regulations; understanding of managed care and group practice operations; considerable knowledge UCHC policies and procedures; considerable knowledge of effective workforce utilization and development; considerable knowledge of health care delivery systems, practitioners and/or providers; considerable interpersonal skills; considerable oral and written communication skills; organizational, analytical and presentation skills; computer, word processing and spreadsheet skills; administrative and people management abilities.

Experience & Training Requirements

A Master's degree in business administration, finance, health care management or other health care related field and three to five (3-5) years professional experience, preferable working within or managing multiple group practices or integrated health care system, with at least two to four (2-4) years of the experience in a supervisory/management capacity is preferred. Nursing license preferred.

May be required to travel within the State in the course of their daily work.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-256 | 15 | 24 | 3 | 5 | 1 | 6 | 2 | 1 | 1 | 3 | 3 | 64 |
| 1B | 15 | 24 | 3 | 5 | 1 | 6 | 2 | 1 | 1 | 3 | 3 | 64 |
| Unqualified | 0 | 9 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 14 |
| Qualified | 15 | 13 | 2 | 5 | 0 | 5 | 2 | 1 | 1 | 2 | 2 | 48 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was promoted.

| | |
|---------------------------|--|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-453 |
| Job Group | 1B |
| Department | 62103-Logistics Management Admin |
| Job Title | University Director - Logistics Management |

MINIMUM REQUIREMENTS

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of logistic management, warehouse/inventory management process operations, web-based/electronic inventory control, standardization and value analysis programs, supply chain and materials management programs, knowledge of and ability to apply management principles and techniques; knowledge of distribution management and contract legal issues including applicable federal and state laws and regulations; familiarity with DPH and Joint Commission standards, working knowledge of Incident Command Center principles, strong

negotiation skills; strong interpersonal and persuasive skills; strong organizational, project management, budget and planning skills, excellent computer skills, including experience with electronic/automated material storage systems and Microsoft professional applications and reporting tools; strong technical skills and the ability to work with multiple database programs including Access, ability to prepare management reports as needed; ability to meet deadlines and facilitate solutions in a fast-paced environment; ability to communicate effectively (both orally and in writing); ability to present to management team; ability to work effectively with all levels of employees and management

GENERAL EXPERIENCE

Eight (8) years multi-function logistics management experience including warehouse/Periodic Automatic Reordering (PAR) operations management, Statewide courier system management, Patient Transportation, Capital/Controllable Asset management and Central Distribution/Receiving.

At least three (3) years of the experience at a supervisory level.

SUBSTITUTION ALLOWED

Bachelor's degree in logistics management, business administration or closely related field may be substituted for four (4) years of the general experience.

PREFERRED QUALIFICATIONS

FEMA certification to serve as Logistics Section Chief during Command Center activation.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-453 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1B | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

Goal candidates did not apply for this position.

The 1 WM was promoted. He had knowledge of logistic management, warehouse/inventory management process operations, web-based/electronic inventory control, standardization and value analysis programs, supply chain, and materials management programs. He also had knowledge of and ability to apply management principles and techniques. He had the ability to meet deadlines and facilitate solutions in a fast-paced environment. He had the communication skills necessary for the position.

| | |
|---------------------------|-------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-590 |
| Job Group | 1B |
| Department | 10180-Pediatrics |
| Job Title | Administrative Director |

General Experience

Master's degree in healthcare administration, business administration or closely related field with five (5) years of relevant professional experience which demonstrates the KSAs below.

At least two (2) years of the experience must have been managing in a healthcare environment which includes strategic planning and departmental budget development. Demonstrated experience and accomplishment in the operations of an academic medical center.

Substitution

Bachelor's degree with an additional two (2) years of experience may be substituted for the Master's degree.

Knowledge, Skills & Abilities

In depth knowledge in management techniques, human resources management, financial management, and strategic planning.

Extensive knowledge of budget management and preparation.

Knowledge of principles and procedures of personnel, payroll, purchasing, grants and contracts administration, and clinical trial financial management.

Ability to understand and apply relevant state and federal laws, statutes, and regulations.

Effective organizational, verbal, and written communication skills; problem solving, program development and computer skills; excellent leadership, and team building skills.

Ability to develop effective and collaborative working relationships with physicians, including academic chairs and faculty, and other institutions; ability to work with a variety of disciplines and levels of staff across departments.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-590 | 13 | 19 | 1 | 5 | 0 | 3 | 0 | 1 | 0 | 2 | 1 | 45 |
| 1B | 13 | 19 | 1 | 5 | 0 | 3 | 0 | 1 | 0 | 2 | 1 | 45 |
| Unqualified | 4 | 10 | 1 | 1 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 21 |
| Qualified | 8 | 8 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 18 |
| Interviewed | 1 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 WF was promoted. She was a member of the department and had managed clinical trials. She had knowledge of UConn Health policies and procedures, principles and procedures of

personnel, payroll, purchasing, grants and contracts administration, and clinical trial financial management. She also demonstrated the ability to understand and apply relevant state and federal laws, statutes, and regulations.

| | |
|---------------------------|--|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-808 |
| Job Group | 1B |
| Department | 62126-Sponsored Program Services |
| Job Title | Associate Director of Pre-Award Services |

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree and at least 8 years of experience; with at least two of the years of experience serving as team or project lead

In-depth knowledge of relevant Federal and State regulations to administer research programs. Strong knowledge of accounting principles and practices and multiple government accounting systems.

Considerable knowledge of grants, contracts, primary funding sources and budget development. Knowledge of relevant Federal Circulars and Uniform Guidance.

Knowledge of and proficiency in electronic proposal submission and research database applications/systems.

Ability to write and interpret technical contract language and understand its implications.

Considerable interpersonal skills with the ability to communicate effectively (written and oral).

Preferred Qualifications

Experience in an academic medical institution.

Knowledge of InfoED and Banner.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-808 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1B | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website for UConn Health employees only.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 WF was promoted. She demonstrated her knowledge of the requirements of the position, the issues that will be faced, as well as the ideas and visions that she had for the position. Her application, resume, and work history demonstrated that she was qualified for the position. She had familiarity with the staff and working relationships with the UConn Health and UConn Storrs departments that this position required.

| | |
|---------------------------|--|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-853 |
| Job Group | 1B |
| Department | 83002-Clinical Laboratory |
| Job Title | Associate Director - Laboratory Medicine |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of and ability to apply management principles and techniques.
Considerable knowledge of current technology, laboratory practices, procedures, techniques equipment, and terminology used in clinical laboratories in the application of tests and analyses and in the examination of body fluids and tissues, foods, water, and environmental specimens.
Considerable knowledge of accreditation standards, laws, regulations, and standards governing public health and clinical laboratory services.
Working knowledge of principles and practices of laboratory services operations and program administration/management, including planning, implementation, and evaluation; basic budgeting knowledge.
Knowledge and understanding of proper laboratory safety precautions, guidelines, and procedures.
Skill in the operation and maintenance of laboratory equipment and instruments.
Considerable interpersonal skills; effective oral and written communication skills.
Proficient in the use of computer applications and computer analytics.
Strong organization and time management skills.

EXPERIENCE AND TRAINING GENERAL EXPERIENCE

Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, Cytotechnology or other related fields; and
Seven (7) years' experience working in a clinical laboratory.

SPECIAL EXPERIENCE

Three (3) years of the general experience must have been in a supervisory role.

SUBSTITUTION ALLOWED

A master's degree in a related field may substitute for one (1) year of general experience.

SPECIAL REQUIREMENT

Must possess and maintain Certification as a Medical Technologist (MT) or related Specialty from the ASCP Board of Certification or other acceptable certifying board.

WORKING CONDITIONS

May be exposed to hazardous materials, infectious/communicable diseases, and some disagreeable conditions.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-853 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1B | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 WF was promoted. She had experience as an interim associate director and was familiar with laboratory operations, leadership skills, working with staff, scheduling, EPIC, and regulatory and compliance knowledge.

| | |
|---------------------------|---|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-925 |
| Job Group | 1B |
| Department | 10080-Curricular Affairs |
| Job Title | Associate Director - Curricular Affairs |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of and ability to apply management principles and techniques.
Considerable knowledge of curriculum design, development, theory, planning, and evaluation in medical education.

Knowledge of instructional and educational methods and techniques.

Considerable project management skills with the ability to organize and prioritize.

Proficiency with computer applications, databases, spreadsheets, power point presentations and other educational technologies.

Analytical and critical thinking skills with the ability to create and interpret reports with large volume of statistical data and effectively evaluate outcomes of educational programs including quality of instruction.

Strong interpersonal skills, including excellent written and oral communication skills with the ability to interact with students, faculty, providers, and individuals of varying skill and knowledge levels.

Supervisory skills.

EXPERIENCE & TRAINING

General Experience:

Bachelor's degree in education, Business Administration, or related field, and

Six (6) years combined experience in curriculum operations, development, evaluation, continuing medical education and administration in healthcare education.

Two (2) of the six years' experience must be in a supervisory role.

SPECIAL REQUIREMENTS

Demonstrated success in working with physicians in academic, affiliated hospital and community environments.

Demonstrated experience advising students with relation to clinical placements.

Experience scheduling and maintaining clinical education placements, running lotteries, and resolving scheduling issues.

Considerable knowledge of Microsoft Office, including Word, Excel, and PowerPoint.

Demonstrated ability to work directly with students and faculty.

Demonstrated ability to maintain confidentiality.

Demonstrated ability to multi-task and coordinate several multi-faceted projects simultaneously.

Preferred Requirements

Experience working with students in Undergraduate Medical Education (medical school)

Experience with databases, including Blackboard (HuskyCT) and Oasis

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-925 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 1B | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 WF was promoted. She had experience in the department and directly related experience. She met the requirement of having 6 years' experience in curriculum operations, development, evaluation, continuing medical education, and administration in healthcare education.

| | |
|---------------------------|---|
| Start Date | 4/5/2024 |
| Requisition Number | 2023-958 |
| Job Group | 1B |
| Department | 81060-Nursing Administration |
| Job Title | Administrative Director -Behavioral Health Financial/Business Ops |

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES

Considerable knowledge and ability to apply management principles and techniques; extensive knowledge of behavioral health business and financial operations, working knowledge of acceptable business practices with contract agencies; knowledge of accounting and cost accounting techniques; ability to deal effectively with lay and professional persons and gain their

support and cooperation; ability to establish and maintain effective working relationships with a wide range of professional administrative, technical and clerical staff; ability to communicate effectively both orally and in writing; sound professional judgment; resourcefulness; initiative; tact; discretion; thoroughness; integrity; strong organization skills and time management abilities; considerable computer skills.

EXPERIENCE AND TRAINING

General Experience

Bachelor's degree and Five (5) years of progressive fiscal experience in behavioral health with at least three (3) years of the experience at management level, with a work record that demonstrates in depth knowledge of revenue cycle operations, clear, effective communication skills, a mature approach to problem-solving for various issues, business office operations, healthcare revenue resolution management practices, negotiating skills, detail orientations, knowledge of healthcare industry financial statistical indicators

Requires independent decision-making and business acumen.

Preferred

Masters of Science Degree

Substitutions Allowed

Master's Degree in Health Care, Health Science, Hospital Administration, Business Administration, or Public Administration may be substituted for one (1) year of the general experience

This is a full-time salaried position with occasional off shift hours.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2023-958 | 15 | 18 | 4 | 3 | 1 | 3 | 2 | 5 | 0 | 3 | 3 | 57 |
| 1B | 15 | 18 | 4 | 3 | 1 | 3 | 2 | 5 | 0 | 3 | 3 | 57 |
| Unqualified | 10 | 11 | 3 | 2 | 0 | 3 | 0 | 4 | 0 | 2 | 3 | 38 |
| Qualified | 5 | 4 | 1 | 0 | 1 | 0 | 2 | 1 | 0 | 1 | 0 | 15 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Offer Declined | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 BF was promoted. She had been Interim Administrative Manager for behavioral health and had the leadership skills necessary for the position. She had experience in fiscal management and a work record that demonstrated knowledge of revenue cycle operations, clear, effective communication skills, business office operations, and healthcare revenue resolution management practices.

| | |
|---------------------------|--|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-732 |
| Job Group | 1B |
| Department | 20020-Academic Affairs-Den |
| Job Title | Administrative Director - SDM Curricular Affairs |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL & ABILITY

Considerable knowledge of and ability to apply management principles and techniques.

Considerable knowledge of administrative business operations.

Knowledge of continuous quality improvement management principles and practices

Advanced research, analytical, critical thinking, and report writing skills

Ability to synthesize and analyze quantitative and qualitative data and prepare and present reports effectively

Familiarity with education accreditation processes.

Research experience including grant writing and administration, data collection, and analysis, and the use of research supportive software.

Considerable interpersonal skills with the ability to interact with all members of the organization in ways that enhance understanding, respect, and cooperation.

Strong oral and written communication skills.

Outstanding organizational skills to prioritize competing timetables, responsibilities, and deadlines.

Independent decision making and problem-solving skills.

Excellent negotiation skills in complex and sensitive multi-institutional settings.

Strong leadership and team building skills.

Project management skills including strategy development, data analysis, action planning; execution, and development of monitoring tools.

Ability to delegate, effectively supervise and plan for the timely and successful completion of long- and short-term objectives.

Considerable ability to work under highly stressful conditions.

EDUCATION AND TRAINING GENERAL EXPERIENCE

Bachelor's degree and Five (5) years of progressive experience in education, research, healthcare, and/or related fields, with a work record that demonstrates clear, effective communication skills and a mature approach to problem-solving various issues,

SPECIAL EXPERIENCE

At least 3 years of general experience must be in a supervisory capacity.

SUBSTITUTION ALLOWED

A Master's degree in a related field may be substituted for one (1) additional year of general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-732 | 3 | 11 | 0 | 2 | 0 | 4 | 0 | 3 | 1 | 1 | 0 | 25 |
| 1B | 3 | 11 | 0 | 2 | 0 | 4 | 0 | 3 | 1 | 1 | 0 | 25 |
| Unqualified | 1 | 5 | 0 | 0 | 0 | 1 | 0 | 2 | 1 | 0 | 0 | 10 |
| Qualified | 2 | 6 | 0 | 2 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 13 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 HF was promoted. During the interview process she demonstrated her experience and knowledge of the position by giving detailed responses to the questions asked. She had experience in the Dental School that would help her transition into this promotion including the ability to synthesize and analyze quantitative and qualitative data and prepare and present reports effectively.

| | |
|---------------------------|---|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-276 |
| Job Group | 1B |
| Department | 61120-IT Clinical Systems |
| Job Title | Director, Information Technology- Ambulatory Applications |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL & ABILITY

Considerable knowledge of and ability to apply system and business management principles and techniques

Considerable technical knowledge of EMRs (Epic) third party integrations/interfaces, Mobility applications/tools and Microsoft applications

Considerable knowledge and skills in managing complex multiple projects involving interdependent technical application environments, multi-disciplinary teams, and system integrations

Considerable knowledge of relevant state and federal laws, statutes, regulations, and internal policies and procedures

Knowledge of vendor and contract management

Knowledge of developing and managing operating and project budgets

Considerable interpersonal skills with the ability to work with diverse groups, both management and staff, and to build effective relationships

Strong leadership and supervisory skills; ability to mentor, coach, and build teams
Excellent critical thinking, issue resolution, and problem-solving skills and abilities
Considerable oral and written communication skills; excellent presentation skills
Exceptional project management and organizational skills
Ability to identify and integrate emerging technology trends into IT strategic plans; ability to effectively influence decision making related to IT support needs and plans
Ability to create, manage and maintain strategic project implementation plans across all project life cycle components.

EXPERIENCE AND TRAINING

General Experience

Ten (10) years of professional experience in managing ambulatory applications development, implementation, and maintenance including clinical systems project management in a healthcare environment.

Special Experience

Three (3) years of the general experience must have been in a supervisory or management capacity in an ambulatory clinic and urgent care setting or in Information Technology managing analysts supporting one of the following three Epic ambulatory software applications EpicCare ambulatory, MyChart, or Healthy Planet.

Preferred Experience

Demonstrated experience with management of analysts supporting Epic software versions released in the last twelve months.

Demonstrated project management experience

Demonstrated experience leading teams of 10 or greater

Demonstrated experience managing bargaining unit staff

Demonstrated experience in an Academic Medical Center

Certifications in a specialty area such as Ambulatory, MyChart, Healthy Planet etc.

Substitutions Allowed

A bachelor's degree in a closely related field (i.e., Management Information Systems, Healthcare Information Technology, Healthcare Administration, Nursing, Health Informatics, or Health Sciences) may be substituted for four (4) years of the general experience.

A master's degree in a closely related field may be substituted for one (1) additional year of general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-276 | 8 | 3 | 3 | 2 | 2 | 1 | 6 | 2 | 0 | 0 | 2 | 29 |
| 1B | 8 | 3 | 3 | 2 | 2 | 1 | 6 | 2 | 0 | 0 | 2 | 29 |
| Unqualified | 3 | 2 | 1 | 2 | 1 | 0 | 5 | 0 | 0 | 0 | 1 | 15 |
| Qualified | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 3 | 0 | 2 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 8 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

The hiring and promotional goals were utilized for this position because it was posted externally.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The goal candidate, 1 AF, was promoted.

| | |
|---------------------------|--|
| Start Date | 11/3/2023 |
| Requisition Number | 2024-1020 |
| Job Group | 1B |
| Department | 83002-Clinical Laboratory |
| Job Title | Associate Director - Laboratory Medicine |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of and ability to apply management principles and techniques.
Considerable knowledge of current technology, laboratory practices, procedures, techniques equipment, and terminology used in clinical laboratories in the application of tests and analyses and in the examination of body fluids and tissues, foods, water, and environmental specimens.
Considerable knowledge of accreditation standards, laws, regulations, and standards governing public health and clinical laboratory services.

Working knowledge of principles and practices of laboratory services operations and program administration/management, including planning, implementation, and evaluation; basic budgeting knowledge.

Knowledge and understanding of proper laboratory safety precautions, guidelines, and procedures.

Skill in the operation and maintenance of laboratory equipment and instruments.

Considerable interpersonal skills; effective oral and written communication skills.

Proficient in the use of computer applications and computer analytics.

Strong organization and time management skills.

EXPERIENCE AND TRAINING GENERAL EXPERIENCE

Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, Cytotechnology or other related fields; and
Seven (7) years' experience working in a clinical laboratory.

SPECIAL EXPERIENCE

Three (3) years of the general experience must have been in a supervisory role.

SUBSTITUTION ALLOWED

A master's degree in a related field may substitute for one (1) year of general experience.

SPECIAL REQUIREMENT

Must possess and maintain Certification as a Medical Technologist (MT) or related Specialty from the ASCP Board of Certification or other acceptable certifying board.

WORKING CONDITIONS

May be exposed to hazardous materials, infectious/communicable diseases, and some disagreeable conditions.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-1020 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1B | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

Goal candidates did not apply for this position.

The 1 WM was promoted. He had been in the BSA in lab medicine for several years. He had experience in Core and Blood Banking as a technologist and assisted with contracts and compliance. He had supervisory experience, including oversight of the PIT team.

1B. (University Director) Promotion - Reclassification

Administrative Manager to Administrative Director

1 WF was performing the duties of the position and was promoted through a reclassification.

Administrative Manager to Administrative Director

1 WF was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------|----|----|----|----|----|----|----|----|
| 1C Managers | 1 | 0 | 0 | 1 | 0 | 2 | 1 | 2 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-------------|------------|----------|----|-----------|-------------------------------|-------------------------------|-----------|
| 1C MANAGERS | 6/30/2023 | N | WF | 2023-1210 | Application Analyst 1 | Mgr, Patient Financial Svcs | 1 |
| | 7/14/2023 | N | WF | 2023-1157 | Lead Nurse Practitioner | Program Director | 1 |
| | 7/14/2023 | N | WF | Reclass | Administrative Officer | Business Services Manager | 1 |
| | 7/28/2023 | Y | HF | 2023-1093 | Quality Assurance Specialist | Administrative Manager | 1 |
| | 9/8/2023 | N | WF | Reclass | Administrative Officer | Business Services Manager | 1 |
| | 9/8/2023 | Y | BF | 2023-1429 | Asst Nursing Manager | Nurse Manager | 1 |
| | 9/22/2023 | N | WF | Reclass | Adm Program Coordinator | Business Services Manager | 1 |
| | 9/22/2023 | N | WF | Reclass | Rehabilitation Services Supvr | Rehab Svcs Operations Mngr | 1 |
| | 12/1/2023 | Y | AF | Reclass | Supervising Accountant - UHP | Finance Manager | 1 |
| | 12/15/2023 | N | WF | 2024-298 | Clinical Program Coordinator | Administrative Manager | 1 |
| | 2/23/2024 | Y | HF | Reclass | Adm Program Coordinator | Business Services Manager | 1 |
| | 3/8/2024 | N | WF | Reclass | Application Architect | Information Tech Manager (RC) | 1 |
| | 5/17/2024 | N | TF | Reclass | Healthcare Counsel | Associate Healthcare Counsel | 1 |
| | 5/31/2024 | N | WF | 2024-782 | Lead Nurse Practitioner | Program Director | 1 |

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1210 |
| Job Group | 1C |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Manager, Patient Financial Services - Client Billing |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of revenue cycle, patient accounting, managed care and government payers, medical terminology, and compliance.

Considerable knowledge of relevant financial and accounting rules, state and federal laws, statutes, regulations, and internal policies and procedures.

Knowledge of project and contract management, systems implementation, and operational workflow modeling.

Technical skills with the ability to interpret reports and prepare summaries, proficiency with computer systems and Microsoft Office applications.

Critical thinking skills with exceptional analytical and complex problem-solving ability.

Excellent interpersonal and customer service skills; effective verbal and written communication skills.

Organizational and time management skills; ability to work in a fast-paced environment under multiple pressures and deadlines.

Supervisory ability to lead, manage, and mentor staff.

EXPERIENCE AND TRAINING

General Experience:

Seven [7] years of progressive professional experience in patient financial services related functions in healthcare or healthcare finance industry which includes project management and vendor relations.

Substitutions Allowed

A Bachelor's degree in Finance, Healthcare Administration, Business Administration, Health Science and Policy or a closely related field may be substituted for 4 years of the general experience.

Preferred Qualifications

Five years' experience in Client Billing

Epic experience

Special Requirements

At least two (2) years of the general experience must have been in a supervisory/managerial capacity

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1210 | 1 | 9 | 0 | 0 | 1 | 5 | 1 | 0 | 0 | 0 | 0 | 17 |
| 1C | 1 | 9 | 0 | 0 | 1 | 5 | 1 | 0 | 0 | 0 | 0 | 17 |
| Unqualified | 0 | 5 | 0 | 0 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 9 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 3 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 3 HF and 1 AM, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was not interviewed because she did not have experience in client billing or Epic.

The goal candidates, 1 WM and 1 HF, were interviewed and not selected for the following reasons:

- 1 WM did not provide detailed responses to interview questions regarding applicable experience and work history.
- 1 HF did not have 5 years of experience in client billing and was unable to communicate the workflows and processes she had put in place while leading projects or process improvement initiatives.

The 1 WF was promoted. She had knowledge of Epic and had worked in depth with the client billing team, from the initial planning and building of the department to operational items such as processes, workflow decisions, and recommendations on best practices. She communicated clearly and answered all interview questions in detail demonstrating her knowledge of the position and its requirements.

| | |
|---------------------------|---|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1157 |
| Job Group | 1C |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Program Director-Bone Marrow Transplant, OP Hematology/Onc and IP |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, ABILITY

Considerable knowledge of and ability to apply management principles and techniques.
Considerable knowledge of relevant State and Federal Laws, statutes, regulations, policies, and procedures.
Considerable knowledge of effective workforce utilization and development.

Considerable knowledge of principles and practices of nursing service and administration.
 Considerable knowledge of treatment modalities.
 Knowledge of current developments in the field of nursing.
 Knowledge of nursing education.
 Considerable interpersonal skills and oral and written communication skills.
 Supervisory skills.

EXPERIENCE AND TRAINING

General Experience

Master's degree in Nursing required.
 Current Board Certification as an Advanced Practice Nurse.
 A minimum of five (5) years' experience as an APRN working in oncology services.
 At least three (3) years of the experience must have been in a supervisory capacity.

Special Requirement

Must possess and maintain a State of Connecticut Registered Nurse and Advanced Practice Registered Nurse license.
 May be required to travel in the course of daily work.

Preferred Requirement

OCN Certification

DNP Certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1157 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1C | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was promoted. She had knowledge of effective workforce utilization and development and of principles and practices of nursing service and administration. She also had experience with treatment modalities and current developments in the nursing field. She had the experience and willingness to accept the challenge of running a new program.

| | |
|---------------------------|---|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1093 |
| Job Group | 1C |
| Department | 70027-UMG-Population Health |
| Job Title | Population Health Manager (Nurse Manager) |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL & ABILITY

Demonstrated subject matter expertise in any of the following areas: Medicare advantage, Medicare Shared Savings Program (MSSP), managed care regulations, quality reporting, care management, population management, ACO strategy implementation and operations, and supporting providers in risk-based contracts.

Demonstrated ability to make sound clinical assessments and institute safe and efficacious care within the structure of a collaborative health team.

Considerable knowledge of requirements by federal, state, or regulatory bodies; considerable knowledge of effective workforce utilization.

Excellent interpersonal skills; effective oral and written communication skills.

Knowledge of all relevant policies and procedures; ability to develop and implement performance improvement initiatives and to interpret outcome data.

Solid understanding of care management principles and NCQA requirements for Patient Centered Medical Home

Knowledge of financial management.

Supervisory ability.

EXPERIENCE AND TRAINING

General Experience

Master's Degree in Nursing with at least three (3) years of previous management experience in Population Health, Care Management or ACO Operations

Substitution Allowed

Bachelor's Degree in Nursing with a Master's Degree in Business Administration, Public Health, or Health Care Administration may be substituted for the Master's Degree in Nursing.

SPECIAL REQUIREMENTS

Must possess and maintain a State of Connecticut Registered Nurse license.

May be required to travel in the course of daily work.

PREFERRED QUALIFICATIONS

Experience with EPIC electronic medical record platform.

Proven experience with value-based care programs in CT including utilization management, chronic care management programs, transitional care management programs

Experience in primary care practice re-design work including PCMH, Practice Transformation, Quality Improvement, ACO Development, Quality and Efficiency Metrics

Strong communication skills, presentation skills and working knowledge of Excel

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1093 | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| 1C | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The hiring and promotional goals were utilized for this position because it was posted externally.

The goal candidate, 1 HF, was promoted.

| | |
|---------------------------|-----------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1429 |
| Job Group | 1C |
| Department | 81007-Medicine 3 Unit |
| Job Title | Nurse Manager-Med 3 |

KNOWLEDGE & SKILLS

Considerable knowledge of principles and practices of nursing and healthcare administration; including knowledge of and ability to apply management principles and techniques.

Demonstrated ability to make sound clinical assessments and institute safe and efficacious care within the structure of a collaborative health team.

Considerable knowledge of requirements by federal, state, or regulatory bodies.

Considerable knowledge of effective workforce utilization.

Excellent interpersonal skills; effective oral and written communication skills.

Knowledge of financial management; supervisory ability.

Knowledge of all relevant policies and procedures.

Ability to develop and implement performance improvement initiatives and to interpret outcome data.

Solid understanding of patient satisfaction indicators (e.g., HCAPS).

EXPERIENCE AND TRAINING

General Experience: Bachelor's degree in nursing with four (4) years' experience, at least two (2) years of the experience must have been in a supervisory capacity.

Substitution: A Master's Degree may be substituted for one (1) year of management experience.

SPECIAL REQUIREMENT

Must possess and maintain a current State of Connecticut Registered Nurse License. Employees in this position may be required to travel in the course of their daily work.

Preferred Requirement

Master's Degree in Nursing

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1429 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| 1C | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 BF, was promoted.

| | |
|---------------------------|------------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-298 |
| Job Group | 1C |
| Department | 70161-UMG-Munson Neurology |
| Job Title | Administrative Manager - Neurology |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of the principles and practices of office management, information systems and project management

Knowledge of research and design methodologies

Comprehensive knowledge of statutory or regulatory provisions relevant to higher education, healthcare, and grants

Knowledge of Health Center's policies, procedures, practices, and interrelationships

Knowledge of the purposes, plans, objectives, and programs of the University

Accounting and budgetary skills

Excellent communications (written and verbal) and interpersonal skills

Supervisory ability

Analytical capabilities required for complex problem-solving responsibilities.

EDUCATION AND TRAINING

General Experience: Bachelor's degree in healthcare management or closely related field and four (4) years of administrative experience related to healthcare with at least two (2) years of the experience at a supervisory level.

Substitutions Allowed

Four (4) additional years of related professional experience may be substituted for the Bachelor's degree.

PREFERRED QUALIFICATIONS

Registered Nurse with an MSN degree

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-298 | 1 | 12 | 2 | 2 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 21 |
| 1C | 1 | 12 | 2 | 2 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 21 |
| Unqualified | 1 | 8 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 12 |
| Qualified | 0 | 2 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF goal was met with a previous hire and was no longer an established promotional goal.

The goal candidates, 1 WM and 1 AF, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was not interviewed because she did not have a nursing degree MSN.

The 1 WF was promoted. She had an advanced nursing degree and demonstrated program development with budgetary responsibility. She had experience in managing a stroke program, hiring, and evaluation of navigator and program support staff.

| | |
|---------------------------|------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-782 |
| Job Group | 1C |
| Department | 81060-Nursing Administration |
| Job Title | Program Director |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, ABILITY

Considerable knowledge of and ability to apply management principles and techniques.
Considerable knowledge of relevant State and Federal Laws, statutes, regulations, policies, and procedures.

Considerable knowledge of effective workforce utilization and development.

Considerable knowledge of principles and practices of APP service and administration.

Considerable knowledge of treatment modalities.

Knowledge of current developments in the field of nursing and/or medicine.

Knowledge of advanced practice education.

Considerable interpersonal skills and oral and written communication skills.

Supervisory skills.

EXPERIENCE AND TRAINING

General Experience

Master's prepared APRN or PA.

Current Board Certification as an Advanced Practice Nurse or Physician Assistant.

A minimum of ten (10) years' experience as an advanced practice provider.

At least five (5) years of the experience must have been in a supervisory capacity.

Special Requirement

Must possess and maintain a State of Connecticut Registered Nurse and Advanced Practice Registered Nurse license or State of Connecticut Physician Assistant license.

May be required to travel in the course of daily work.

Preferred Requirement

Doctoral level education

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-782 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| 1C | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was promoted. She had knowledge of current developments in nursing and of advanced practice education. She had the necessary interpersonal skills, oral and written communication skills, along with supervisory experience.

1C. (Managers) Administrative Officer to Business Services Manager

1 WF was performing the duties of the position and was promoted through a reclassification.

Administrative Officer to Business Services Manager

1 WF was performing the duties of the position and was promoted through a reclassification.

Administrative Program Coordinator to Business Services Manager

1 WF was performing the duties of the position and was promoted through a reclassification.

Rehabilitation Services Supervisor to Rehab Services Operations Manager

1 WF was performing the duties of the position and was promoted through a reclassification.

Supervising Accountant – UHP to Finance Manager

1 AF was performing the duties of the position and was promoted through a reclassification.

This promotion achieved a promotional goal.

Administrative Program Coordinator to Business Services Manager

1 HF was performing the duties of the position and was promoted through a reclassification.

This promotion achieved a promotional goal.

Application Architect to Information Tech Manager (RC)

1 WF was performing the duties of the position and was promoted through a reclassification.

Healthcare Counsel to Associate Healthcare Counsel

1 TF was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 2A Head of Department | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-----------------------|------------|----------|----|-----------|---------------------|------------------------|-----------|
| 2A HEAD OF DEPARTMENT | 9/8/2023 | N | WM | 2023-1328 | Professor/Clinical | Head of Dept/Clinical | 1 |
| | 4/19/2024 | N | WM | PTR | Professor/Basic Sci | Head of Dept/Basic Sci | 1 |

| | |
|--------------------|---|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1328 |
| Job Group | 2A |
| Department | Family Medicine |
| Job Title | Head Of Dept/Clinical - Family Medicine |

QUALIFICATIONS

The successful candidate will have an MD or DO degree, be board certified in Family Medicine and have a sufficient track record of leadership in education, program administration and research to be appointed at a senior academic rank. This individual must be highly collaborative and motivated and have significant experience building and unifying interdisciplinary teams. Candidates must have a proven track record in developing research programs; dedication to the clinical mission; a demonstrated commitment to education; and significant administrative, and budgetary experience in a matrix-based organization and ideally will be clinically active. Additional desired qualifications are for the candidate to have a track record of external funding, contract negotiation and demonstrated experience with leadership at a state or national level.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1328 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 2A | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was promoted. He had a record of leadership in education, program administration, and research. He had the ability to collaborate and had experience bringing together interdisciplinary teams.

Professor/Basic Science to Head of Department/Basic Science

1 WM filed an application for promotion from Professor to Head of Department. All candidates listed above were considered and promoted under the University's Promotion, Tenure, and Reappointment Process (PTR). No candidates were rejected.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------|----|----|----|----|----|----|----|----|
| 2B Professor | 0 | 5 | 0 | 0 | 1 | 0 | 2 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|--------------|------------|----------|----|----------|----------------------|---------------------|-----------|
| 2B PROFESSOR | 9/1/2023 | N | WM | PTR | Assoc Prof/Clinical | Professor/Clinical | 1 |
| | 9/1/2023 | N | HM | PTR | Assoc Prof/Clinical | Professor/Clinical | 1 |
| | 9/1/2023 | N | AM | PTR | Assoc Prof/Basic Sci | Professor/Basic Sci | 1 |
| | 9/1/2023 | N | AM | PTR | Assoc Prof/Clinical | Professor/Clinical | 3 |
| | 9/1/2023 | N | AF | PTR | Assoc Prof/Clinical | Professor/Clinical | 3 |
| | 9/1/2023 | Y | WF | PTR | Assoc Prof/Clinical | Professor/Clinical | 2 |
| | 9/1/2023 | Y | HM | PTR | Assoc Prof/Clinical | Professor/Clinical | 1 |
| | 9/1/2023 | Y | AM | PTR | Assoc Prof/Clinical | Professor/Clinical | 2 |
| | 4/22/2024 | N | AF | PTR | Assoc Prof/Visiting | Professor/Clinical | 1 |

1 WM, 2 WF, 2 HM, 6 AM, 4 AF filed applications for promotion from Associate Professor to Professor. All candidates listed above were considered and promoted under the University's Promotion, Tenure, and Reappointment Process (PTR). No candidates were rejected.

The promotion of 2 WF, 1 HM, and 2 AM met promotional goals.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 2C Associate Professor | 0 | 2 | 0 | 1 | 1 | 3 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|------------------------|------------|----------|----|----------|---------------------|----------------------|-----------|
| 2C ASSOCIATE PROFESSOR | 9/1/2023 | N | WM | PTR | Asst Prof/Basic Sci | Assoc Prof/Basic Sci | 1 |
| | 9/1/2023 | N | WM | PTR | Asst Prof/Clinical | Assoc Prof/Clinical | 4 |
| | 9/1/2023 | N | HM | PTR | Asst Prof/Clinical | Assoc Prof/Clinical | 1 |
| | 9/1/2023 | N | AM | PTR | Assoc Prof/Visiting | Assoc Prof/Clinical | 1 |
| | 9/1/2023 | N | AM | PTR | Asst Prof/Basic Sci | Assoc Prof/Basic Sci | 1 |
| | 9/1/2023 | N | AM | PTR | Asst Prof/Clinical | Assoc Prof/Clinical | 5 |
| | 9/1/2023 | N | AF | PTR | Asst Prof/Basic Sci | Assoc Prof/Basic Sci | 1 |
| | 9/1/2023 | N | AF | PTR | Asst Prof/Clinical | Assoc Prof/Clinical | 1 |
| | 9/1/2023 | Y | WF | PTR | Asst Prof/Clinical | Assoc Prof/Clinical | 1 |
| | 9/1/2023 | Y | HM | PTR | Asst Prof/Clinical | Assoc Prof/Clinical | 1 |
| | 9/1/2023 | Y | HF | PTR | Asst Prof/Basic Sci | Assoc Prof/Basic Sci | 1 |
| | 9/1/2023 | Y | HF | PTR | Asst Prof/Clinical | Assoc Prof/Clinical | 1 |
| | 10/23/2023 | N | AM | PTR | Asst Prof/Clinical | Assoc Prof/Clinical | 1 |
| | 4/22/2024 | Y | WF | PTR | Asst Prof/Basic Sci | Assoc Prof/Basic Sci | 1 |

5 WM, 2 WF, 2 HM, 2 HF, 8 AM, 2 AF filed applications for promotion from Associate Professor to Professor. All candidates listed above were considered and promoted under the University's Promotion, Tenure, and Reappointment Process (PTR). No candidates were rejected.

The promotion of 2 WF, 1 HM, and 2 HF met promotional goals.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 2D Assistant Professor | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|------------------------|------------|----------|----|-----------|----------------------|---------------------|-----------|
| 2D ASSISTANT PROFESSOR | 7/28/2023 | Y | WM | 2023-1180 | Research Associate 2 | Asst Prof/Basic Sci | 1 |
| | 12/1/2023 | Y | WF | 2024-344 | Research Associate 1 | Asst Prof/Basic Sci | 1 |
| | 1/12/2024 | Y | WM | PTR | Instructor/Basic Sci | Asst Prof/Basic Sci | 1 |
| | 1/12/2024 | Y | WF | PTR | Instructor/Clinical | Asst Prof/Clinical | 1 |
| | 4/5/2024 | N | WF | PTR | Instructor/Basic Sci | Asst Prof/Basic Sci | 1 |

| | |
|--------------------|---|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1180 |
| Job Group | 2D |
| Department | 10100-Public Health Sciences |
| Job Title | Asst Prof/Basic Sciences - Health Disparities Institute |

REQUIREMENTS

A doctoral degree in biostatistics, statistics, or related field (e.g., data science)

Experience in research methodology including data collection and analysis related to biomedical and health disparities research.

Experience with the grant process, particularly in securing federal and local funding.

Experience in working with students which involved but not limited to teaching and developing research projects.

Demonstrate knowledge of and have experience with the social determinants of health in the context of biostatistical analysis and geospatial mapping.

Expertise with Policy Map software program in the context of spatial data mapping and analysis

Demonstrate record of conducting collaborative research

Conduct statistical consulting.

Possess excellent communication and interpersonal skills.

Demonstrated successful record in writing and oral presentation of biostatistical work, including publications and presentations at national meetings.

PREFERRED SKILLS

Experience in research methodology including data collection and analysis related to biomedical and health disparities research.

Experience with basic biostatistics with expertise in spatial epidemiology and geography of disparities in healthcare access

Able to create educational products (webinars, lectures, etc.) to educate different audiences about biostatistics, particularly in the context of health disparities and spatial epidemiology.
Experience with health informatics, medical claims analyses, translational science, qualitative methods, health services research, large database analysis, implementation science, behavioral economics, cost-effectiveness

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1180 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 2D | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The hiring and promotional goals were utilized for this position because it was posted externally.

The goal candidate, 1 WM, was promoted.

| | |
|---------------------------|---------------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-344 |
| Job Group | 2D |
| Department | 100280-Molecular Biology & Biophysics |
| Job Title | Asst Prof/Basic Sciences |

Minimal requirement

Ph.D. degree in Biophysics.

Proven record of research productivity and publication.

Supervision Received

Works under the general supervision of an employee of higher grade

Supervision Exercised

May lead/supervise lower-level employees as assigned.

Basic Qualifications

6+ Years of postdoctoral experience in a relevant field (NMR spectroscopy, structural biology, or signal processing)

Graduate and/or postdoctoral level training in experimental methodology associated with the fields of Physics and Biophysics

Expertise in biomolecular NMR of proteins, applying resources supported and developed by NMRbox

Experience and demonstrated commitment to mentor graduate and undergraduate students

Preferred Experience and Skills

application of multidimensional NMR experiments to protein structural biology

modern signal processing of nonuniformly sampled data
 computer-aided assignment of multidimensional NMR spectra
 methods for protein structure determination
 machine learning for protein structure prediction
 familiarity with the NMRbox platform and the Biological Magnetic Resonance Data Bank

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-344 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 2D | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WF, was promoted.

1 WM and 2 WF filed applications for promotion from Associate Professor to Professor. All candidates listed above were considered and promoted under the University's Promotion, Tenure, and Reappointment Process (PTR). No candidates were rejected.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------|----|----|----|----|----|----|----|----|
| 2E Instructor | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

There was no promotional activity in this category during the *Plan* reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 3A Registered Nurse | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

There was no promotional activity in this category during the *Plan* reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 3B Nursing Supervisor | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-----------------------|------------|----------|----|-----------|-----------------|----------------------|-----------|
| 3B NURSING SUPERVISOR | 11/17/2023 | N | WF | 2023-1128 | Staff Nurse CN2 | Asst Nursing Manager | 1 |

| | |
|--------------------|--------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2023-1128 |
| Job Group | 3B |
| Department | 83064-Interventional Radiology |
| Job Title | Asst Nursing Mgr-IR |

Knowledge and Skills

Considerable knowledge of principles and practices of surgical nursing, procedural nursing, and healthcare administration.

Demonstrated ability to make sound clinical assessments and institute safe and efficacious care within the structure of a collaborative health team.

Considerable knowledge of requirements by federal, state, or regulatory bodies.

Considerable knowledge of effective workforce utilization.

Excellent interpersonal skills.

Effective oral and written communication skills.

Knowledge of general financial management.

Supervisory ability.

Considerable knowledge of relevant policies and procedures.

Minimum Requirements

Candidates must possess and maintain a current license to practice nursing in the state of Connecticut

Bachelor's Degree in Nursing

Three (3) years of acute care RN experience

Two (2) years of current RN experience must be in Interventional Radiology

Supervisory or charge function responsibilities

Preferred Requirements

ACLS Certification

Moderate sedation experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1128 | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| 3B | 1 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Unqualified | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The 1 WF was promoted. She had experience in IR and Hybrid OR. She had knowledge of vascular practice. She also had completed her BSN. She had knowledge of workforce utilization and requirements by federal, state, and regulatory bodies.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 3C Specialized Nurses | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-----------------------|------------|----------|----|-----------|------------------------------|------------------------------|-----------|
| 3C SPECIALIZED NURSES | 9/8/2023 | N | WF | 2023-1348 | Staff Nurse CN2 - Outpatient | Clinical Nurse Specialist | 1 |
| | 2/23/2024 | N | AF | 2024-533 | Quality Assurance Specialist | Clinical Program Coordinator | 1 |
| | 5/17/2024 | N | HM | 2024-980 | Staff Nurse CN2 | Wound & Ostomy Nurse | 1 |
| | 5/31/2024 | N | WF | 2024-987 | Staff Nurse CN2 | Clinical Case Manager | 1 |

| | |
|--------------------|---|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1348 |
| Job Group | 3C |
| Department | 81100-JDH-Prof Prac and Clin Excellence |
| Job Title | Clinical Nurse Specialist |

MINIMUM QUALIFICATIONS (Knowledge, Skills & Ability)

Considerable knowledge of current clinical literature, research in practice and therapeutic nursing interventions

Considerable knowledge of the principles/theories of adult learning

Knowledge of unit-based orientation plans

Skill in the process of educational needs assessments

Skill in planning, developing, implementing, and evaluating educational programs to meet the needs of the nursing department

Considerable interpersonal skills

Considerable oral and written communication skills

Ability to incorporate research findings into standards of care

Teaching ability

EXAMPLES OF DUTIES

Serves as a clinical consultant and resource person to Nursing Managers, other clinical nurse specialists, physicians/providers, preceptors, nursing staff from other departments, students, outside agencies and affiliated institutions to positively impact standards of care, nursing care delivery and patient outcomes

Serves as a consultant and educator in areas of clinical specialty
 Designs, implements, and evaluates orientation and transition to practice programs of new staff
 Mentors for career advancement and professional development
 Acts as liaison by establishing effective interdisciplinary relationships
 Initiates, facilitates, and participates in research activities having implications for the understanding/improvement of clinical activities and nursing practice
 Demonstrates an understanding of the group process and role of change agent
 Uses teaching methods in working with individuals and groups to impact standards of care and nursing delivery
 Develops, coordinates, and implements education, orientation/onboarding, competency management, and quality/performance improvement programs
 Facilitates the education process of staff and students
 Provides in-services and continuing education
 Participates in and guides the development and revision of institutional policies, protocols, procedures, and standards of care based on evidence-based practice
 Participates in departmental and shared governance committees/boards as appropriate
 Assists in preparation for regulatory site visits including The Joint Commission (TJC), Department of Public Health, etc.
 Acts as learning facilitator, change agent, mentor, leader, champion for inquiry, advocate for NPD specialty, and partner for practice transitions
 Performs related duties as required

Experience and Training

Minimum requirements:

Registered Nurse with a Master's degree in Nursing or Education and a minimum of two (2) years of experience in a related specialty area in an acute care environment (such as Medical/Surgical, Intermediate Care, Critical Care or Emergency Department)

Must possess and maintain during employment a license in the State of Connecticut as a Registered Nurse

SPECIAL REQUIREMENTS

Must possess and maintain during employment Certification in a related specialty. If not certified at the time of hire, is required to become certified within one year of employment (examples include Medical-Surgical Nursing Certification MEDSURG-BC, Progressive Care Certified Nurse PCCN, Nursing Professional Development Certification NPD-BC)

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1348 | 0 | 11 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 13 |
| 3C | 0 | 11 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 13 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 9 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was promoted. She had extensive nursing education and clinical experience. She was MedSurg certified and had institutional knowledge and leadership experience. She had the necessary skills in the process of educational needs assessments based on her responses to interview questions. She had experience in planning, developing, implementing, and evaluating educational programs to meet the needs of the nursing department.

| | |
|---------------------------|------------------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-533 |
| Job Group | 3C |
| Department | 80280-Clinical Effectiveness Admin |
| Job Title | Clinical Program Coordinator |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

Knowledge of the principles of program management; knowledge of specialty anatomy and physiology, diagnosis, identification and triage, preventive care, acute care, post-acute care and discharge planning, rehabilitation, systems and quality, and community care.

Role model in critical thinking, assessment skills and evidenced based nursing care.

Effective communication [oral and written] and interpersonal skills.

Considerable analytical skills.

Proficiency in the use of Microsoft Office applications: Excel, Word, and PowerPoint.

Strong leadership skills, time, and project management skills.

Ability to lead educational activities.

Ability to facilitate change and work harmoniously with teams.

Ability to multitask.

EXAMPLES OF DUTIES

Creates and establishes protocols, policies, forms, and tools related to the program.

Monitors accreditation policies and procedures as applicable.

Responsible for the overall facilitation of the program.

Collects and reviews measurement data and evaluates processes and/or outcomes of care, and reports deficiencies to the Medical Director or responsible administrator.

Chairs, co-chairs or facilitates various committee meetings related to program care.

Supports the education and training of the medical and clinical staff, including orientation and continuing in-service programs for staff impacting the program.

Actively participates in correcting deficiencies in care and coordinates performance improvement peer review through multi-disciplinary subcommittee meetings.

Organizes community outreach activities/events related to the program.

Collaborates with marketing regarding outreach and serves as a community liaison on behalf of the program and hospital.

Obtains and maintains program certification/designation as warranted.

Audits and/or maintains applicable stroke program databases and registries.
Performs other related duties as required.

MINIMUM REQUIREMENTS

Incumbents must possess and maintain during employment an RN license to practice nursing in the State of Connecticut, in the required discipline.

Bachelor's degree in Nursing.

A minimum of three (3) years of inpatient clinical experience.

Must hold and maintain American Heart Association (AHA) Basic Life (BLS) and Advance Cardiac Life Support (ACLS) certification for healthcare providers.

SPECIAL REQUIREMENT

Minimum of (2) years of inpatient experience must have been gained by caring for stroke patients.

PREFERRED REQUIREMENTS

Master's Degree in Nursing

Critical Care and/or intermediate nursing care experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-533 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 8 |
| 3C | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 8 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 3 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AF was promoted. She had clinical experience in caring for acute and post-acute stroke patients. She was an expert in The Joint Commission Stroke Core Measures in her role as the QA Specialist.

| | |
|---------------------------|----------------------|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-980 |
| Job Group | 3C |
| Department | 80283-Epidemiology |
| Job Title | Wound & Ostomy Nurse |

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

MINIMUM REQUIREMENTS

Bachelor's degree in Nursing, Master's preferred.

Three [3] years of recent relevant nursing experience

Graduation from an accredited wound and ostomy nursing education program, or satisfactory completion of these accredited programs within 6 months after assuming the position.

Wound and Ostomy Certifications from an accredited institution, if not certified, must become certified within one year of assuming the position.

Must possess and maintain a current during employment license to practice nursing in the State of Connecticut.

Current certification in Basic Life Support [BLS].

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-980 | 0 | 6 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| 3C | 0 | 6 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HM was promoted. He was certified in wound care and had inpatient experience with wound and ostomy care. He was familiar with and participated in helping to organize and run the skin champ team which was instrumental in assisting with the quarterly wound prevalence survey. He was able to navigate the inpatient hospital system including EPIC.

| | |
|---------------------------|--|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-987 |
| Job Group | 3C |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | RN Clinical Case Manager-Cancer Center |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

Knowledge of the principles and practices of case management.

Knowledge of various disease modalities and expected and adverse outcomes of therapeutic interventions.

Knowledge of standards of practice for interdisciplinary delivery of patient care,

Excellent interpersonal and oral and written communication skills.

Problem solving skills and the ability to establish priorities and manage effectively.

Ability to elicit relevant information and cooperation of patients and staff, and to adapt teaching methods to individual needs.

Supervisory ability.

EXPERIENCE AND TRAINING

MINIMUM REQUIREMENTS

Candidates must possess and maintain or be eligible for a current RN license in the State of CT, graduation from an accredited nursing program.

Master's degree in nursing

SUBSTITUTION

Bachelor's degree in nursing with three years of experience working in Oncology.

PREFERRED REQUIREMENTS

Oncology case management experience

Minimum 2 years of current nurse navigation experience

Minimum of 1 year oncology experience with an MSN, a BSN 3-year oncology experience is required

Oncology Nurse Certification

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-987 | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| 3C | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was promoted. She had her BSN and had worked at UConn for 13 years. She had experience as an RN case coordinator, clinical case manager, and Hematology Oncology clinic RN with a focus in hematology. She also had ONS certification in chemotherapy/immunotherapy administration. She had over 9 years of experience as a case coordinator/case manager.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------|----|----|----|----|----|----|----|----|
| 3D Clinical Supervisors | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-------------------------|------------|----------|----|-----------|------------------------|-------------------------|-----------|
| 3D CLINICAL SUPERVISORS | 12/15/2023 | N | WM | 2023-1075 | Medical Technologist 2 | Clinical Lab Supervisor | 1 |
| | 12/29/2023 | N | WF | Reclass | Medical Technologist 2 | Clinical Lab Supervisor | 1 |

| | |
|--------------------|---|
| Start Date | 12/15/2023 |
| Requisition Number | 2023-1075 |
| Job Group | 3D |
| Department | 83003-Core Lab |
| Job Title | Clinical Lab Supervisor / Core/POCT Lab |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

Considerable knowledge of relevant agency policies and procedures.

Considerable knowledge of relevant State and Federal laws, statutes, and regulations.

Considerable knowledge of standard laboratory procedures including phlebotomy, specimen processing, patient privacy, and laboratory safety practices.

Comprehensive knowledge of laboratory instrumentation and equipment.

Considerable interpersonal, oral, and written communication skills.

Excellent customer service skills.

Proficient computer and laboratory program software skills.

Ability to establish and maintain effective working relationships and foster an environment of cooperation, support, and teamwork.

Considerable technical and theoretical ability in the appropriate lab specialty.

Ability to work independently in a fast-paced environment.

Supervisory ability.

REQUIRED EXPERIENCE AND TRAINING: General Experience

Bachelor degree from an accredited College or University with major coursework in medical technology or related science field, such as microbiology, chemistry, biology

Three (3) years of progressively responsible experience.

SUBSTITUTION ALLOWED

Accreditation as a Technologist from the Board of Registry (ASCP) in the related specialty may substitute for the Bachelor degree.

SPECIAL QUALIFICATIONS

Incumbents will be given a visual color sampling.
May be required to travel to offsite locations.

PREFERRED EXPERIENCE/QUALIFICATIONS

Bachelor degree in medical technology
Knowledge of EPIC Beaker, Soft Computer Systems and blood gas and maternal screening programs.
Supervisory experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1075 | 2 | 5 | 0 | 2 | 0 | 3 | 1 | 1 | 0 | 1 | 1 | 16 |
| 3D | 2 | 5 | 0 | 2 | 0 | 3 | 1 | 1 | 0 | 1 | 1 | 16 |
| Unqualified | 1 | 3 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 11 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 BF and 1 AF, did not meet the minimum requirements as posted.

The 1 WM was promoted. He had experience in laboratory services and led many projects within the department. He had knowledge of equipment, EPIC, beakers, and current workflow processes.

3D. (Clinical Supervisors) Promotion - Reclassification

Medical Technologist 2 to Clinical Lab Supervisor

1 WF was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------|----|----|----|----|----|----|----|----|
| 3E Clinical Group | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-------------------|------------|----------|----|----------|----------------|----------------------|-----------|
| 3E CLINICAL GROUP | 4/19/2024 | N | AM | Reclass | Research Nurse | Research Facilitator | 1 |

3E. (Clinical Group) Promotion – Reclassification

Research Nurse to Research Facilitator

1 AM was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------|----|----|----|----|----|----|----|----|
| 3F Research | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-------------|------------|----------|----|----------|--------------------------|---------------------------|-----------|
| 3F RESEARCH | 6/30/2023 | N | AM | Reclass | Research Technician | Research Assistant 1 | 1 |
| | 3/22/2024 | N | AF | Reclass | Histology Technician | Research Associate 1 | 1 |
| | 4/5/2024 | N | WF | Reclass | Research Technician | Research Assistant 1 | 1 |
| | 4/5/2024 | N | HF | 2024-431 | Educ & Development Spec. | Clinical Research Assoc 1 | 1 |

| | |
|--------------------|---------------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-431 |
| Job Group | 3F |
| Department | 10840-The Cato T. Laurencin Institute |
| Job Title | Clinical Research Associate I |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of clinical research protocols, principles and procedures; Considerable knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms, reviewing medical records; considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases; considerable knowledge of a science such as biology or psychology; oral and written communication skills; managerial, interpersonal and organizational skills; ability to identify, produce, organize, analyze, evaluate and interpret data; knowledge of regulatory procedures (e.g.. informed consent, IRB applications, FDA regulations) involved with clinical research; ability to work as a member of a project team and independently; supervisory ability.

EXPERIENCE AND TRAINING GENERAL EXPERIENCE

A Master's Degree in Public Health, plus two (2) years of appropriate clinical research experience.

SUBSTITUTIONS ALLOWED

Bachelor's Degree and three (3) years of appropriate clinical research experience or certification as a Clinical Research Professional (CCRP) by SOCRA or equivalent with ten (10) years of

appropriate practical clinical research experience. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

WORKING CONDITIONS

Incumbents in this class may be exposed to communicable/infectious diseases.

SPECIAL REQUIREMENTS

May involve travel to local or out of state health care facilities and to attend clinical research meetings.

Must have experience working with health disparity research

PREFERRED QUALIFICATIONS

The successful candidate must hold an M.S.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-431 | 5 | 16 | 1 | 6 | 2 | 6 | 2 | 6 | 0 | 2 | 5 | 51 |
| 3F | 5 | 16 | 1 | 6 | 2 | 6 | 2 | 6 | 0 | 2 | 5 | 51 |
| Unqualified | 3 | 13 | 1 | 6 | 1 | 4 | 2 | 4 | 0 | 2 | 4 | 40 |
| Qualified | 2 | 0 | 0 | 0 | 1 | 1 | 0 | 2 | 0 | 0 | 1 | 7 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The 1 HF was promoted. She had publications and health disparity experience and research. She had knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms, and reviewing medical records.

3F. (Research) Promotion – Reclassification

Research Technician to Research Assistant 1

1 AM was performing the duties of the position and was promoted through a reclassification.

Histology Technician to Research Associate 1

1 AF was performing the duties of the position and was promoted through a reclassification.

Research Technician to Research Assistant 1

1 WF was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------|----|----|----|----|----|----|----|----|
| 3G Clinical Technologist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|--------------------------|------------|----------|----|----------|------------------------|------------------------|-----------|
| 3G CLINICAL TECHNOLOGIST | 5/31/2024 | N | TF | 2024-729 | Laboratory Assistant 2 | Medical Technologist 1 | 1 |

| | |
|--------------------|------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-729 |
| Job Group | 3G |
| Department | 83003-Core Lab |
| Job Title | Medical Technologist 1 |

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY

Considerable knowledge of various laboratory disciplines i.e.: blood bank, chemistry, hematology, biology, bacteriology, microbiology, serology, urinalysis, radioimmunoassay, etc.
 Considerable knowledge of laboratory instrumentation including computers.
 Knowledge of standard clinical laboratory procedures including safety practices.
 Knowledge of scientific methods.
 Interpersonal skills; oral and written communication skills.
 Skill in performing mathematical computations.
 Ability to work quickly and accurately under stressful conditions.

General Experience

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed: Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board may substitute for the Bachelor's degree.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS

Must possess and maintain certification during employment as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board.
 Must pass a visual color sampling test.

PREFERRED EXPERIENCE/KNOWLEDGE

Experience with system software i.e.: Epic – Beaker, LIS, Siemens

Experience with other systems i.e.: Sysmex XN3000, IL TOP550, Abbott Architect Chemistry

Nova 8, Sebia Hydrasys, Wallec Fluorometer

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-729 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 7 |
| 3G | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 7 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Qualified | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

This position was posted on the UConn Health website.

The 1 TF was promoted. She had experience as a lab assistant in a Core lab and was familiar with the laboratory staff and environment. She had knowledge of standard clinical laboratory procedures including safety practices and scientific methods. She had the necessary interpersonal, oral, and written communication skills for the position. She also had experience in performing mathematical computations.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------|----|----|----|----|----|----|----|----|
| 3H Finance Group | 5 | 0 | 0 | 1 | 0 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-------------------------|------------|----------|----|-----------|-------------------------------|-----------------------------|-----------|
| 3H FINANCE GROUP | 6/30/2023 | N | WF | 2023-1056 | Office Assistant | Reimbursement Analyst 1 | 1 |
| | 7/14/2023 | N | WF | Reclass | Account Careers Trainee | Accountant | 1 |
| | 7/28/2023 | Y | HF | Reclass | Accounts Receivable Collector | Patient Svcs Accounts Coord | 1 |
| | 10/6/2023 | Y | WM | Reclass | Adm Fiscal Assistant | Financial Aid Officer | 1 |
| | 3/22/2024 | Y | BF | Reclass | Adm Program Assistant 2 | Fiscal Coordinator | 1 |
| | 5/3/2024 | N | AM | 2024-965 | Office Assistant | Patient Svcs Accounts Coord | 1 |
| | 5/17/2024 | N | AM | Reclass | Account Careers Trainee | Accountant | 1 |
| | 5/31/2024 | Y | HF | 2024-991 | Office Assistant | Patient Svcs Accounts Coord | 1 |

| | |
|---------------------------|--|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1056 |
| Job Group | 3H |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Reimbursement Analyst I |

MINIMUM QUALIFICATION REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of the principles and practices of financial management; knowledge of the healthcare reimbursement; considerable ability in the interpretation and analysis of complex financial, statistical and technical data; considerable interpersonal skills, oral and written communication skills; considerable knowledge of insurance billings and collection procedures including CPT and ICD-10 coding; advanced spreadsheet and computer skills; advanced analytical skills; supervisory ability; knowledge and ability to apply relevant Federal and State laws, statutes and regulations; knowledge of statistical methodologies

EDUCATION AND TRAINING

General Experience: Six (6) years' experience in healthcare environment related to revenue captures, healthcare reimbursement procedures, including working knowledge of CPT and ICD-10 codes.

Substitution Allowed

A Bachelor's degree in financial management, accounting, healthcare administration or closely related field may be substituted for four (4) years of the experience.

PREFERRED QUALIFICATIONS

(6) years of Hospital Government Billing with relevant background in denial analysis.

Demonstrated knowledge of Governmental Insurance regulations and guidelines, including experience with insurance credit resolution.

Proficient knowledge of third-party reimbursements, including Out of State Plans, Veteran Affairs, SNF's and Victim Services

Preferred 2-3 years of experience using the EPIC EMR system.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1056 | 0 | 6 | 0 | 2 | 0 | 5 | 0 | 2 | 0 | 0 | 0 | 15 |
| 3H | 0 | 6 | 0 | 2 | 0 | 5 | 0 | 2 | 0 | 0 | 0 | 15 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 3 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 6 |
| Interviewed | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BF and 1 HF, did not meet the minimum requirements as posted.

The goal candidates, 3 HF, were not interviewed because they did not have 6 years of experience with hospital government billing and denials.

The goal candidates, 1 BF and 1 HF, were interviewed and not selected for the following reasons:

- 1 BF had the minimum government billing experience, which was in a related field, not in a hospital setting.
- 1 HF did not have any experience with hospital billing.

The 1 WF was promoted. She had experience in government billing and denials for eight years working with Medicaid and Medicare. She was proficient in out of state Medicaid, Veteran Affairs, Victim Services, and skilled nursing facilities billing and denials for 4 years. She also had been performing the duties needed for this position for 6 years and was knowledgeable, reliable, and had the necessary interpersonal and communication skills.

| | |
|---------------------------|---|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-965 |
| Job Group | 3H |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Patient Svcs Acnts Coord - Patient Financial Services |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY

Knowledge of patient accounts functions

Knowledge of health center policy and procedures

Knowledge of computers

Knowledge of physician billing systems, including appropriate coding references

Knowledge of collection and billing regulations and procedures

Knowledge of medical terminology.

Considerable interpersonal skills; oral and written communication skills

Ability schedule and prioritize workflow; ability to analyze fee schedules

Some supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Five (5) years' experience in a patient services/billing/accounts or customer service environment.

PREFERRED QUALIFICATIONS

Two years' EPIC credit balance resolution experience for contracted government payers

Two years PLB contracted and Government Payer experience

Two years EPIC hospital and/or professional billing experience

Two years' ERA/Cash Management experience

Two years in a supervisory role

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-965 | 1 | 3 | 0 | 1 | 0 | 5 | 1 | 0 | 0 | 0 | 0 | 11 |
| 3H | 1 | 3 | 0 | 1 | 0 | 5 | 1 | 0 | 0 | 0 | 0 | 11 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 1 | 2 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF and HF goals were met with a previous promotion, listed below as a Reclassification, and were no longer established promotional goals.

The goal candidate, 1 WM, was interviewed and not selected because he had difficulty responding to questions regarding his ability to schedule and prioritize workflow and did not have the supervisory experience necessary for the position.

The 1 AM was promoted. He had patient services/billing/accounts experience in a customer service environment. He had the necessary knowledge of computers, and in physician billing systems, including appropriate coding references. He also had experience in collection and billing regulations and procedures.

| | |
|---------------------------|---|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-991 |
| Job Group | 3H |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Patient Svcs Acnts Coord - Patient Financial Services |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY

Knowledge of patient accounts functions

Knowledge of health center policy and procedures

Knowledge of computers

Knowledge of physician billing systems, including appropriate coding references

Knowledge of collection and billing regulations and procedures

Knowledge of medical terminology.

Considerable interpersonal skills; oral and written communication skills

Ability schedule and prioritize workflow; ability to analyze fee schedules

Some supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Five (5) years' experience in a patient services/billing/accounts or customer service environment.

PREFERRED QUALIFICATIONS

Minimum of two (3) years of hospital billing experience

Knowledge of Epic

Considerable interpersonal skills; oral and written communication skills; ability schedule and prioritize workflow

Comprehensive knowledge of third-party payor policies & procedures

Strong problem solving, follow up and analytical skills

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-991 | 1 | 12 | 1 | 4 | 1 | 6 | 0 | 2 | 0 | 3 | 2 | 32 |
| 3H | 1 | 12 | 1 | 4 | 1 | 6 | 0 | 2 | 0 | 3 | 2 | 32 |
| Unqualified | 0 | 5 | 1 | 3 | 1 | 4 | 0 | 2 | 0 | 3 | 1 | 20 |
| Qualified | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 6 |
| Interviewed | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The hiring and promotional goals were utilized for this position because it was posted externally.

The goal candidate, 1 HF, was promoted.

3H. (Finance Group) Promotion – Reclassification

Account Careers Trainee to Accountant

1 WF was performing the duties of the position and was promoted through a reclassification.

Accounts Receivable Collector to Patient Svcs Accounts Coordinator

1 HF was performing the duties of the position and was promoted through a reclassification.

This promotion achieved a promotional goal.

Adm Fiscal Assistant to Financial Aid Officer

1 WM was performing the duties of the position and was promoted through a reclassification.

This promotion achieved a promotional goal.

Adm Program Assistant 2 to Fiscal Coordinator

1 BF was performing the duties of the position and was promoted through a reclassification.

This promotion achieved a promotional goal.

Account Careers Trainee to Accountant

1 AM was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|--------------------------------|----|----|----|----|----|----|----|----|
| 3I Administrative Group | 2 | 0 | 1 | 0 | 0 | 2 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|--------------------------------|------------|----------|----|-----------|-------------------------------|-------------------------------|-----------|
| 3I ADMINISTRATIVE GROUP | 6/2/2023 | N | WF | 2023-1126 | Adm Program Coordinator | Administrative Officer | 1 |
| | 8/11/2023 | N | WF | Reclass | Adm Program Coordinator | Administrative Officer | 1 |
| | 10/6/2023 | N | WF | Reclass | Adm Program Coordinator | Student Affairs Officer | 1 |
| | 10/20/2023 | Y | WM | 2023-1409 | Nuclear Medicine Technologist | Asst Radiation Safety Officer | 1 |
| | 11/3/2023 | N | WF | Reclass | Adm Program Coordinator | Administrative Officer | 1 |
| | 12/1/2023 | N | WF | Reclass | Adm Program Coordinator | Administrative Officer | 1 |
| | 12/15/2023 | N | WF | Reclass | Adm Program Coordinator | Administrative Officer | 2 |
| | 12/15/2023 | Y | HF | Reclass | Community Health Specialist | Community Health Prog Supvr | 1 |
| | 4/19/2024 | N | WF | 2024-689 | Lab Animal Tech Svcs Spec | Research Compliance Monitor 1 | 1 |

| | |
|---------------------------|---|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1126 |
| Job Group | 3I |
| Department | Surgery |
| Job Title | Administrative Officer - Surgery Administration |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of office administration and management

Considerable knowledge of department and/or unit policies and procedures

Accounting/budgeting skills
 Considerable interpersonal skills
 Oral and written communication skills
 Considerable ability to read, interpret and apply complex materials
 Ability to operate office equipment which may include work processors, computer terminals or other automated equipment
 Ability to schedule and prioritize workflow
 Supervisory ability.

EDUCATION AND TRAINING

General Experience

Seven (7) years' experience in an academic administrative position which included financial management responsibilities and grants management.

Substitutions Allowed

Bachelor's Degree and three (3) years' experience in an academic administrative position which includes financial management responsibilities and grants management.

PREFERRED QUALIFICATIONS

Experience related to budget preparation
 Superior computer skills in Microsoft applications, including Word, Excel, and Outlook.
 Knowledge of National Institutes of Health's ("NIH") ASSIST system and eRACommons
 Certified Research Administrator ("CRA") certification
 2 years of supervisory experience
 Filemaker experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1126 | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 13 |
| 31 | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 13 |
| Unqualified | 0 | 5 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 9 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, did not meet the minimum requirements as posted.

The 1 WF was promoted. She had knowledge of office administration and management as well as experience in the department with unit policies and procedures. Additionally, she had experience with accounting, budgeting, and working in an office environment. She had experience scheduling, managing workflow, and as a supervisor.

| | |
|---------------------------|-------------------------------------|
| Start Date | 10/20/2023 |
| Requisition Number | 2023-1409 |
| Job Group | 3I |
| Department | 62123-Environmental Health & Safety |
| Job Title | Assistant Radiation Safety Officer |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of relevant agency policies and procedures

Considerable knowledge of State and Federal Laws, statutes, and regulations

Knowledge of Nuclear Regulatory Commission rules and regulations, and radiation safety procedures incident to the use of radio nuclides in biological research in medical care

Knowledge of nuclear medicine diagnostic procedures, medical and dental x-ray protection, nuclear medicine, and brachytherapy therapeutic procedures

Knowledge of computers

Some programming capability

Considerable interpersonal skills

Supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years' experience in radiation safety as a Radiation Safety Officer, Associate Radiation Safety Officer, Health Physicist, Nuclear Med Tech or EHS Tech with responsibility for handling radioactive materials, shipping/receiving packages containing radioactive materials, surveying areas for contamination, training individuals on radiation safety, and/or collecting and disposing of radioactive waste.

SUBSTITUTIONS ALLOWED:

Bachelor's degree in radiological health sciences or engineering, physics, or math and two (2) years' experience in the specialty as listed above.

Master's degree in radiological health sciences or engineering, physics, or math.

SPECIAL REQUIREMENTS:

Incumbents in this class must possess and maintain a driver's license.

Incumbents in this class must comply with OSHA requirements for wearing a respirator.

Incumbents in this class are subject to fingerprinting and a criminal history check by the FBI in compliance with Section 652 of the Energy Policy Act, Section 149 of the Atomic Energy Act (AEA).

Incumbents in this class must be in satisfactory medical condition.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1409 | 4 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 7 |
| 3I | 4 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 7 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 WM, was promoted.

| | |
|---------------------------|---|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-689 |
| Job Group | 3I |
| Department | 62120-Research Compliance Svcs |
| Job Title | Research Compliance Monitor 1 - IACUC Administrator |

MINIMUM QUALIFICATION REQUIRED KNOWLEDGE, SKILLS, AND ABILITY

Thorough knowledge of State and Federal laws, regulations and guidelines regarding research and ability to interpret same; knowledge of animal research protocols, principles and procedures; knowledge of; knowledge of sciences such as biology and physiology; knowledge of experimental design, mathematics, statistics, proficient in the use and application of computer software to facilitate the performance of the job function; knowledge of scientific auditing techniques; knowledge of tasks required for research; ability to communicate effectively (written and oral); good interpersonal skills; strong organizational and project management skills; ability to identify, organize, analyze, evaluate and interpret data; knowledge in accreditation standards and policy formulation; strong knowledge of performance improvement and work redesign principles and methods; ability to work with a variety of disciplines and levels of staff across departments and the health system; ability to work as a team member or independently.

EXPERIENCE AND TRAINING

General Experience

Bachelor's degree and three (3) years of appropriate research support and monitoring experience.

Substitution

Certification as a Professional IACUC administrator or equivalent with four (4) years of appropriate research support and monitoring experience.

Preferred Qualifications

Knowledge and ability to use independent judgment in the interpretation and application of federal and other laws, regulations, guidelines and procedures pertaining to the care and use of

animals used for research and teaching; Experience creating training materials and ability to present information, training programs, and/or workshops to individuals or groups; Record of appropriate certification, membership or affiliation with appropriate professional organizations.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-689 | 4 | 10 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 2 | 20 |
| 3I | 4 | 10 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 2 | 20 |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 7 |
| Qualified | 4 | 5 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 12 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 WM and 1 HF, were not interviewed because their application materials were submitted after the initial screenings.

The 1 WF was promoted. She demonstrated knowledge of the animal welfare requirements with her detailed responses. She was familiar with procedures and processes at UCHC. She also had experience with training and providing support to stakeholders in research.

3I. (Administrative Group) Promotion - Reclassification

Adm Program Coordinator to Administrative Officer

1 WF was performing the duties of the position and was promoted through a reclassification.

Adm Program Coordinator to Student Affairs Officer

1 WF was performing the duties of the position and was promoted through a reclassification.

Adm Program Coordinator to Administrative Officer

1 WF was performing the duties of the position and was promoted through a reclassification.

Adm Program Coordinator to Administrative Officer

1 WF was performing the duties of the position and was promoted through a reclassification.

Adm Program Coordinator to Administrative Officer

2 WF's were performing the duties of the position and were promoted through a reclassification.

Community Health Specialist to Community Health Prog Supervisor

1 HF was performing the duties of the position and was promoted through a reclassification.

This promotion achieved a promotional goal.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 3J Admin Program Coord | 2 | 0 | 0 | 1 | 2 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-----------------------------------|------------|----------|----|-----------|---------------------------|-------------------------|-----------|
| 3J ADM PROGRAM COORDINATOR | 6/30/2023 | N | WF | Reclass | Executive Assistant | Adm Program Coordinator | 1 |
| | 7/28/2023 | N | WF | Reclass | Adm Program Assistant 2 | Adm Program Coordinator | 1 |
| | 8/11/2023 | N | WF | Reclass | Adm Program Assistant 2 | Adm Program Coordinator | 1 |
| | 8/25/2023 | N | WF | 2024-076 | Pharmacy Technician Coord | Adm Program Coordinator | 1 |
| | 8/25/2023 | N | BF | Reclass | Executive Assistant | Adm Program Coordinator | 1 |
| | 8/25/2023 | N | TF | Reclass | Adm Program Assistant 2 | Adm Program Coordinator | 1 |
| | 8/25/2023 | Y | BF | 2023-1380 | Executive Assistant | Adm Program Coordinator | 1 |
| | 9/22/2023 | N | WF | 2024-120 | Human Resources Associate | Adm Program Coordinator | 1 |
| | 9/22/2023 | N | WF | Reclass | Adm Program Assistant 2 | Adm Program Coordinator | 1 |
| | 9/22/2023 | N | AF | Reclass | Adm Program Assistant 2 | Adm Program Coordinator | 1 |
| | 11/17/2023 | N | WF | 2024-121 | Adm Fiscal Assistant | Adm Program Coordinator | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|---------|------------|----------|----|----------|-----------------------------|-------------------------|-----------|
| | 11/17/2023 | N | WF | 2024-163 | Supply Coordinator | Adm Program Coordinator | 1 |
| | 12/15/2023 | N | HF | 2024-449 | Adm Program Assistant 2 | Adm Program Coordinator | 1 |
| | 1/26/2024 | N | WF | Reclass | Adm Program Assistant 2 | Adm Program Coordinator | 1 |
| | 1/26/2024 | N | AF | 2024-450 | Payroll Coordinator | Adm Program Coordinator | 1 |
| | 2/9/2024 | N | WF | 2024-417 | Executive Assistant | Adm Program Coordinator | 1 |
| | 3/22/2024 | N | AF | 2024-840 | Adm Program Assistant 1 | Adm Program Coordinator | 1 |
| | 4/5/2024 | N | HF | 2024-715 | Dental Auxiliary Instructor | Adm Program Coordinator | 1 |

| | |
|---------------------------|------------------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2024-076 |
| Job Group | 3J |
| Department | 83120-Pharmacy |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) years relevant administrative experience

GENERAL EXPERIENCE SUBSTITUTION ALLOWED

Bachelor's degree and two (2) years of relevant experience may substitute for the general experience

PREFERRED QUALIFICATIONS

Experience with healthcare and procurement software systems (i.e., HuskyBuy, EPIC)

Experience with financial duties pertaining to accounts payable and receivable

Knowledge of pharmacology terminology, pharmacy operational practices and medication and dosage measurements
 Certified Pharmacy Technician (PTCB)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-076 | 0 | 3 | 1 | 2 | 0 | 0 | 0 | 2 | 0 | 1 | 2 | 11 |
| 3J | 0 | 3 | 1 | 2 | 0 | 0 | 0 | 2 | 0 | 1 | 2 | 11 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 2 |
| Qualified | 0 | 2 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 BF, were not interviewed because only qualified internal applicants were interviewed.

The 1 WF was promoted. She had the necessary administrative experience, specifically in healthcare and procurement software systems. Additionally, she had knowledge of pharmacy operational practices, medication, and dosage measurements.

| | |
|---------------------------|------------------------------------|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1380 |
| Job Group | 3J |
| Department | 10500-Univ of Conn Center on Aging |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING

General Experience

Six (6) years relevant administrative experience.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience.

Preferred Qualifications

Experience with grants, working with pre award proposal submission and post award reviewing, analyzing grants and contracts.

Knowledge of ordering through Husky Buy

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1380 | 2 | 13 | 0 | 5 | 1 | 4 | 0 | 0 | 0 | 2 | 2 | 29 |
| 3J | 2 | 13 | 0 | 5 | 1 | 4 | 0 | 0 | 0 | 2 | 2 | 29 |
| Unqualified | 2 | 7 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 | 1 | 14 |
| Qualified | 0 | 3 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 7 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 BF, was promoted.

| | |
|---------------------------|---------------------------------------|
| Start Date | 9/22/2023 |
| Requisition Number | 2024-120 |
| Job Group | 3J |
| Department | 61280-Administrative Support Services |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; organizational skills and attention to detail; interpersonal an enthusiasm for building and maintaining positive and productive working relationships; some supervisory ability.

EXPERIENCE & TRAINING

General Experience:

Six (6) years' administrative experience in a healthcare environment.

SUBSTITUTIONS ALLOWED

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED QUALIFICATIONS

Prior experience with event planning.

Experience with maintaining strong client relationships and providing excellent customer service.

Knowledge of the principles and procedures of accounting, budgeting, and purchasing.
Considerable knowledge of office administration and management.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-120 | 0 | 7 | 1 | 2 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 15 |
| 3J | 0 | 7 | 1 | 2 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 15 |
| Unqualified | 0 | 5 | 1 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 10 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF promotional goal was met with a previous promotion and was no longer an established promotional goal.

Goal candidates did not apply for this position.

The 1 WF was promoted. She had the necessary knowledge of program rules and regulations. She had experience with scheduling events, with the department background system, HuskyBuy, Banner, Excel, PowerPoint, and spreadsheets. In addition, she demonstrated her familiarity with the organization by thoroughly answering interview questions.

| | |
|---------------------------|------------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-121 |
| Job Group | 3J |
| Department | 10200-Psychiatry |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; organizational skills and attention to detail; interpersonal and enthusiasm for building and maintaining positive and productive working relationships; some supervisory ability.

EXPERIENCE & TRAINING

General Experience

Six (6) years' administrative experience in a healthcare environment.

SUBSTITUTIONS ALLOWED

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.,

PREFERRED QUALIFICATIONS

Experience with NIH and USDOE grants management procedures

Experience with UConn Health systems (i.e., Banner and Huskybuy)

Experience with preparing budgets, budget projections, and budget management

Proficient in Microsoft Excel

Experience with File Maker software

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-121 | 2 | 26 | 0 | 3 | 1 | 7 | 1 | 5 | 0 | 1 | 3 | 49 |
| 3J | 2 | 26 | 0 | 3 | 1 | 7 | 1 | 5 | 0 | 1 | 3 | 49 |
| Unqualified | 2 | 16 | 0 | 3 | 1 | 6 | 1 | 4 | 0 | 1 | 3 | 37 |
| Qualified | 0 | 9 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 11 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF promotional goal was met with a previous promotion and was no longer an established promotional goal.

The goal candidates, 2 WM and 1 HM, did not meet the minimum requirements as posted.

The 1 WF was promoted. She had the necessary interpersonal skills for the position as demonstrated in the interview process, as well as direct experience with submitting grant applications and budget projections. She had 6 years of administration, grants management, internal systems, budget preparation, and management experience.

| | |
|---------------------------|------------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-163 |
| Job Group | 3J |
| Department | 10140-School of Medicine |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY

Knowledge of applicable program rules and regulations

Knowledge of business math

Considerable knowledge of proper grammar, punctuation, and spelling

Considerable knowledge of business communications

Knowledge of medical/technical terminology

Considerable knowledge of office procedures

Oral and written communication skills
 Considerable interpersonal skills
 Data management skills
 Ability to schedule and prioritize work
 Some supervisory ability.

EXPERIENCE AND TRAINING

General Experience

Six (6) years relevant administrative experience in financial and research administration.

Substitutions Allowed

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience

PREFERRED QUALIFICATIONS

Experience with Banner, LDCA, EPAF, NIH ASSIST, Grant.gov and InfoED
 Experience with NIH program rules and regulations, ability to interpret directives for filing of grant applications through federal, state, and private funding agencies.
 Experience in grant submissions and / or administration
 Demonstrated understanding of federal funding agencies, grants, and policy guidelines
 Budget experience
 Demonstrated proficiency in Microsoft Office including Outlook, Word, and Excel
 Experience with grants, working with pre-award proposal submission and post-award reviewing/analyzing grants and contracts.
 Experience with Excel spreadsheets and demonstrated experience with budget preparation.
 Experience with program & event management including planning and logistics.
 Experience preparing and tracking personnel transaction requests, recruitment tracking, and onboarding.
 Knowledge of international employment requirements and filing requirements.
 Experience drafting complex correspondence & interpreting policies and procedures.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-163 | 2 | 23 | 1 | 7 | 0 | 3 | 0 | 5 | 0 | 2 | 3 | 46 |
| 3J | 2 | 23 | 1 | 7 | 0 | 3 | 0 | 5 | 0 | 2 | 3 | 46 |
| Unqualified | 2 | 11 | 1 | 7 | 0 | 3 | 0 | 5 | 0 | 1 | 3 | 33 |
| Qualified | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 10 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF promotional goal was met with a previous promotion and was no longer an established promotional goal.

The goal candidates, 2 WM, did not meet the minimum requirements as posted.

The 1 WF was promoted. She had 29 years of administration, fiscal, and human resources experience. She had the necessary interpersonal skills as demonstrated in the interview process. She successfully demonstrated her knowledge of medical/technical terminology and business math.

| | |
|---------------------------|------------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-449 |
| Job Group | 3J |
| Department | 80750-Palliative Care |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation, and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skill; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING

General Experience

Six (6) years' administrative experience in a healthcare environment.

SUBSTITUTION ALLOWED

Bachelor's degree and two (2) years of administrative experience in a healthcare environment may substitute for the general experience.

PREFERRED EXPERIENCE

Five (5) years' experience working in oncology which includes at least one (1) year administrative experience working in palliative/support care and cancer survivorship.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-449 | 0 | 6 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| 3J | 0 | 6 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF promotional goal was met with a previous promotion and was no longer an established promotional goal.

Goal candidates did not apply for this position.

The 1 HF was promoted. She had 6 years of experience working in oncology which included one-year administrative experience working in palliative/supportive care and cancer survivorship. She had worked for 10 years in healthcare administration and had experience working as an APA II for oncology/palliative care and cancer survivorship.

| | |
|---------------------------|------------------------------------|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-450 |
| Job Group | 3J |
| Department | 81080-Nursing Staffing/Payroll |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

Knowledge of applicable program rules and regulations

Knowledge of business math

Considerable knowledge of proper grammar, punctuation, and spelling

Considerable knowledge of business communications, oral and written communication skills

Knowledge of medical/technical terminology

Considerable knowledge of office procedures

Considerable interpersonal skills

Data management skills

Ability to schedule and prioritize work

Supervisory ability

EXPERIENCE AND TRAINING: General Experience

Six (6) years clinical medical/hospital administrative experience

SUBSTITUTIONS ALLOWED

Bachelor's degree and two (2) years of clinical medical/hospital administrative experience may substitute for the general experience.

PREFERRED EXPERIENCE

Knowledge of staff scheduling

Experience using KRONOS time management system.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-450 | 1 | 9 | 1 | 1 | 0 | 4 | 0 | 1 | 0 | 0 | 2 | 19 |
| 3J | 1 | 9 | 1 | 1 | 0 | 4 | 0 | 1 | 0 | 0 | 2 | 19 |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 7 |
| Qualified | 1 | 4 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 10 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF promotional goal was met with a previous promotion and was no longer an established promotional goal.

The goal candidate, 1 WM, was not interviewed because the committee chose to only interview qualified internal UHP employees.

The 1 AF was promoted. She had 5 years' experience in Kronos time management system. She had clinical medical administrative experience, knowledge of business communications, along with the necessary oral and written communication skills.

| | |
|---------------------------|--|
| Start Date | 2/9/2024 |
| Requisition Number | 2024-417 |
| Job Group | 3J |
| Department | 10000-Dean's Office - Med |
| Job Title | Adm Program Coordinator - Deans Office |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING

General Experience

Six (6) years relevant administrative experience.

PREFERRED QUALIFICATIONS

Proficiency in Microsoft Outlook, Excel, Word, Adobe Pro

Demonstrated ability to maintain a high level of confidentiality.

Minimum 2-3 years of experience at similar level (Executive Assistant or higher)
Moderate skill in SQL queries

SUBSTITUTIONS ALLOWED

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-417 | 1 | 22 | 0 | 3 | 0 | 4 | 0 | 1 | 0 | 3 | 4 | 38 |
| 3J | 1 | 22 | 0 | 3 | 0 | 4 | 0 | 1 | 0 | 3 | 4 | 38 |
| Unqualified | 1 | 13 | 0 | 3 | 0 | 3 | 0 | 1 | 0 | 2 | 4 | 27 |
| Qualified | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 7 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF promotional goal was met with a previous promotion and was no longer an established promotional goal.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The 1 WF was promoted. Her 10 years of administrative experience provided her with data management skills, and the ability to schedule and prioritize work. She had the necessary communication skills as demonstrated in the interview process. Additionally, she had experience with SQL queries which was an important part of the position.

| | |
|---------------------------|------------------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-840 |
| Job Group | 3J |
| Department | 10700-Child and Family Studies |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Knowledge of applicable program rules and regulations
Knowledge of federal grants subject to year-to-year funding
Knowledge of business math
Considerable knowledge of proper grammar, punctuation, and spelling
Considerable knowledge of business communications
Considerable knowledge of office procedures
Oral and written communication skills; considerable interpersonal skills

Data management skills
 Ability to schedule and prioritize work
 Some supervisory ability.

EXPERIENCE AND TRAINING

General Experience

Six (6) years relevant administrative experience.

Substitutions Allowed

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.,

SPECIAL REQUIREMENTS

This position will involve local and/or out of state travel and may be required to work evenings and weekend hours.

Will be required to coordinate events/present project materials and products and coordinate media outreach nationally and locally, including representation at exhibits and conferences.

Experience working on Federal and State grants

Experience working on a national and/or international project that serves people with developmental disabilities.

Experience working across multi-state projects with experience in Early Childhood Programs

PREFERRED QUALIFICATIONS

Experience working on program management, event planning, budgeting, and operational management

Experience with Husky Buy for purchase orders and requisitions

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-840 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 4 |
| 3J | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 4 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF promotional goal was met with a previous promotion and was no longer an established promotional goal.

Goal candidates did not apply for the position.

The 1 AF was promoted. She had the required administrative experience, knowledge of business communication and office procedures, and data management skills. She also demonstrated the necessary oral and written communications skills. She had experience scheduling and prioritizing work. Additionally, she was experienced in event planning and working on projects that serve individuals with disabilities.

| | |
|---------------------------|------------------------------------|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-715 |
| Job Group | 3J |
| Department | 20181-OMFS |
| Job Title | Administrative Program Coordinator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL & ABILITY

Knowledge of applicable program rules and regulations.

Knowledge of business math.

Considerable knowledge of proper grammar, punctuation, and spelling.

Considerable knowledge of business communications.

Knowledge of medical/technical terminology.

Considerable knowledge of office procedures.

Oral and written communication skills.

Considerable interpersonal skills.

Data management skills.

Ability to schedule and prioritize work.

Some supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Six (6) years relevant administrative experience.

SUBSTITUTIONS ALLOWED

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience.

Preferred Experience

Knowledge of dental and medical school policies and procedures.

Previous experience managing a residency program.

Experience with the following: Huskybuy, Kronos, Banner, UAR, FAMIS, Warehouse Ordering, Travel Authorizations, Reimbursements, PTR's, Scheduling, Microsoft Suite (Word, Excel, PowerPoint, Outlook, etc.), Adobe Acrobat Professional, databases

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-715 | 0 | 20 | 0 | 5 | 0 | 8 | 0 | 2 | 0 | 1 | 5 | 41 |
| 3J | 0 | 20 | 0 | 5 | 0 | 8 | 0 | 2 | 0 | 1 | 5 | 41 |
| Unqualified | 0 | 10 | 0 | 3 | 0 | 3 | 0 | 1 | 0 | 0 | 2 | 19 |
| Qualified | 0 | 7 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 1 | 3 | 14 |
| Interviewed | 0 | 3 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The BF promotional goal was met with a previous promotion and was no longer an established promotional goal.

Goal candidates did not apply for the position.

The 1 HF was promoted. She had experience managing a residency program, including working with a residency director in another discipline and projects pertaining to clinics and residents. She had experience in scheduling, office management, reception, audits, student monitoring, MS Office, inventory, and HuskyBuy ordering. She was knowledgeable in healthcare disciplines, faculty, residents, and clinical processes, and had experience managing day-to-day crisis situations with residents.

3J. (Adm Program Coordinator) Promotion – Reclassification

Executive Assistant to Adm Program Coordinator

1 WF was performing the duties of the position and was promoted through a reclassification.

Adm Program Assistant 2 to Adm Program Coordinator

1 WF was performing the duties of the position and was promoted through a reclassification.

Adm Program Assistant 2 to Adm Program Coordinator

1 WF was performing the duties of the position and was promoted through a reclassification.

Executive Assistant to Adm Program Coordinator

1 BF was performing the duties of the position and was promoted through a reclassification.

Adm Program Assistant 2 to Adm Program Coordinator

1 TF was performing the duties of the position and was promoted through a reclassification.

Adm Program Assistant 2 to Adm Program Coordinator

1 WF was performing the duties of the position and was promoted through a reclassification.

Adm Program Assistant 2 to Adm Program Coordinator

1 AF was performing the duties of the position and was promoted through a reclassification.

Adm Program Assistant 2 to Adm Program Coordinator

1 WF was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------|----|----|----|----|----|----|----|----|
| 3K Social Worker | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

There was no promotional activity in this category during the *Plan* reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------------|----|----|----|----|----|----|----|----|
| 3L Technical Professional | 0 | 0 | 0 | 0 | 4 | 0 | 2 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|---------------------|------------|----------|----|-----------|----------------------------|---------------------------|-----------|
| 3L TECHNICAL | 7/14/2023 | Y | HM | 2023-1269 | Desktop Technician I | Technical Analyst 1 | 1 |
| | 10/6/2023 | N | WM | 2023-1443 | Material Mngmnt Supervisor | Business System Analyst | 1 |
| | 11/3/2023 | N | WF | 2024-087 | Clinical Coordinator 2 | Business System Analyst | 1 |
| | 11/3/2023 | N | WF | Reclass | Compliance Specialist | Instructional Design Spec | 1 |
| | 11/17/2023 | N | WM | 2024-339 | Credentialed Trainer | Principal Trainer | 1 |
| | 12/15/2023 | N | WM | 2024-444 | Biomedical Technician 2 | Engineer 1 | 1 |
| | 12/15/2023 | N | WF | 2024-444 | Biomedical Technician I | Engineer 1 | 1 |
| | 12/29/2023 | N | WM | 2024-170 | Clinical Lab Supervisor | Application Analyst 1 | 1 |

| | |
|---------------------------|--|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1269 |
| Job Group | 3L |
| Department | 61122-IT Security |
| Job Title | Technical Analyst I - Identity and Access Management |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Desktop – In-depth knowledge of a broad range of hardware and software products; working knowledge of operational and physical environment; familiar with architectural principles and network technology guidelines and standards; in-depth knowledge of help desk management tools and utilities; ability to read component; some supervisory ability; ability to research various resources for solutions; good organizational skills. Network - knowledge of foundation hardware and familiarity with architectural principles, guidelines and standards in functional area; working knowledge of operating and physical environment requirements for hardware components; understands and interprets the principles of network technology; knowledge in the use of software capacity planning tools; possesses basic understanding of various types of systems tools and utilities and the roles these tools and utilities play in optimizing system development,

accessibility, administration and management; ability to apply network theory to set up local network configurations; familiarity with project administration tools and can demonstrate basic proficiency in their use. Infrastructure - knowledge of system architecture used consistently within or across the organization or enterprise; knowledge of programming language(s) and knowledge of design principles required to produce application modules; understanding of tools, techniques and practices used in the development, maintenance and operation of systems; ability to identify which tools and utilities are most applicable to the environment; knowledge of disaster recovery processes, practice and methodologies; ability to develop disaster recovery and restoration plans. General - ability to work as a team member; ability to understand customers' needs and develop solution in a timely manner; ability to understand problem solving concepts together with the need to have a structure approach to problem analysis; knowledge of commonly used concepts, practices, and procedures within a relevant field; ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written).

EXPERIENCE AND TRAINING:

General Experience: Five (5) years' experience working with microcomputer hardware and software requiring problem solving/troubleshooting skills or five (5) years' experience in utilizing computer network devices, systems and communication services or the experience in systems engineering applications development, operating systems and network design/configuration and management.

Substitution Allowed: Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) years of the general experience. A Bachelor's degree in Computer Science may be substituted for four (4) years of the general experience.

Special Requirements:

One year of experience performing user account creation and maintenance for two or more of the following: Active Directory, Epic EMR, Banner, Oracle, or other Enterprise Security System Experience creating, adding, removing, and updating identities and roles. Assigning levels of access to individuals or groups of individuals. An understanding of how roles are identified in a system and how they are assigned to individuals

Familiarity with multiple operating systems (Linux, Windows, etc.)

Understanding of directory services (LDAP, Active Directory, etc.)

Preferred Qualifications:

IT Security Role Based Access Management experience

Able to provide clear and concise reports to upper management on the status of Identity Access Management within the organization.

Able to troubleshoot Identity Access Management issues and develop creative solutions to solve problems.

Strong understanding of security concepts and how they apply to Identity Access Management.

Able to develop and deliver Identity Access Management training to both technical and non-technical staff.

Customer Service experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1269 | 7 | 4 | 4 | 1 | 2 | 1 | 0 | 1 | 0 | 0 | 5 | 25 |
| 3L | 7 | 4 | 4 | 1 | 2 | 1 | 0 | 1 | 0 | 0 | 5 | 25 |
| Unqualified | 5 | 3 | 2 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 3 | 17 |
| Qualified | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 6 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HM, was promoted.

| | |
|---------------------------|------------------------------------|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-1443 |
| Job Group | 3L |
| Department | 61125-IT Project Management Office |
| Job Title | Business System Analyst |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of principles and techniques of systems analysis, design and development; considerable knowledge of the principles of information technology solutions, strong knowledge of relational databases technology; computer operating systems as it relates to clinical business applications; knowledge of operation of computer terminals; strong knowledge of principles and theories of business and planning functions; considerable knowledge of the principles and techniques of business information systems re-engineering; considerable knowledge of project management principles and techniques; ability to communicate effectively, orally and in writing; strong interpersonal skills; understanding and ability to apply rules, regulations, codes and laws pertaining to clinical business; ability to analyze and evaluate hardware, software and data processing systems, analyze and interpret technical data, prepare and conduct training classes, identify, resolve and recommend solutions related to system performance and user problems, establish and maintain effective working relationships and team work; supervisory ability;

EXPERIENCE AND TRAINING

General Experience:

Nine (9) years relevant experience may include business administration, medical administration, clinical information systems planning, project management, installation, and support.

Substitution:

A Bachelor's degree in Computer Science, Management Information Systems, Engineering, or a closely related field may be substituted for four (4) years of the general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1443 | 7 | 6 | 2 | 2 | 0 | 1 | 1 | 2 | 0 | 0 | 3 | 24 |
| 3L | 7 | 6 | 2 | 2 | 0 | 1 | 1 | 2 | 0 | 0 | 3 | 24 |
| Unqualified | 3 | 2 | 1 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 12 |
| Qualified | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 8 |
| Withdrew Application | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 AM, did not meet the minimum requirements as posted.

The 1 WM was promoted. He had experience in business administration, medical administration, clinical information systems planning, project management, installation, and support. Additionally, he had the necessary knowledge of the principles of information technology solutions and the necessary knowledge of relational database technology.

| | |
|---------------------------|---------------------------|
| Start Date | 11/3/2023 |
| Requisition Number | 2024-087 |
| Job Group | 3L |
| Department | 61120-IT Clinical Systems |
| Job Title | Business System Analyst |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of principles and techniques of systems analysis, design and development; considerable knowledge of the principles of information technology solutions, strong knowledge of relational databases technology; computer operating systems as it relates to clinical business applications; knowledge of operation of computer terminals; strong knowledge of principles and theories of business and planning functions; considerable knowledge of the principles and techniques of business information systems re-engineering; considerable knowledge of project management principles and techniques; ability to communicate effectively, orally and in writing; strong interpersonal skills; understanding and ability to apply rules, regulations, codes and laws pertaining to clinical business; ability to analyze and evaluate hardware, software and data processing systems, analyze and interpret technical data, prepare and conduct training classes, identify, resolve and recommend solutions related to system performance and user problems, establish and maintain effective working relationships and team work; supervisory ability;

EXPERIENCE AND TRAINING

General Experience:

Nine (9) years relevant experience may include business administration, medical administration, clinical information systems planning, project management, installation, and support.

Substitution:

A Bachelor's degree in Healthcare Administration or a closely related field may be substituted for four (4) years of the general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-087 | 4 | 6 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 14 |
| 3L | 4 | 6 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 14 |
| Unqualified | 2 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 7 |
| Qualified | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HM, did not meet the minimum requirements as posted.

The goal candidate, 1 HM, was interviewed and not selected because he did not have the necessary medical administration experience or a Bachelor's degree.

The 1 WF was promoted. She had more than 9 years of experience in this field and demonstrated the communication skills necessary for this position by providing clear and complete answers to the committee during her interview.

| | |
|---------------------------|---------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-339 |
| Job Group | 3L |
| Department | 61120-IT Clinical Systems |
| Job Title | Principal Trainer |

MINIMUM REQUIREMENTS:

Knowledge, Skills, and Ability:

Considerable knowledge of the principles/theories of adult learning and competency-based education

A detailed understanding of workflows and system configuration

Proficiency in Microsoft Word and Excel

Considerable skill in the process of educational needs assessment.

Considerable interpersonal skills and effective communication skills

Considerable organizational skills

Ability to communicate effectively both written and verbal.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's Degree in a related field and three (3) years relevant/related professional work experience or an equivalent combination of comparable skills, education, training, and/or experience. At least one (1) year of the experience must have been in formal training or adult education. Substitution: Master's degree in education may be substitution for one [1] year of the experience. Special Requirements:

Must possess and maintain during employment Certification/Credentialed EPIC Principal Trainer at the time of hire or obtain within six months.

May be required to possess and maintain during employment Certification/Credentialed in the assigned EPIC application at the time of hire or obtain within six months.

May be required to possess and maintain during employment a licensure in the State of Connecticut in the related discipline.

Preferred Qualifications:

At least 1 year of Epic training experience

Epic certification/credentialing in an inpatient application

Instructor led virtual classroom teaching experience

Demonstrated knowledge of inpatient nursing workflows, including Stork and NICU

WORKING CONDITIONS:

Occasional variable working hours

May be required to travel to offsite locations.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-339 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 7 |
| 3L | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 7 |
| Unqualified | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 4 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was promoted. He was a trainer for over 7 years and had experience as a high school teacher. He has been the ClinDoc Credentialed Trainer for the past year. He had experience creating tip sheets and training guides, reviewing, and testing training materials and new builds for Epic analysts.

| | |
|---------------------------|----------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-444 |
| Job Group | 3L |
| Department | 83160-Clinical Engineering |
| Job Title | Engineer I |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES: Knowledge of proper patient transfer techniques including body mechanics; knowledge of University of Connecticut Health Center safety policy and procedures; interpersonal skills; skills in patient transport, oxygen transport and customer service; ability to follow instructions; ability to successfully complete an in-service orientation; ability to keep simple records; ability to respect patient's privacy and dignity; ability to operate a beeper.

GENERAL EXPERIENCE AND TRAINING: Any experience or training which provides the skill and ability to perform the duties listed below such as experience transporting patients in a hospital ambulatory/transportation unit. EMT, Fire or Paramedic experience.

SPECIAL REQUIREMENT: American Heart Association (AHA) BLS (CPR/AED) or ACLS Certification or formal hands-on training
Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

PREFERRED QUALIFICATIONS:
Skill in operating a computer, entering requests into Excel spreadsheets.
Working experience using EPIC or other related Electronic Medical Records program(s).

WORKING CONDITIONS: Incumbents in this class are required to lift patients (minimum of fifty (50) pounds), walk for sustained periods of time (at least 45 minutes per hour) and have some exposure to communicable and/or infectious diseases. Considerable effort may be required in assisting/lifting patients.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-444 | 7 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 12 |
| 3L | 7 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 12 |
| Unqualified | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| Qualified | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 |
| Hired | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was promoted. He had 4 years of clinical engineering experience with UConn Health. He knew about proper transfer techniques including body mechanics. Additionally, he had working experience with EPIC and with Excel spreadsheets.

The 1 WF was promoted. She had knowledge of proper patient transfer techniques. She was aware of the UConn Health's safety policy and procedures. She had previous experience with patient transport, oxygen transport, and customer service. Additionally, she showed an ability to follow instructions.

| | |
|---------------------------|--|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-170 |
| Job Group | 3L |
| Department | 61123-IT Application Services |
| Job Title | Application Analysts 1- Clinical Application Support |

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills & Abilities:

Considerable knowledge of the principles of systems analysis, design, and decision support

Considerable knowledge of clinical operations, policies, and procedures

Considerable knowledge of applicable clinical standard of practice as required by State, Federal and accreditation organizations

Knowledge of standards/codes pertaining to the patient care environment

Considerable knowledge of various systems and data analysis techniques and tools (such as Swim Lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, EHR data model diagrams, data conversion and transformation mappings.

Knowledge of computer technology support and capabilities.

Considerable logical, analytical, problem solving and interpretive skills

Ability to take action to ensure customer satisfaction

Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions.

Demonstrated ability to write and maintain system documentation and user how to guides.

Ability to pay careful attention to details

Demonstrated ability to analyze techniques and develop solutions to problems in a timely manner.

Effective oral and written communication skills and good interpersonal skills.

Proficient in MS-Office including Project, Word, Excel, PowerPoint, and Visio

General Experience & Training:

Clinical Systems: Six [6] years in clinical informatics, clinical process redesign, clinical systems analysis, design, and implementation experience, one [1] of which must be in an acute care or direct patient care setting.

Clinical Financial System: Six [6] years in health care including revenue cycle or ADT admit/discharge/transfer, access services or other relevant support function as required.

SPECIAL REQUIREMENTS:

Depending on the assigned areas and specialties of the Clinical Systems EHR, incumbents in this class may be required to maintain a current RN, Pharmacy, or other clinical license for the State of Connecticut.

Incumbents in this class must have or achieve within six months EPIC certification [Clinical Systems] Certification in their assigned areas and/or specialties and maintain certification while in the position.

PREFERRED QUALIFICATIONS:

Provide support with other clinical applications such as: Provation, Mosaiq, Rauland Nurse Call, Voalte, Connexall, DragonDMO

Experience as an Onbase System Administrator

Experience with ServiceNow administrative tools

Experience with SQL queries or SSRS used for analysis of data

Demonstrated ability to document the workflow of HL7 interfaced transactions between clinical systems

SUBSTITUTION ALLOWED:

Associate Degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely relevant/related field may be substituted for two [2] years of the general experience.

Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, Physician Assistant, or a closely relevant/related field may be substituted for four [4] years of the general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-170 | 6 | 5 | 2 | 3 | 1 | 0 | 1 | 3 | 0 | 0 | 1 | 22 |
| 3L | 6 | 5 | 2 | 3 | 1 | 0 | 1 | 3 | 0 | 0 | 1 | 22 |
| Unqualified | 2 | 2 | 2 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 10 |
| Qualified | 3 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 8 |
| Withdrew Application | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 HM and 1 AM, did not meet the minimum requirements as posted.

The 1 WM was promoted. He had worked with the lab systems on both a technical and build level. He was able to demonstrate his knowledge by explaining steps to define the issue and how he would act to create a solution. He had the necessary experience in workflow design, documentation, and vendor relations as well as customer support.

3L. (Technical) Promotion - Reclassification

Compliance Specialist to Instructional Design Specialist

1 WF was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 3M Nurse Practitioner | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-----------------------|------------|----------|----|-----------|-------------------|------------------------|-----------|
| 3M NURSE PRACTITIONER | 7/28/2023 | N | WF | 2023-1178 | Nurse Anesthetist | Lead Nurse Anesthetist | 1 |

| | |
|--------------------|---------------------------|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1178 |
| Job Group | 3M |
| Department | 81022-Operating Room Unit |
| Job Title | Lead Nurse Anesthetist |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of medical and surgical diseases and the implications to anesthesia delivery

Considerable knowledge of anatomy and physiology, fluids, and electrolytes

Knowledge of the side effects and interactions of all anesthesia drugs/cardiac drugs

Knowledge of complex anesthesia equipment

Skill in identifying and treating arrhythmias

Skill with spinal/epidural placement

Ability to work under extreme pressure in emergency situations

Ability to insert arterial and peripheral venous lines

Ability to practice with colleagues and peers utilizing a team concept

EDUCATION AND TRAINING:

Graduate of an accredited nurse anesthesia educational program approved by the American Association of Nurse Anesthetists (AANA).

Certification by the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) and one (1) year of experience.

Special Requirements:

Incumbents in this class must be certified as Nurse Anesthetists and licensed as an Advanced Practice Registered Nurse.

Must be eligible for licensure in the State of Connecticut.

Incumbents must be Advanced Cardiovascular Life Support (ACLS), and Pediatric Advanced Life Support (PALS) certified and must possess and maintain American Heart Association, Basic Life Support (BLS) certification for health care providers.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1178 | 3 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| 3M | 3 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 3 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was interviewed but did not have the necessary leadership experience.

The 1 WF was promoted. She was able to articulate the challenges the department had with recruitment and provided thoughtful responses that could facilitate CRNA recruitment. She verbalized strategic goals for the department that included education, committee involvement, pharmacy, and Epic liaisons to improve processes.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 4A Office Assistant | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|----------------------------|------------|----------|----|-----------|-----------------------|------------------|-----------|
| 4A OFFICE ASSISTANT | 6/2/2023 | N | HF | 2023-1231 | Cash Accounting Clerk | Office Assistant | 1 |
| | 5/31/2024 | N | HF | 2024-420 | Clerk Typist | Office Assistant | 1 |

| | |
|---------------------------|--|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1231 |
| Job Group | 4A |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Office Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable knowledge of office systems and procedures including proper telephone usage and filing

Oral and written communication skills

Skill in performing arithmetic computations

Basic interpersonal skills

Ability to perform a full range of clerical tasks

Ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

Two (2) years of general clerical work experience.

SUBSTITUTIONS ALLOWED:

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED REQUIREMENTS:

Minimum of two (2) years of hospital billing and follow up experience

Comprehensive knowledge of insurance plan payer processing

Strong problem solving and research skills

Two (2) years of EPIC experience
 Working knowledge of revenue codes, CTP/HCPC Codes
 Knowledge of payer payment variances

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1231 | 1 | 19 | 0 | 3 | 1 | 12 | 2 | 5 | 0 | 2 | 1 | 46 |
| 4A | 1 | 19 | 0 | 3 | 1 | 12 | 2 | 5 | 0 | 2 | 1 | 46 |
| Unqualified | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 6 |
| Qualified | 1 | 13 | 0 | 2 | 1 | 8 | 2 | 3 | 0 | 2 | 1 | 33 |
| Interviewed | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 AF, was not interviewed because she did not meet the minimum requirements as posted.

The goal candidates, 1 WM and 1 AF, were not interviewed because they did not possess any of the preferred qualifications. Only candidates with preferred qualifications were interviewed.

The goal candidate, 3 AF were interviewed but not selected because they did not have the necessary experience with EPIC.

The 1 HF was promoted. She had the necessary knowledge of EPIC, revenue codes and payer payment variances. Additionally, she had experience in insurance plan payer processing.

| | |
|---------------------------|---------------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-420 |
| Job Group | 4A |
| Department | 83060-Imaging Services Administration |
| Job Title | Office Assistant - Radiology |

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:

Two (2) years of general clerical work experience.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED QUALIFICATIONS:

5 years' experience in Radiology scheduling in a hospital.

Knowledge of medical terminology

Epic experience

Experience scheduling in a hospital setting

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-420 | 2 | 55 | 4 | 24 | 1 | 29 | 1 | 5 | 3 | 4 | 7 | 135 |
| 4A | 2 | 55 | 4 | 24 | 1 | 29 | 1 | 5 | 3 | 4 | 7 | 135 |
| Unqualified | 1 | 8 | 0 | 4 | 0 | 5 | 0 | 0 | 0 | 1 | 1 | 20 |
| Qualified | 1 | 43 | 4 | 16 | 1 | 20 | 1 | 3 | 3 | 3 | 6 | 101 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 10 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The goal candidate, 1 AF, did not respond to a request to interview.

The goal candidate, 1 AF, was offered the position but declined.

The goal candidates, 1 WM and 3 AF were not interviewed because they did not meet any of the preferred qualifications. The committee only interviewed people that met preferred qualifications.

The 1 HF was promoted. She had experience using EPIC and has knowledge of the office systems including Microsoft Office Suite. She was already a current UConn employee and was familiar with various UConn systems including the scheduling system.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 4B Patient Service Rep | 0 | 2 | 1 | 0 | 2 | 0 | 1 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|------------------------|------------|----------|----|----------|-------------------------|-----------------------------|-----------|
| 4B PATIENT SERVICE REP | 11/17/2023 | Y | WF | 2024-261 | Office Assistant | Patient Svcs Representative | 1 |
| | 1/26/2024 | N | HF | 2024-566 | Clinic Office Assistant | Patient Svcs Representative | 1 |
| | 5/31/2024 | Y | WF | 2024-946 | Clinic Office Assistant | Patient Svcs Representative | 1 |

| | |
|--------------------|------------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-261 |
| Job Group | 4B |
| Department | Clinical Business Services - Admin |
| Job Title | Patient Services Representative |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures

Knowledge of Federal, State, and other patient financial assistance health programs

Knowledge of the principles and techniques of interviewing

Some knowledge of medical/dental terminology

Knowledge of general office procedures

Considerable interpersonal, Oral, and written communication, Organizational, Computer, and

Basic negotiation skills

Record keeping ability

Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of hospital/medical billing and/or insurance claims experience.

Substitutions Allowed:

Associate degree may be substituted for two (2) years of the general experience.

Preferred Experience:

Experience with Epic billing procedures

Experience with reconciling remittance/ EOB payments to charges

Knowledge of medical coding principles (ICD-10-CM diagnostic and CPT, HCPCS procedure codes) and healthcare regulations and guidelines
 Knowledge of Banner Finance and UConn account formats
 Demonstrated Microsoft Office Suite computer skills with strong Excel skills with data management

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-261 | 4 | 14 | 1 | 10 | 1 | 12 | 0 | 2 | 0 | 0 | 0 | 44 |
| 4B | 4 | 14 | 1 | 10 | 1 | 12 | 0 | 2 | 0 | 0 | 0 | 44 |
| Unqualified | 3 | 9 | 0 | 5 | 1 | 7 | 0 | 2 | 0 | 0 | 0 | 27 |
| Qualified | 0 | 3 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 8 |
| Interviewed | 1 | 1 | 1 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, was promoted.

| | |
|---------------------------|---|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-566 |
| Job Group | 4B |
| Department | 83084-Physical Therapy - Storrs |
| Job Title | Patient Service Representative - Storrs |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
 Knowledge of Federal, State, and other patient financial assistive health programs
 Knowledge of the principles and techniques of patient interviewing
 Some knowledge of medical/dental terminology
 Knowledge of general office procedures
 Considerable interpersonal, oral, and written communication and organizational skills
 Computer skills
 Basic negotiation skills
 Record keeping ability
 Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EXPERIENCE AND TRAINING REQUIRED:

GENERAL EXPERIENCE:

Three (3) years of hospital/medical billing/insurance claims experience.

SUBSTITUTION ALLOWED:

Associates degree may be substituted for two (2) years of the general experience.

PREFERRED EXPERIENCE/QUALIFICATIONS:

Experience with Rehab specific precertification and authorizations

Working knowledge of therapy cap and exemption processes for Rehab

Experience in billing Rehab claims

ICD10 coding experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-566 | 0 | 10 | 0 | 2 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 15 |
| 4B | 0 | 10 | 0 | 2 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 15 |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 0 | 6 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates 4 WF and 1 AM, did not meet the minimum requirements as posted.

The goal candidates, 6 WF, were not interviewed because they were not internal candidates with contractual rights to the position.

The 1 HF was promoted. He was an internal candidate and had 9 years of medical billing and claims experience. Additionally, he had the necessary knowledge of insurance regulations as well as Federal, State, and other financial assistance health programs for patients.

| | |
|---------------------------|--|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-946 |
| Job Group | 4B |
| Department | UMG-Administration |
| Job Title | Patient Services Representative - Administrative |

MINIMUM QUALIFICATIONS REQUIRED:**KNOWLEDGE, SKILL & ABILITY:**

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures

Knowledge of Federal, State, and other patient financial assistance health programs

Knowledge of the principles and techniques of interviewing

Some knowledge of medical/dental terminology

Knowledge of general office procedures

Considerable interpersonal, Oral, and written communication, Organizational, Computer, and

Basic negotiation skills

Record keeping ability

Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of hospital/medical billing and/or insurance claims experience.

Substitutions Allowed:

Associate degree may be substituted for two (2) years of the general experience.

Preferred Experience:

Certified Professional Coder - CPC, CCS-.

Knowledge of complex, highly technical medical coding principles and technique.

Considerable knowledge of ICD-10, CPT-4 and HCPCS codes.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-946 | 0 | 9 | 0 | 8 | 1 | 9 | 0 | 1 | 1 | 1 | 1 | 31 |
| 4B | 0 | 9 | 0 | 8 | 1 | 9 | 0 | 1 | 1 | 1 | 1 | 31 |
| Unqualified | 0 | 4 | 0 | 7 | 0 | 5 | 0 | 1 | 0 | 1 | 1 | 19 |
| Qualified | 0 | 2 | 0 | 1 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, was promoted.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 4C Clerk/Clerk Typist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|----------|------------|----------|----|-----------|------------------------------|---------------|-----------|
| 4C CLERK | 8/11/2023 | N | AF | 2023-1152 | Univ Helper | Clerk | 1 |
| | 11/17/2023 | N | WF | 2024-159 | Diagnostic Imaging Assistant | Clerk Typist | 1 |
| | 2/9/2024 | N | WM | Reclass | Univ Helper | Clerk Typist | 2 |
| | 2/9/2024 | N | WF | Reclass | Univ Helper | Clerk Typist | 2 |
| | 2/9/2024 | N | BF | Reclass | Univ Helper | Clerk | 1 |
| | 2/9/2024 | N | BF | Reclass | Univ Helper | Clerk Typist | 1 |
| | 2/9/2024 | N | HF | Reclass | Univ Helper | Clerk Typist | 2 |
| | 2/9/2024 | N | AF | Reclass | Univ Helper | Clerk Typist | 1 |

| | |
|--------------------|--------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1152 |
| Job Group | 4C |
| Department | UMG-Orthopaedics Module |
| Job Title | Clerk - UMG-Orthopaedics |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Some knowledge of grammar, spelling, punctuation

Basic skills in performing arithmetic computations

Basic interpersonal skills

Ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering

Ability to follow oral and written instructions

Ability to file

Ability to operate office equipment.

EDUCATION AND TRAINING:

General Experience: Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

PREFERRED QUALIFICATIONS:

Ability to upload to computer and burn radiology imaging CDs for patients
Experience maintaining the order of patients and assisting with patient flow

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1152 | 0 | 8 | 0 | 1 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 14 |
| 4C | 0 | 8 | 0 | 1 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 14 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The 1 AF was promoted. This candidate had 7 months of experience in the outpatient area, including the ability to use UConn Health's computer systems and burn radiology imaging CDs for patients. She was also familiar with UConn Health's operations.

| | |
|---------------------------|---------------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-159 |
| Job Group | 4C |
| Department | 83060-Imaging Services Administration |
| Job Title | Clerk Typist |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school with coursework in typing.

PREFERRED QUALIFICATIONS:

Experience in a Radiology setting; EMR

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-159 | 3 | 25 | 2 | 9 | 1 | 7 | 1 | 3 | 0 | 2 | 3 | 56 |
| 4C | 3 | 25 | 2 | 9 | 1 | 7 | 1 | 3 | 0 | 2 | 3 | 56 |
| Unqualified | 0 | 5 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Qualified | 3 | 16 | 1 | 6 | 0 | 5 | 1 | 2 | 0 | 2 | 3 | 39 |
| Interviewed | 0 | 3 | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 7 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The 1 WF was promoted. This candidate was working in Radiology as a Diagnostic Imaging Assistant, which gave her the experience needed for this position.

4C. (Clerk) Promotion - Reclassification

Diagnostic Image Assistant to Clerk Typist

2 WM's were performing the duties of the position and were promoted through reclassification.

University Helper to Clerk Typist

2 WF's were performing the duties of the position and were promoted through reclassification.

University Helper to Clerk

1 BF was performing the duties of the position and was promoted through a reclassification.

University Helper to Clerk Typist

1 BF was performing the duties of the position and was promoted through a reclassification

University Helper to Clerk Typist

2 HF's were performing the duties of the position and were promoted through reclassification.

University Helper to Clerk Typist

1 AF was performing the duties of the position and was promoted through a reclassification

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------|----|----|----|----|----|----|----|----|
| 4D Secretarial/Clerical | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|---------------------|------------|----------|----|-----------|-----------------------------|-------------------------------|-----------|
| 4D SECR/CLERICAL | 6/2/2023 | Y | WF | 2023-1156 | Adm Program Assistant 2 | Executive Assistant | 1 |
| | 8/11/2023 | N | AM | 2023-1357 | Clinic Office Assistant | E.D. Admissions Specialist | 1 |
| | 12/15/2023 | N | HF | 2024-462 | Material Storage Specialist | Supply Coordinator | 1 |
| | 12/29/2023 | N | WF | 2024-512 | Office Assistant | Spec Secretary (Medical) | 1 |
| | 1/12/2024 | N | BF | 2024-502 | Office Assistant | Adm Fiscal Assistant | 1 |
| | 2/9/2024 | N | HF | 2024-934 | Clerk Typist | Telecom Operator | 1 |
| | 2/23/2024 | N | WF | 2024-595 | Adm Program Assistant 2 | Adm Fiscal Assistant | 1 |
| | 2/23/2024 | N | BF | 2024-654 | Office Assistant | Accounts Receivable Collector | 1 |
| | 2/23/2024 | N | HF | 2024-655 | Office Assistant | Accounts Receivable Collector | 1 |
| | 4/5/2024 | N | HF | 2024-763 | Office Assistant | Accounts Receivable Collector | 1 |

| | |
|---------------------------|------------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1156 |
| Job Group | 4D |
| Department | 81010-OB/GYN |
| Job Title | Executive Assistant - Ob/Gyn |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office administration and management

Considerable knowledge of the department's policies and procedures

Considerable knowledge of proper grammar, punctuation, and spelling

Considerable knowledge of business communications

Knowledge of business math

Considerable interpersonal skills

Considerable oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Substitutions Allowed:

College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

PREFERRED QUALIFICATIONS:

Ability to use copier and fax machine.

Solid computer skills with strong working knowledge of Microsoft Word and Excel

Knowledge of HuskyBuy and Banner

Knowledge of Outlook and travel policies and procedures

Organizational skills and ability to multi-task

Ability to report to multiple supervisors and exercise good judgment

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1156 | 1 | 32 | 0 | 4 | 0 | 13 | 0 | 1 | 0 | 1 | 0 | 52 |
| 4D | 1 | 32 | 0 | 4 | 0 | 13 | 0 | 1 | 0 | 1 | 0 | 52 |
| Unqualified | 1 | 13 | 0 | 3 | 0 | 11 | 0 | 0 | 0 | 0 | 0 | 28 |
| Qualified | 0 | 14 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 17 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 5 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, was promoted.

| | |
|---------------------------|----------------------------|
| Start Date | 8/11/2023 |
| Requisition Number | 2023-1357 |
| Job Group | 4D |
| Department | 62042-Patient Access |
| Job Title | E.D. Admissions Specialist |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical terminology

Knowledge of bookkeeping

Computer skills

Knowledge of the principles and practices of clinic office management

Ability to interpret Medicare, Medicaid, and commercial insurance industry regulation

Good interpersonal skills, oral and written communications skills

Knowledge of the principles and techniques of patient interviewing

Knowledge of the relevant hospital/department, insurance and Medicare policies and procedures including Billings and credit policies and procedures

Ability to schedule and prioritize workflow

EXPERIENCE AND TRAINING:

Three (3) years of experience in an ambulatory care, emergency department or customer service setting and previous experience with insurance requirements.

SUBSTITUTION:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equating one half (1/2) year of experience to a maximum of one (1) year.

PREFERRED QUALIFICATIONS:

3.5 years Emergency Department Registration Experience

3.5 years EPIC Experience

1 Year of Emergent/Urgent Hospital Notifications and Retro-Authorization of Admission

Flexible Schedule

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1357 | 1 | 10 | 0 | 7 | 1 | 13 | 1 | 1 | 0 | 3 | 1 | 38 |
| 4D | 1 | 10 | 0 | 7 | 1 | 13 | 1 | 1 | 0 | 3 | 1 | 38 |
| Unqualified | 1 | 8 | 0 | 3 | 1 | 7 | 0 | 1 | 0 | 2 | 0 | 23 |
| Qualified | 0 | 2 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 8 |
| Interviewed | 0 | 0 | 0 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The goal candidates, 1 WM and 1 AF did not meet the minimum requirements as posted.

The 1 AM was promoted. He had experience using EPIC as well as ambulatory and emergency room experience. Additionally, he had emergent/urgent hospital notification knowledge.

| | |
|---------------------------|----------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-462 |
| Job Group | 4D |
| Department | 62103-Logistics Management Admin |
| Job Title | Supply Coordinator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of purchasing procedures and related materials/supplies

Knowledge of sterilization procedures

Knowledge of infection control and safety

Interpersonal, oral, and written communication skills

Record keeping skills

Ability to work under pressure deadlines.

EDUCATION AND TRAINING:

General Experience:

Four (4) years of experience working in a medical field which included the ordering of appropriate supplies/equipment.

SUBSTITUTION ALLOWED:

College training may substitute for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

PREFERRED EXPERIENCE & SKILLS:

Experience servicing multiple departments in a medical setting

Strong customer service skills

Problem solving skill in a team environment

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-462 | 2 | 5 | 1 | 3 | 3 | 3 | 1 | 0 | 0 | 0 | 0 | 18 |
| 4D | 2 | 5 | 1 | 3 | 3 | 3 | 1 | 0 | 0 | 0 | 0 | 18 |
| Unqualified | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 8 |
| Qualified | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| Interviewed | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The goal candidates, 1 WM and 1 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was interviewed but not selected. He did not have the billing and ordering experience that was needed for this position.

The 1 HF was promoted. She had more than 4 years of experience with billing and ordering supplies for the warehouse. Additionally, she had the interpersonal skills needed for this position which was shown by how well she interviewed.

| | |
|---------------------------|--|
| Start Date | 12/29/2023 |
| Requisition Number | 2024-512 |
| Job Group | 4D |
| Department | UMG-Dermatology Laser Center |
| Job Title | Specialized Secretary (Medical) - Dermatopathology |

MINIMUM QUALIFICATIONS:

Considerable knowledge of office systems and procedures; medical terminology.

Proper grammar, punctuation, and spelling.

Knowledge of business communications.

Interpersonal skills.

Oral and written communication skills.

Ability to organize and coordinate office workflow.

Ability to transcribe complex medical dictation.

Ability to operate office equipment which includes electronic recording devices, computers, or other electronic equipment; operate office suite software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience above the routine clerk level in office support or secretarial work.
Skillful in interacting with diverse groups and individuals

SPECIAL EXPERIENCE

One (1) year of the General Experience must have been in secretarial work with responsibility for medical transcription.

SUBSTITUTIONS ALLOWED

College training in the secretarial sciences with course work in medical typing as appropriate may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

One (1) year as a Secretary 1 with responsibility for medical transcription (as appropriate) may be substituted for the General and Special Experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-512 | 0 | 10 | 1 | 3 | 0 | 4 | 0 | 2 | 0 | 0 | 1 | 21 |
| 4D | 0 | 10 | 1 | 3 | 0 | 4 | 0 | 2 | 0 | 0 | 1 | 21 |
| Unqualified | 0 | 6 | 1 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 12 |
| Qualified | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The goal candidate 1 BM did not meet the minimum requirements as posted.

The goal candidate 2 AF were not interviewed because they did not have the 3 years necessary above the routine clerk level in office support.

The 1 WF was promoted. She had over 20 years of Dermpath diagnostic experience. Additionally, she had 3 years in a higher level of office support and was able to transcribe complex medical dictation.

| | |
|---------------------------|--|
| Start Date | 1/12/2024 |
| Requisition Number | 2024-502 |
| Job Group | 4D |
| Department | 10820-Musculoskeletal Signature Program |
| Job Title | Administrative Fiscal Assistant- Musculoskeletal Institute |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of

personnel/payroll procedures; interpersonal skills; oral and written communication skills; computer skills; organizational ability; ability to review/analyze financial documents; ability to understand and apply statutes and regulations.

EXPERIENCE & TRAINING: General Experience:

Four (4) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

Special Experience:

Two (2) years of experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, and purchasing in a hospital setting.

PREFERRED QUALIFICATIONS:

Experience with UConn Health systems (Banner Finance, InfoEd, AMS, Huskybuy)
Proficient in Microsoft Office including Outlook, Word, and Excel

SUBSTITUTIONS ALLOWED

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-502 | 0 | 10 | 0 | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 17 |
| 4D | 0 | 10 | 0 | 2 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 17 |
| Unqualified | 0 | 8 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 13 |
| Qualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 BF was promoted. She had more than 2 years of experience in Huskybuy and Banner. She had knowledge of general accounting and bookkeeping functions. She had accounts receivable and accounts payable experience from her role as an office assistant in the finance and reporting department for the last 4 years.

| | |
|---------------------------|--------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-934 |
| Job Group | 4D |
| Department | 80360-Psychiatric Clinic |
| Job Title | Telecom Operator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY: Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to work a schedule that includes weekends, evenings, and holidays.

Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PREFERRED QUALIFICATIONS:

Experience in a Psychiatric Outpatient setting

Bilingual-Spanish

Experience using EPIC

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-934 | 0 | 1 | 0 | 4 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 9 |
| 4D | 0 | 1 | 0 | 4 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 9 |
| Qualified | 0 | 1 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 7 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 HF was promoted. She was bilingual and going to take the exam to be a medical interpreter. She had EPIC experience and was familiar with UConn Health procedures.

| | |
|---------------------------|----------------------------|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-595 |
| Job Group | 4D |
| Department | Facilities Management |
| Job Title | Administrative Fiscal Asst |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of personnel/payroll procedures; interpersonal skills; oral and written communication skills; computer skills; organizational ability; ability to review/analyze financial documents; ability to understand and apply statutes and regulations.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

SUBSTITUTION ALLOWED:

College training may substitute for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree.

PREFERRED QUALIFICATIONS & EXPERIENCE:

Proficiency in the use of Microsoft Excel and Word

Experience using Banner and Husky Buy related to purchase requisitions, invoice payments and contracts.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-595 | 2 | 9 | 0 | 3 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 18 |
| 4D | 2 | 9 | 0 | 3 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 18 |
| Unqualified | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 1 | 4 | 0 | 3 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 10 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The goal candidate, 1 WM, was not interviewed because he was not an internal candidate.

The goal candidate, 1 WM, was interviewed but not selected because he did not have experience assisting people through the procurement policy or Husky Buy requirements.

The 1 WF was promoted. She had direct relative experience with Husky Buy and she had direct facility and procurement policy experience.

| | |
|---------------------------|--|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-654 |
| Job Group | 4D |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Accounts Receivable Collector - Patient Financial Services |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge of collections and their legal aspects; knowledge of claims processing; knowledge of effective telephone/interviewing techniques; oral and written communication skills; interpersonal skills; ability to compile and analyze facts; ability to prepare, process and maintain records and reports.

EXPERIENCE AND TRAINING: General Experience:

Three (3) years of investigative or clerical experience related to collections work

Preferred Qualifications

Two years Payer collections relating to Provider Level Balancing

Hospital Billing Credit Balance resolution experience.

Extensive Payer E-tool experience

Substitution:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours, equaling six (6) months of experience to a maximum of two (2) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-654 | 0 | 3 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 7 |
| 4D | 0 | 3 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 7 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 BF was promoted. She had demonstrated experience in the department regarding Contracted Payer credit balances, which the position called to manage. Additionally, she had billing experience which is part of collections.

| | |
|---------------------------|--|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-655 |
| Job Group | 4D |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Accounts Receivable Collector - Patient Financial Services |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge of collections and their legal aspects; knowledge of claims processing; knowledge of effective telephone/interviewing techniques; oral and written communication skills; interpersonal skills; ability to compile and analyze facts; ability to prepare, process and maintain records and reports.

EXPERIENCE AND TRAINING: General Experience:

Three (3) years of investigative or clerical experience related to collections work

Preferred Qualifications

Two years of Payer collections including follow-up, denials and appeals with third party payers. EPIC Hospital Billing experience, including working with other patient financial services areas for all receivable related topics.

Experience in managed care payer correspondence

Knowledge of medical insurance payer and plans, including understanding adjudication process and remittance codes.

Substitution:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 2024-655 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| 4D | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Interviewed | 0 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The 1 HF was promoted. She had over 14 years of experience in collections including the follow-up, denials, and appeal process. Additionally, she had experience with EPIC.

| | |
|---------------------------|--|
| Start Date | 4/5/2024 |
| Requisition Number | 2024-763 |
| Job Group | 4D |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Accounts Receivable Collector - Patient Financial Services |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge of collections and their legal aspects; knowledge of claims processing; knowledge of effective telephone/interviewing techniques; oral and written communication skills; interpersonal skills; ability to compile and analyze facts; ability to prepare, process and maintain records and reports.

EXPERIENCE AND TRAINING: General Experience:

Three (3) years of investigative or clerical experience related to collections work

Preferred Qualifications

Two years Payer collections relating to Provider Level Balancing
Hospital Billing Credit Balance resolution experience.
Extensive Payer E-tool experience

Substitution:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours, equaling six (6) months of experience to a maximum of two (2) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-763 | 2 | 12 | 1 | 7 | 1 | 6 | 1 | 3 | 0 | 2 | 3 | 38 |
| 4D | 2 | 12 | 1 | 7 | 1 | 6 | 1 | 3 | 0 | 2 | 3 | 38 |
| Unqualified | 2 | 8 | 1 | 1 | 1 | 2 | 0 | 1 | 0 | 1 | 2 | 19 |
| Qualified | 0 | 2 | 0 | 5 | 0 | 3 | 1 | 2 | 0 | 1 | 1 | 15 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The WF goal was met with a previous hire and was no longer an established promotional goal.

The goal candidates, 2 WM, 1 BM and 1 AF, did not meet the minimum requirements as posted.

The goal candidates 2 AF's were not interviewed because they were not internal candidates. Only internal candidates were considered.

The 1 HF was promoted. She had the necessary Payer e-tool experience. She had resolution experience with hospital billing credit balances. Additionally, she had knowledge of collections including their legal aspects.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------------|----|----|----|----|----|----|----|----|
| 4E Admin Program Assistant 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-----------------------------------|------------|----------|----|-----------|-------------------------------|-------------------------|-----------|
| 4E ADM PROGRAM ASSISTANT 1 | 7/14/2023 | Y | BF | 2023-1311 | Clerk Typist | Adm Program Assistant 1 | 1 |
| | 12/15/2023 | Y | WM | 2024-346 | Environmntl Contrl Maintainer | Adm Program Assistant 1 | 1 |

| | |
|---------------------------|------------------------------------|
| Start Date | 7/14/2023 |
| Requisition Number | 2023-1311 |
| Job Group | 4E |
| Department | 62103-Logistics Management Admin |
| Job Title | Administrative Program Assistant I |

MINIMUM QUALIFICATION REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office systems and procedures

Considerable knowledge of proper grammar, punctuation, and spelling

Knowledge of business communications

Knowledge of the unit's policies and procedures

Some knowledge of business math, interpersonal, oral, and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED:

College training may substitute for the General Experience on the basis of fifteen (15) semester hours equaling one (1/2) years of experience

PREFERRED QUALIFICATIONS:

Knowledge of Logistics Management and Inventory Systems

Working knowledge of MS Office programs, e.g., Outlook, Word, PowerPoint, and Access.

Advanced working knowledge in Excel performing formulas, filtering, sorting, pivot tables, etc.

Working knowledge and ability in the use of MACOLA, e-Portal Navigator-PTS, HuskyBuy, Kronos, EPIC or other related systems/software and the transportation of equipment, patients, and goods.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1311 | 2 | 7 | 0 | 1 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 15 |
| 4E | 2 | 7 | 0 | 1 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 15 |
| Unqualified | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Qualified | 2 | 5 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 10 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was promoted.

| | |
|---------------------------|------------------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-346 |
| Job Group | 4E |
| Department | 62103-Logistics Management Admin |
| Job Title | Administrative Program Assistant I |

MINIMUM QUALIFICATION REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office systems and procedures

Considerable knowledge of proper grammar, punctuation, and spelling

Knowledge of business communications

Knowledge of the unit's policies and procedures

Some knowledge of business math, interpersonal, oral, and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED:

College training may substitute for the General Experience on the basis of fifteen (15) semester hours equaling one (1/2) years of experience

PREFERRED QUALIFICATIONS:

Knowledge of Logistics Management and Inventory Systems

Working knowledge of MS Office programs, e.g., Outlook, Word, PowerPoint, and Access.
 Advanced working knowledge in Excel performing formulas, filtering, sorting, pivot tables, etc.
 Working knowledge and ability in the use of MACOLA, e-Portal Navigator-PTS, HuskyBuy, Kronos, EPIC or other related systems/software and the transportation of equipment, patients, and goods.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-346 | 2 | 16 | 0 | 4 | 1 | 6 | 1 | 1 | 0 | 0 | 2 | 33 |
| 4E | 2 | 16 | 0 | 4 | 1 | 6 | 1 | 1 | 0 | 0 | 2 | 33 |
| Unqualified | 0 | 3 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 9 |
| Qualified | 1 | 13 | 0 | 2 | 1 | 3 | 1 | 0 | 0 | 0 | 1 | 22 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The hiring and promotional goals were utilized for this position because it was posted externally.

The goal candidate, 1 WM, was promoted.

| | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------------|----|----|----|----|----|----|----|----|
| 4F Admin Program Assistant 2 | 2 | 0 | 0 | 2 | 0 | 4 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-----------------------------------|------------|----------|----|-----------|-----------------------------|-------------------------|-----------|
| 4F ADM PROGRAM ASSISTANT 2 | 6/2/2023 | Y | HF | 2023-1006 | Clinic Office Assistant | Adm Program Assistant 2 | 1 |
| | 7/28/2023 | Y | HF | 2023-1361 | Coding Reimbursement Spec | Adm Program Assistant 2 | 1 |
| | 12/1/2023 | N | WF | 2024-288 | Adm Program Assistant 1 | Adm Program Assistant 2 | 1 |
| | 12/15/2023 | Y | BF | 2024-328 | Patient Svcs Representative | Adm Program Assistant 2 | 1 |
| | 3/22/2024 | Y | HF | 2024-603 | Clinic Office Assistant | Adm Program Assistant 2 | 1 |

| | |
|---------------------------|---------------------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1006 |
| Job Group | 4F |
| Department | 10760-Calhoun Cardiology Center - CCC |
| Job Title | Administrative Program Assistant II |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office systems and procedures

Considerable knowledge of proper grammar, punctuation, and spelling

Knowledge of business communications

Knowledge of the unit's policies and procedures

Knowledge of business math

Interpersonal skills, oral and written communication skills

Ability to schedule and prioritize office workflow

Ability to operate a variety of office equipment

Ability to use complex computer programs

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Three (3) years' experience above the routine clerk level in office support or secretarial work

SUBSTITUTION ALLOWED:

College training may substitute for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience

PREFERRED EXPERIENCE:

Experience with Microsoft Office including Outlook, Word, Excel, and PowerPoint

Intermediate to advanced spreadsheet skills in the use of Microsoft Excel including the ability to create worksheets, tables, and formulas

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1006 | 0 | 14 | 0 | 5 | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 28 |
| 4F | 0 | 14 | 0 | 5 | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 28 |
| Unqualified | 0 | 6 | 0 | 3 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 16 |
| Qualified | 0 | 7 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 10 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1HF, was promoted.

| | |
|---------------------------|--|
| Start Date | 7/28/2023 |
| Requisition Number | 2023-1361 |
| Job Group | 4F |
| Department | 10260-Obstetrics and Gynecology |
| Job Title | Administrative Program Assistant II - Ob/Gyn |

MINIMUM QUALIFICATIONS REQUIRED**KNOWLEDGE, SKILL, AND ABILITY:**

Considerable knowledge of office systems and procedures

Considerable knowledge of proper grammar, punctuation, and spelling

Knowledge of business communication

Knowledge of the unit's policies and procedures

Knowledge of business math

Oral and written communication skills

Interpersonal skills

Ability to schedule and prioritize office workflow

Ability to operate office equipment including word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING:**General Experience:**

Three (3) years of experience above the routine clerk level in office support or secretarial work

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1361 | 0 | 33 | 1 | 8 | 0 | 14 | 0 | 4 | 1 | 2 | 2 | 65 |
| 4F | 0 | 33 | 1 | 8 | 0 | 14 | 0 | 4 | 1 | 2 | 2 | 65 |
| Unqualified | 0 | 7 | 0 | 1 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 11 |
| Qualified | 0 | 19 | 1 | 5 | 0 | 7 | 0 | 3 | 0 | 1 | 2 | 38 |
| Interviewed | 0 | 7 | 0 | 2 | 0 | 4 | 0 | 1 | 0 | 1 | 0 | 15 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The hiring and promotional goals were utilized for this position because it was posted externally.

The goal candidate, 1 HF, was promoted.

| | |
|---------------------------|---------------------------------------|
| Start Date | 12/1/2023 |
| Requisition Number | 2024-288 |
| Job Group | 4F |
| Department | 10840-The Cato T. Laurencin Institute |
| Job Title | Adm Program Assistant II |

KNOWLEDGE, SKILLS & ABILITY:

Experience working in a fast-paced environment

Considerable knowledge of office systems and procedures

Considerable knowledge of proper grammar, punctuation, and spelling.

Knowledge of business communications

Knowledge of the unit's policies and procedures

Knowledge of business math.

Considerable interpersonal skills; oral and written communication skills; excellent customer service skills

Ability to schedule and prioritize office workflow

Ability to operate office equipment

Proficiency in complex computer programs and MS Office (MS Excel and MS PowerPoint)

Strong organizational skills with the ability to multi-task; excellent customer service.

Familiarity with assisting with completing Visa paperwork

GENERAL EXPERIENCE & TRAINING:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen

(15) semester hours equaling one-half (1/2) year of experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-288 | 0 | 18 | 4 | 12 | 1 | 8 | 2 | 5 | 0 | 3 | 3 | 56 |
| 4F | 0 | 18 | 4 | 12 | 1 | 8 | 2 | 5 | 0 | 3 | 3 | 56 |
| Qualified | 0 | 13 | 4 | 9 | 1 | 5 | 2 | 3 | 0 | 3 | 3 | 43 |
| Interviewed | 0 | 4 | 0 | 3 | 0 | 3 | 0 | 2 | 0 | 0 | 0 | 12 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 9 BF and 5 HF, were qualified but were not internal candidates. Only internal candidates were being considered.

The goal candidates, 3 BF and 3 HF, were interviewed but not selected because they were not internal candidates. Only internal candidates were being considered.

The 1 WF was promoted. She demonstrated her communication skills by answering the committee's questions in a clear, concise, and detailed manner. She gave examples of her current experience with Microsoft products.

| | |
|---------------------------|-------------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-328 |
| Job Group | 4F |
| Department | 81160-Case Management |
| Job Title | Administrative Program Assistant II |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-328 | 0 | 30 | 1 | 9 | 0 | 9 | 1 | 3 | 0 | 2 | 4 | 59 |
| 4F | 0 | 30 | 1 | 9 | 0 | 9 | 1 | 3 | 0 | 2 | 4 | 59 |
| Unqualified | 0 | 7 | 0 | 3 | 0 | 6 | 0 | 3 | 0 | 2 | 0 | 21 |
| Qualified | 0 | 23 | 1 | 5 | 0 | 2 | 1 | 0 | 0 | 0 | 4 | 36 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The hiring and promotional goals were utilized for this position because it was posted externally.

The goal candidate, 1 BF, was promoted.

| | |
|---------------------------|------------------------------------|
| Start Date | 3/22/2024 |
| Requisition Number | 2024-603 |
| Job Group | 4F |
| Department | |
| Job Title | Adm Program Assistant II - Surgery |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS:

Experience with HuskyBuy

Proficiency with Banner

Familiarity with ACGME regulations and guidelines

Residency program experience

Experience using Mac/Apple products

Experience with ERAS (Electronic Residency Application Service)

Database experience

Proficiency in Microsoft Office, including Excel

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-603 | 0 | 2 | 0 | 2 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 9 |
| 4F | 0 | 2 | 0 | 2 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 9 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 2 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 6 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was promoted.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------------------|----|----|----|----|----|----|----|----|
| 4G Clinic Office Assistant | 2 | 0 | 1 | 2 | 1 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|-------------------------------------|------------|----------|----|-----------|------------------|-------------------------|-----------|
| 4G CLINICAL OFFICE ASSISTANT | 8/25/2023 | N | HF | 2023-1206 | Telecom Operator | Clinic Office Assistant | 1 |
| | 11/17/2023 | N | TF | 2023-1047 | Telecom Operator | Clinic Office Assistant | 1 |
| | 12/15/2023 | Y | BF | 2024-320 | Clerk Typist | Clinic Office Assistant | 1 |
| | 12/29/2023 | Y | BF | 2023-1392 | Telecom Operator | Clinic Office Assistant | 1 |

| | |
|---------------------------|-------------------------|
| Start Date | 9/8/2023 |
| Requisition Number | 2023-1206 |
| Job Group | 4G |
| Department | UMG-Orthopaedics Module |
| Job Title | Clinic Office Assistant |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Surgical Scheduling experience

EPIC experience

Experience working in an outpatient clinic setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1206 | 1 | 38 | 2 | 16 | 2 | 28 | 0 | 5 | 1 | 6 | 4 | 103 |
| 4G | 1 | 38 | 2 | 16 | 2 | 28 | 0 | 5 | 1 | 6 | 4 | 103 |
| Unqualified | 1 | 24 | 2 | 9 | 1 | 13 | 0 | 4 | 0 | 2 | 3 | 59 |
| Qualified | 0 | 9 | 0 | 5 | 1 | 5 | 0 | 1 | 0 | 3 | 0 | 24 |
| Rescind Offer | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Interviewed | 0 | 5 | 0 | 1 | 0 | 8 | 0 | 0 | 0 | 1 | 1 | 16 |
| Offer Declined | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 2 BM, 9 BF and 1 HM did not meet the minimum requirements as posted.

The goal candidates, 5 BF and 1 HM, were qualified but not interviewed.

- 1 BF, 1 HM did not have any scheduling experience.
- 1 BF applied after the hiring decision had been made.
- 1 BF not eligible to transfer for 6 more months per UHP contract.
- 2 BF's had no front desk experience.

The candidate, 1 BF, was interviewed but not selected because she was not able to have a flexible schedule which is needed for this position.

The 1 HF was promoted. She had previously held this position. She had surgical scheduling experience. She was familiar with the orthopedic workflow.

| | |
|---------------------------|--|
| Start Date | 11/17/2023 |
| Requisition Number | 2023-1047 |
| Job Group | 4G |
| Department | UMG-Gastroenterology |
| Job Title | Clinic Office Assistant - UMG-Gastroenterology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
 Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Experience working with EPIC

Experience with surgical scheduling

Outpatient GI experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1047 | 1 | 23 | 1 | 8 | 0 | 17 | 1 | 3 | 1 | 4 | 3 | 62 |
| 4G | 1 | 23 | 1 | 8 | 0 | 17 | 1 | 3 | 1 | 4 | 3 | 62 |
| Unqualified | 1 | 18 | 1 | 8 | 0 | 16 | 1 | 3 | 1 | 3 | 3 | 55 |
| Withdrew Application | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 1 BM, and 8 BF, did not meet the minimum requirements as posted.

The 1 TF was promoted. She had the necessary experience using Epic, as well as colorectal surgery scheduling experience. She was accustomed to heavy telephone usage and was able to multitask/prioritize.

| | |
|---------------------------|---|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-320 |
| Job Group | 4G |
| Department | 80820-Osteoporosis |
| Job Title | Clinic Office Assistant - Endocrinology |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills
 Oral and written communication skills
 Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
 Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-320 | 2 | 31 | 1 | 12 | 1 | 19 | 0 | 3 | 0 | 0 | 3 | 72 |
| 4G | 2 | 31 | 1 | 12 | 1 | 19 | 0 | 3 | 0 | 0 | 3 | 72 |
| Unqualified | 2 | 20 | 1 | 6 | 1 | 13 | 0 | 2 | 0 | 0 | 3 | 48 |
| Qualified | 0 | 10 | 0 | 4 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 20 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 2 WM, 1 BM, and 6 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was promoted.

| | |
|---------------------------|--|
| Start Date | 12/29/2023 |
| Requisition Number | 2023-1392 |
| Job Group | 4G |
| Department | UMG-Orthopaedics Module |
| Job Title | Clinic Office Assistant - UMG-Orthopaedics |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communication skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Surgical Scheduling experience

EPIC experience

Experience working in an outpatient clinic setting.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1392 | 2 | 13 | 0 | 12 | 0 | 4 | 1 | 2 | 0 | 2 | 2 | 38 |
| 4G | 2 | 13 | 0 | 12 | 0 | 4 | 1 | 2 | 0 | 2 | 2 | 38 |
| Unqualified | 2 | 4 | 0 | 3 | 0 | 1 | 1 | 2 | 0 | 1 | 1 | 15 |
| Qualified | 0 | 5 | 0 | 7 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 16 |
| Withdrew Application | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Offer Declined | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was promoted.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------|----|----|----|----|----|----|----|----|
| 5A Clinical/Paraprofessional | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|----------------------------------|------------|----------|----|----------|--------------------------------|-------------------------|-----------|
| 5A CLINICAL/ PARAPROFESSIONAL | 10/20/2023 | N | BF | Reclass | Patient Svcs Representative | Credentialed Trainer | 1 |

5A (Clinical/Paraprofessional) Promotion - Reclassification

Patient Services Representative to Credentialed Trainer

1 BF was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 5B Technical/Paraprofessional | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|--------------|------------|----------|----|-----------|----------------------|-------------------------------|-----------|
| 5B TECHNICAL | 10/6/2023 | N | UU | 2023-1403 | Phlebotomist - 1199 | Phlebotomy/Central Proc Coord | 1 |
| | 11/3/2023 | N | WF | Reclass | Clinical Coordinator | Lead Radiologic Technologist | 1 |
| | 11/17/2023 | N | WF | 2024-322 | Medical Assistant | Cast Technician | 1 |
| | 4/5/2024 | N | WF | Reclass | Medical Assistant | Neurodiagnostic Tech | 1 |

| | |
|--------------------|---|
| Start Date | 10/6/2023 |
| Requisition Number | 2023-1403 |
| Job Group | 5B |
| Department | 83004-Phlebotomy-Lab Med |
| Job Title | Phlebotomy/Central Processing Coordinator |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Demonstrated expertise and proficiency in a wide range of phlebotomy duties on patients ranging from neonate, pediatric, adolescent, adult, and geriatric; considerable computer skills; considerable organizational skills; considerable oral and written communication skills; analytical and problem-solving skills; record keeping ability; ability to work accurately and quickly under stressful conditions; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

High school diploma and four (4) years related experience working in a general laboratory.

Substitutions Allowed:

Associate's degree in health sciences or related field, graduation from Medical Laboratory Technician program or graduation from a Medical Assistant Program may be substituted for two (2) years of the general experience.

WORKING CONDITIONS:

Incumbents in this class may be required to lift standard laboratory equipment, may be exposed to disease carrying substances and moderately disagreeable conditions. Must not be color blind. Work requires long periods of standing and walking.

Incumbents in this class must be willing to undergo periodic tests or immunization for communicable diseases.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1403 | 1 | 6 | 0 | 1 | 0 | 5 | 0 | 3 | 0 | 0 | 2 | 18 |
| 5B | 1 | 6 | 0 | 1 | 0 | 5 | 0 | 3 | 0 | 0 | 2 | 18 |
| Unqualified | 1 | 4 | 0 | 1 | 0 | 3 | 0 | 3 | 0 | 0 | 1 | 13 |
| Qualified | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 BF and 3 HF, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was interviewed but not selected because she did not have the necessary experience in an outpatient setting nor in a central processing department.

The goal candidate, 1 HF, was interviewed but not selected because she did not have the experience drawing blood that is needed.

The 1 UU was promoted. They had previously worked in the inpatient phlebotomy team. They had also trained new nursing staff and had previously worked in the central processing department.

| | |
|---------------------------|-------------------------------|
| Start Date | 12/15/2023 |
| Requisition Number | 2024-322 |
| Job Group | 5B |
| Department | UMG-Orthopedics Storrs Center |
| Job Title | Cast Technician |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of proper casting techniques for specific types of injuries; knowledge of casting tools and equipment; considerable interpersonal skills; oral and written communication skills; ability

to fabricate special custom casts/braces; ability to work under pressure deadlines; ability to gain the interest, trust and cooperation of patients.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' experience in the applications of all types of orthopedic casts, fracture braces and appliances.

Substitutions Allowed:

Associates degree in a related field, which included a cast internship.

WORKING CONDITIONS:

Considerable effort is required in lifting/assisting patients and the use of fracture weights.

Incumbents in this class may be exposed to infectious/communicable diseases in the treatment of patients.

Incumbents in this class are exposed to some danger of injury from cast saws, grinding wheels, ovens, bending irons, and other tools of the trade.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-322 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| 5B | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 |
| Qualified | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was not interviewed because she was not an internal candidate and did not have contractual rights to the position.

The 1 WF was promoted. She had experience working in an Orthopedic office and had done several training courses so that she could be a backup person to put on casts when the cast technician is unavailable.

5B. (Technical-Paraprofessional) Promotion - Reclassification

Clinical Coordinator to Lead Radiologic Technician

1 WF was performing the duties of the position and was promoted through a reclassification.

Medical Assistant to Neurodiagnostic Technician

1 WF was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------|----|----|----|----|----|----|----|----|
| 5C Health Care Support | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|------------------------|------------|----------|----|----------|--------------------|-------------------------------|-----------|
| 5C HEALTH CARE SUPPORT | 8/11/2023 | N | WM | Reclass | Supply Coordinator | Purchasing and Inventory Spec | 1 |
| | 2/23/2024 | Y | WF | 2024-359 | Office Assistant | Coding Reimbursement Spec | 1 |
| | 5/31/2024 | N | WF | 2024-935 | Dental Asst | Dental Auxiliary Instructor | 1 |

| | |
|--------------------|--|
| Start Date | 2/23/2024 |
| Requisition Number | 2024-359 |
| Job Group | 5C |
| Department | 62043-Patient Financial Services - Admin |
| Job Title | Coding Reimbursement Specialist |

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge of complex, highly technical medical coding principles and techniques
 Considerable knowledge of ICD-9 & ICD-10 and CPT 4 code books
 Knowledge of billing and insurance carrier reimbursement policies
 Knowledge of medical terminology
 Considerable interpersonal skills
 Oral and written communication skills
 Organizational skills
 Ability to use a computer.

EDUCATION AND TRAINING:

General Experience:

Four (4) years of relevant billing experience in a physician's office or hospital provider setting.

PREFERRED QUALIFICATIONS:

Certified Professional Coder (CPC), or Certified Coder Specialist-Physician Based (CCS-P) certification.

1-3 years of coding experience in a physician-based practice or acute care hospital setting.

Ability to Identify and resolve denial issues and patterns related to coding.

Experience with reviewing physician documentation and ability to associate diagnoses and procedures using current ICD-10 and CPT-4 coding

Substitutions Allowed:

Associate's degree and two (2) years of relevant experience may be substituted for the general experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-359 | 0 | 13 | 1 | 4 | 0 | 5 | 0 | 0 | 0 | 2 | 1 | 26 |
| 5C | 0 | 13 | 1 | 4 | 0 | 5 | 0 | 0 | 0 | 2 | 1 | 26 |
| Unqualified | 0 | 4 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 8 |
| Qualified | 0 | 5 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 9 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 1 | 1 | 8 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 WF, was promoted.

| | |
|---------------------------|-------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-935 |
| Job Group | 5C |
| Department | 20085-Dental Assistants |
| Job Title | Dental Aux Instructor |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of dental assisting/dental hygiene office and chairside procedures

Knowledge of universal precautions

Considerable interpersonal skills, teaching ability

Ability to communicate both orally and in writing.

EXPERIENCE AND TRAINING:

General Experience:

Certified Dental Assistant with two (2) years' experience in the field.

Substitutions Allowed

Completion of an approved one (1) year dental assistant training course may be substituted for one year of the General Experience.

WORKING CONDITIONS:

May have exposure to communicable/infectious disease and to some risk of injury from assaultive/abusive patients; may be exposed to x-rays, chemicals, and other hazardous materials. may be exposed to moderately disagreeable conditions.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel within the State in the course of their daily work.

Incumbents in this class must possess and maintain the Dental Assistant Certification.

Ability to multi-task, prioritize and work as part of a team in a fast-paced environment

Experience with medically complex patients and patients with special healthcare needs

Experience with patient scheduling and coordination of care across dental disciplines

Experience in high volume setting.

Experience with MS Suite (including Excel, Teams, Outlook)

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-935 | 1 | 8 | 0 | 0 | 0 | 7 | 0 | 1 | 0 | 0 | 0 | 17 |
| 5C | 1 | 8 | 0 | 0 | 0 | 7 | 0 | 1 | 0 | 0 | 0 | 17 |
| Unqualified | 1 | 5 | 0 | 0 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 13 |
| Interviewed | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The 1 WF was promoted. She had 18 years of experience in dental settings and 20 years in the medical field. She worked at the VA and performed the same tasks she would be performing in this position. She had experience working with complex patients and those with special healthcare needs. Additionally, she was proficient in using MS Office to prepare patient correspondence and Excel spreadsheets.

5C. (Health Care Support) Promotion - Reclassification

Supply Coordinator to Purchasing Inventory Specialist

1 WM was performing the duties of the position and was promoted through a reclassification.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-----------------------|----|----|----|----|----|----|----|----|
| 5D Medical Assistants | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|------------------|------------|----------|----|-----------|-------------------------|-------------------|-----------|
| 5D MEDICAL ASSTS | 6/2/2023 | N | HF | 2023-1175 | Clinic Office Assistant | Medical Assistant | 1 |
| | 6/16/2023 | N | HF | 2023-1283 | Clinic Office Assistant | Medical Assistant | 1 |
| | 6/30/2023 | N | BF | 2023-1277 | Clinic Office Assistant | Medical Assistant | 1 |
| | 12/15/2023 | N | AF | 2024-103 | Clinic Office Assistant | Medical Assistant | 1 |
| | 5/3/2024 | N | HF | 2024-713 | Clinic Office Assistant | Medical Assistant | 1 |
| | 5/3/2024 | N | HF | 2024-930 | Clinic Office Assistant | Medical Assistant | 1 |
| | 5/17/2024 | N | WF | 2024-812 | Clinic Office Assistant | Medical Assistant | 1 |
| | 5/31/2024 | N | BF | 2024-969 | Clinic Office Assistant | Medical Assistant | 1 |

| | |
|--------------------|---------------------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1175 |
| Job Group | 5D |
| Department | 70080-UMG-Surgery-General |
| Job Title | Medical Assistant - UMG-Surgery |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
 A Licensed Practical Nurse (LPN), OR
 A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Working experience using EPIC

Experience assisting with procedures

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1175 | 0 | 5 | 0 | 2 | 1 | 12 | 0 | 0 | 0 | 4 | 0 | 24 |
| 5D | 0 | 5 | 0 | 2 | 1 | 12 | 0 | 0 | 0 | 4 | 0 | 24 |
| Unqualified | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Qualified | 0 | 5 | 0 | 2 | 1 | 7 | 0 | 0 | 0 | 4 | 0 | 19 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was promoted. She had experience setting up and assisting office procedures such as I & D's (incision and drainage) and suture and staple removal during her externship in Urgent care.

| | |
|---------------------------|--|
| Start Date | 6/16/2023 |
| Requisition Number | 2023-1283 |
| Job Group | 5D |
| Department | UMG-General Ob/Gyn |
| Job Title | Medical Assistant - UMG-Women's Health |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience working in Women's Health or Ob/Gyn

EPIC Experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1283 | 0 | 19 | 0 | 3 | 0 | 10 | 0 | 0 | 0 | 4 | 2 | 38 |
| 5D | 0 | 19 | 0 | 3 | 0 | 10 | 0 | 0 | 0 | 4 | 2 | 38 |
| Unqualified | 0 | 8 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 1 | 1 | 13 |
| Qualified | 0 | 6 | 0 | 3 | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 15 |
| Interviewed | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 1 | 9 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was promoted. She had experience working in Women's Health. She had the necessary certifications and was willing to travel to satellite offices.

| | |
|---------------------------|---|
| Start Date | 6/30/2023 |
| Requisition Number | 2023-1277 |
| Job Group | 5D |
| Department | 70057-UMG-IMA Southington |
| Job Title | Medical Assistant - UMG-IMA Southington |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.
 Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.
 May travel to satellite offices

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1277 | 0 | 8 | 0 | 1 | 0 | 6 | 0 | 1 | 0 | 2 | 1 | 19 |
| 5D | 0 | 8 | 0 | 1 | 0 | 6 | 0 | 1 | 0 | 2 | 1 | 19 |
| Unqualified | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 4 |
| Qualified | 0 | 4 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 2 | 0 | 11 |
| Interviewed | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 BF was promoted. She had over 20 years of Medical Assistant, COA (clinical outcome assessment) and women's health experience. Additionally, she was able to travel to the satellite offices when needed.

| | |
|---------------------------|--------------------------------|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-103 |
| Job Group | 5D |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Medical Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical assisting practices

Knowledge of relevant policies, procedures, routines

Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience: MUST MEET ONE OF THE FOLLOWING:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.
 Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body

A Licensed Practical Nurse (LPN)

A Certified Emergency Medical Technician (EMT)

SPECIAL REQUIREMENTS:

American Heart Association (AHA) BLS (CPR/AED) Certification or formal training
Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

PREFERRED QUALIFICATIONS:

Working experience using EPIC.
High volume ambulatory clinical experience.
Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-103 | 1 | 13 | 1 | 14 | 0 | 16 | 1 | 1 | 0 | 4 | 3 | 54 |
| 5D | 1 | 13 | 1 | 14 | 0 | 16 | 1 | 1 | 0 | 4 | 3 | 54 |
| Unqualified | 1 | 11 | 1 | 13 | 0 | 16 | 1 | 0 | 0 | 4 | 3 | 50 |
| Withdrew Application | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1AM, did not meet the minimum requirements as posted.

The 1 AF was promoted. This candidate had over 10 years of experience as a Medical Assistant, and 15 years in outpatient settings, handling both clinical and administrative tasks. Additionally, they had experience in a high-volume ambulatory clinic.

| | |
|---------------------------|-----------------------------|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-713 |
| Job Group | 5D |
| Department | 70082-UMG-Surgery - Urology |
| Job Title | Medical Assistant - Urology |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.
Knowledge of relevant policies, procedures, routines.
Considerable interpersonal skills; oral and written communication skills.
Ability to work under pressure and meet deadlines.
Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

May travel to satellite offices

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-713 | 1 | 3 | 1 | 6 | 0 | 11 | 0 | 3 | 0 | 2 | 0 | 27 |
| 5D | 1 | 3 | 1 | 6 | 0 | 11 | 0 | 3 | 0 | 2 | 0 | 27 |
| Unqualified | 0 | 0 | 0 | 1 | 0 | 4 | 0 | 1 | 0 | 0 | 0 | 6 |
| Qualified | 1 | 0 | 0 | 4 | 0 | 3 | 0 | 1 | 0 | 2 | 0 | 11 |
| Interviewed | 0 | 3 | 1 | 1 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 8 |
| Offer Declined | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was promoted. She was recently certified as a Medical Assistant and was working towards her degree in nursing. She had previous experience with scheduling and as medical office support.

| | |
|---------------------------|--|
| Start Date | 5/3/2024 |
| Requisition Number | 2024-930 |
| Job Group | 5D |
| Department | UMG-IMA Simsbury |
| Job Title | Medical Assistant - Simsbury Internal Medicine |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.
Knowledge of relevant policies, procedures, routines.
Considerable interpersonal skills.
Oral and written communication skills.
Ability to work under pressure and meet deadlines.
Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
A Licensed Practical Nurse (LPN), OR
A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

It is **REQUIRED** that you upload a copy of your current MA, LPN, or EMT credentials/certification at the time of application.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

May travel to satellite offices.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-930 | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 6 |
| 5D | 0 | 3 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 6 |
| Qualified | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 4 |
| Interviewed | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was promoted. She had 21 years of medical assisting experience at UConn Health. She had emergency room and women's health experience.

| | |
|---------------------------|-------------------------------|
| Start Date | 5/17/2024 |
| Requisition Number | 2024-812 |
| Job Group | 5D |
| Department | |
| Job Title | Medical Assistant - Pulmonary |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain through employment.

May be required to travel to offsite clinics to other clinics (Nephrology)

PREFERRED QUALIFICATIONS:

Experience working in Outpatient Pulmonary/Nephrology or Sleep

Experience working with DME companies

EPIC experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-812 | 1 | 5 | 0 | 3 | 0 | 12 | 0 | 2 | 0 | 1 | 3 | 27 |
| 5D | 1 | 5 | 0 | 3 | 0 | 12 | 0 | 2 | 0 | 1 | 3 | 27 |
| Unqualified | 0 | 2 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 5 |
| Qualified | 1 | 2 | 0 | 1 | 0 | 6 | 0 | 2 | 0 | 0 | 3 | 15 |
| Withdrew Application | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Interviewed | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 4 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was promoted. This candidate worked as a Medical Assistant in Pulmonary/Sleep previously and had experience working with DME companies as well as with EPIC.

| | |
|---------------------------|--------------------------------|
| Start Date | 5/31/2024 |
| Requisition Number | 2024-969 |
| Job Group | 5D |
| Department | 81018-Neag Cancer Center (JDH) |
| Job Title | Medical Assistant |

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical assisting practices

Knowledge of relevant policies, procedures, routines

Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience: MUST MEET ONE OF THE FOLLOWING:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body

A Licensed Practical Nurse (LPN)

A Certified Emergency Medical Technician (EMT)

SPECIAL REQUIREMENTS:

American Heart Association (AHA) BLS (CPR/AED) Certification or formal training

Other CPR/AED credentials may be accepted at hire, but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain during employment.

PREFERRED QUALIFICATIONS:

Working experience using EPIC.

High volume ambulatory clinical experience.

Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-969 | 1 | 12 | 0 | 5 | 1 | 10 | 0 | 0 | 0 | 2 | 2 | 33 |
| 5D | 1 | 12 | 0 | 5 | 1 | 10 | 0 | 0 | 0 | 2 | 2 | 33 |
| Unqualified | 1 | 5 | 0 | 1 | 1 | 7 | 0 | 0 | 0 | 1 | 1 | 17 |
| Qualified | 0 | 6 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 11 |
| Interviewed | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Offer Declined | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 BF was promoted. She had over 20 years of experience as a medical assistant. She had knowledge of how to use EPIC in a high volume setting as well as oncology experience. She knew the answers to the questions asked about patient care.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------------|----|----|----|----|----|----|----|----|
| 5E Paraprofessional/Admin | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|---------------------------|------------|----------|----|-----------|---------------------------|---------------------------|-----------|
| 5E PARAPROFESSIONAL/ADMIN | 6/2/2023 | N | BF | 2023-1115 | Office Assistant | Library Technician 1 | 1 |
| | 8/25/2023 | N | WM | 2023-1324 | Medical Assistant | Clinical Coordinator | 1 |
| | 8/25/2023 | N | WF | 2024-041 | Human Resources Assistant | Human Resources Associate | 1 |
| | 1/26/2024 | Y | HF | 2024-408 | Clinic Office Assistant | Clinical Coordinator | 1 |
| | 4/19/2024 | N | WF | 2024-790 | Office Assistant | Library Technician 1 | 1 |
| | 4/19/2024 | N | WF | 2024-802 | Medical Assistant | Clinical Coordinator | 1 |

| | |
|--------------------|----------------------|
| Start Date | 6/2/2023 |
| Requisition Number | 2023-1115 |
| Job Group | 5E |
| Department | 61121-Library |
| Job Title | Library Technician I |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of library science techniques and practices

Knowledge of advanced library systems, techniques, resources, and equipment, including computer and other automated systems

Oral and written communication skills

Ability to maintain accurate records

Ability to follow instructions

Interpersonal skills

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of experience involving a variety of library functions

Substitutions Allowed:

College training in Library Science may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for an Associate's Degree.

Preferred Qualifications:

Ability to analyze and solve problems relating to library methods

Ability to understand and operate across more than one area of library activities

Ability to present and exchange technical or complex information

Ability to work independently under general supervision

Excellent problem solving and communication skills

Thorough knowledge of financial record keeping rules and procedures, creating budget projections and current budget systems

Ability to use standard office hardware (i.e., computer, multifunction printer) and software (Microsoft Office, Excel, Outlook)

Demonstrable skills including the creation and use of spreadsheets and the ability to compute percentages and create formulas

Basic Accounts Payable/Account Receivable knowledge and experience with data entry and computerized purchasing system

Accuracy and attention to detail

Ability to prioritize work and use good time management

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1115 | 9 | 18 | 2 | 5 | 0 | 3 | 1 | 2 | 0 | 1 | 5 | 46 |
| 5E | 9 | 18 | 2 | 5 | 0 | 3 | 1 | 2 | 0 | 1 | 5 | 46 |
| Unqualified | 5 | 8 | 2 | 2 | 0 | 2 | 1 | 2 | 0 | 1 | 2 | 25 |
| Qualified | 4 | 9 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 18 |
| Interviewed | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The 1 BF that was selected had college training in library science and demonstrated how she was able to create spreadsheets and was able to compute formulas as well as Microsoft Office Suite experience. She explained how she manages her time in an effective way.

| | |
|---------------------------|--|
| Start Date | 8/25/2023 |
| Requisition Number | 2023-1324 |
| Job Group | 5E |
| Department | 80740-Dermatology Clinic |
| Job Title | Clinical Coordinator - Dermatology & Psoriasis |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Considerable knowledge of the principles and practice of clinical office management

Knowledge of relevant agency policies and procedures

Knowledge of relevant State and Federal laws, statutes, and regulations

Knowledge of billing systems and insurance regulations

Considerable interpersonal skills

Oral and written communication skills

Computer skills

Mathematical skills

Ability to work under pressure deadlines

Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of work experience at a paraprofessional level in a clinical setting.

Substitutions Allowed:

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2023-1324 | 3 | 10 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 16 |
| 5E | 3 | 10 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 16 |
| Unqualified | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Qualified | 0 | 6 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Interviewed | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 7 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was not interviewed because she accepted another position.

The 1 WM was promoted. He had over a year of dermatology experience and 10 years of management. He had clinical experience and knowledge of relevant agency policies and procedures.

| | |
|---------------------------|--|
| Start Date | 8/25/2023 |
| Requisition Number | 2024-041 |
| Job Group | 5E |
| Department | 60160-Human Resources |
| Job Title | Human Resources Associate - Talent Acquisition |

Minimum Qualification Required:

Knowledge, Skill, and Ability:

Knowledge of Human Resources principles and practices; knowledge of relevant State and Federal regulations and regulatory requirements, some knowledge collective bargaining contracts, licensing requirements, affirmative action and EEO principles and practices.

Ability to organize and prioritize work, excellent interpersonal skills.

Ability to communicate effectively both in oral and in writing.

Excellent customer service skills.

Ability to manage multiple simultaneous priorities.

Knowledge of methods and procedures pertaining to record maintenance.

Ability to establish and maintain effective working relationships with others.

Handle confidential matters with tact and discretion.

Exercise good judgment in analyzing situations and making decisions.

Education and Training:

Three (3) years' experience in administrative work, including one (1) year of experience involving human resources-related work.

Substitution Allowed:

A Bachelor's degree in Human Resources Management or SHRM or equivalent human resources certification may be substituted for two (2) years of the general experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-041 | 4 | 19 | 1 | 6 | 0 | 6 | 0 | 0 | 0 | 1 | 5 | 42 |
| 5E | 4 | 19 | 1 | 6 | 0 | 6 | 0 | 0 | 0 | 1 | 5 | 42 |
| Unqualified | 2 | 14 | 1 | 1 | 0 | 4 | 0 | 0 | 0 | 1 | 3 | 26 |
| Qualified | 2 | 4 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 12 |
| Withdrew Application | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Interviewed | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 4 HF, did not meet the minimum requirements as posted.

The goal candidates, 2 HF, were not interviewed because they did not respond to requests for an interview.

The 1 WF was promoted. She had experience working in human resources in her position within the Hartford Public School system. Additionally, she was familiar with recruitment and the on-boarding process necessary for this position.

| | |
|---------------------------|--------------------------|
| Start Date | 1/26/2024 |
| Requisition Number | 2024-408 |
| Job Group | 5E |
| Department | 80360-Psychiatric Clinic |
| Job Title | Clinical Coordinator |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles and practice of clinical office management; knowledge of relevant agency policies and procedures; knowledge of relevant State and Federal laws, statutes, and regulations; knowledge of billing systems and insurance regulations; considerable interpersonal skills; oral and written communication skills; computer skills; mathematical skills; ability to work under pressure deadlines; some supervisory ability.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Four (4) years of relevant experience at a paraprofessional level in a clinical setting.

SUBSTITUTION ALLOWED:

College training may be substituted for the general experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

PREFERRED EXPERIENCE:

Experience with screening new patients for initial evaluations

Knowledge of available behavioral health services and diagnoses related to patient screening

Supervisory experience in outpatient behavioral health clinical setting

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-408 | 1 | 10 | 0 | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 2 | 20 |
| 5E | 1 | 10 | 0 | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 2 | 20 |
| Unqualified | 0 | 5 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 9 |
| Qualified | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 3 |
| Interviewed | 1 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Hired | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

The goal candidate, 1 HF, was promoted.

| | |
|---------------------------|----------------------|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-790 |
| Job Group | 5E |
| Department | 61121-Library |
| Job Title | Library Technician I |

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Knowledge of library science techniques and practices
Experience in public services, preferably in a college or university library
Considerable computer skills including MS Office Suite, and information systems
Excellent interpersonal skills
Oral and written communication skills
Ability to organize and maintain accurate records
Ability to follow complex instructions

EXPERIENCE AND TRAINING: GENERAL EXPERIENCE

Three (3) years of experience involving a variety of library functions

SUBSTITUTION ALLOWED

College training in Library Science may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for an Associate's Degree.

PREFERRED QUALIFICATIONS

Demonstrated knowledge of library science techniques and practices
Knowledge of library resources and equipment
Experience with an integrated library system
B.A. from an accredited institution

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-790 | 5 | 5 | 0 | 2 | 1 | 1 | 1 | 0 | 1 | 1 | 2 | 19 |
| 5E | 5 | 5 | 0 | 2 | 1 | 1 | 1 | 0 | 1 | 1 | 2 | 19 |
| Unqualified | 3 | 3 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 12 |
| Qualified | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 4 |
| Interviewed | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidates, 1 HF, did not meet the minimum requirements as posted.

The 1 WF was promoted. She had the necessary knowledge of library science techniques and practices. Additionally, she had the necessary computer skills including MS Office Suite.

| | |
|---------------------------|---|
| Start Date | 4/19/2024 |
| Requisition Number | 2024-802 |
| Job Group | 5E |
| Department | UMG-General Ob/Gyn |
| Job Title | Clinical Coordinator - UMG-Women's Health |

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Considerable knowledge of the principles and practice of clinical office management.

Knowledge of relevant agency policies and procedures.

Knowledge of relevant State and Federal laws, statutes, and regulations.

Knowledge of billing systems and insurance regulations.

Considerable interpersonal skills.

Oral and written communication skills.

Computer skills.

Mathematical skills.

Ability to work under pressure deadlines.

Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of work experience at a paraprofessional level in a clinical setting.

Substitutions Allowed:

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

PREFERRED QUALIFICATIONS:

Experience working with EPIC and Kronos

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-802 | 1 | 25 | 0 | 4 | 0 | 10 | 0 | 1 | 0 | 2 | 1 | 44 |
| 5E | 1 | 25 | 0 | 4 | 0 | 10 | 0 | 1 | 0 | 2 | 1 | 44 |
| Unqualified | 0 | 11 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 14 |
| Qualified | 1 | 5 | 0 | 1 | 0 | 3 | 0 | 1 | 0 | 1 | 1 | 13 |
| Interviewed | 0 | 8 | 0 | 2 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 16 |
| Hired | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 1 HF, did not meet the minimum requirements as posted.

The goal candidates, 3 HF, were not interviewed because they were not contractually eligible for this position at this time.

The goal candidates, 2 HF, were interviewed but not selected because they did not have the direct clinical knowledge needed for this position.

The goal candidate, 1 HF, was interviewed but not selected because she was working in internal medicine and does not have the Ob/Gyn experience needed.

The goal candidate, 1 HF, was interviewed but not selected because she was working in admissions and does not have the Ob/Gyn experience that is needed.

The goal candidates, 2 HF, were interviewed but not selected because they did not have any recent experience.

The 1 WF was promoted. She was a current employee working in the Ob/Gyn department and had experience in Epic and Kronos. Additionally, she had knowledge of relevant State and Federal laws, statutes, and regulations as well as familiarity with our billing systems and insurance regulations.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 5F Dental Assistant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity in this job category during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|------------------------------------|----|----|----|----|----|----|----|----|
| 5G Licensed Practical Nurse | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity in this job category during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|----------------------------|----|----|----|----|----|----|----|----|
| 6A Qualified Craft Workers | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|----------------------------|------------|----------|----|----------|-----------------------|--------------------------|-----------|
| 6A QUALIFIED CRAFT WORKERS | 10/20/2023 | Y | HM | 2024-157 | General Trades Worker | Qual Crft Wrkr-Carpenter | 1 |
| | 3/8/2024 | N | WM | 2024-650 | Landscape Technician | Skilled Maintainer | 1 |

| | |
|--------------------|-------------------------|
| Start Date | 10/20/2023 |
| Requisition Number | 2024-157 |
| Job Group | 6A |
| Department | 61022-Carpentry & Paint |
| Job Title | QCW-Carpenter |

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of and ability to apply standard tools, materials, methods, practices of the particular trade; interpersonal skills; oral and written communication skills; basic computer skills; ability to prepare estimates and keep shop records.

EXPERIENCE AND TRAINING: General Experience: Four (4) years of experience in the Carpentry trade.

Special Experience: Two (2) years of the General Experience must have been performing skilled trade functions in the Carpentry trade in the repair/maintenance of commercial buildings to include installation and repair of commercial door hardware.

Note: For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2. Housekeeping, custodial and food services duties will not be considered as qualifying experience.

Substitutions Allowed: Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.

Two (2) years of experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS: Incumbents in this class may be required to possess by the appointing authority to complete an asbestos removal program consistent with EPA guidelines for operations and maintenance.

Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

PREFERRED EXPERIENCE/QUALIFICATIONS:

Considerable knowledge of flat roof construction, repair, and inspection
Knowledge of welding, machining, and metal fabrication.

PHYSICAL REQUIREMENTS: Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity and must maintain such physical fitness as to be able to perform their duties. A physical examination may be required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-157 | 13 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 2 | 19 |
| 6A | 13 | 0 | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 2 | 19 |
| Qualified | 13 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 18 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

The hiring and promotional goals were utilized for this position because it was posted externally.

The goal candidate, 1 HM, was promoted.

| | |
|---------------------------|-------------------------|
| Start Date | 3/8/2024 |
| Requisition Number | 2024-650 |
| Job Group | 6A |
| Department | 61022-Carpentry & Paint |
| Job Title | Skilled Maintainer |

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Two (2) years of experience in building maintenance to include carpentry and painting.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for the General Experience.

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

PREFERRED QUALIFICATIONS:

Knowledge of curtain track and shade systems installation and maintenance
Self-sufficient in problem solving

Knowledge of minor sheetrock/plaster repairs

Knowledge of proper wall anchors and their installation process for various applications

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.

2. A physical examination may be required.

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-650 | 12 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 2 | 0 | 3 | 23 |
| 6A | 12 | 0 | 2 | 0 | 3 | 0 | 1 | 0 | 2 | 0 | 3 | 23 |
| Unqualified | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Qualified | 9 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 3 | 18 |
| Hired | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The HM goal was met with a previous hire and was no longer an established promotional goal.

The 1 WM was promoted. He had the necessary knowledge of minor sheetrock/plaster repairs, as well as the experience of using proper wall anchors and their installation process for various applications.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 7A Protective Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

No promotional activity in this job category during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|---------------------|----|----|----|----|----|----|----|----|
| 7B Custodian | 0 | 0 | 2 | 0 | 0 | 3 | 0 | 0 |

No promotional activity in this job category during the reporting period.

| Goals Set | WM | WF | BM | BF | HM | HF | AM | AF |
|-------------------------------|----|----|----|----|----|----|----|----|
| 7C Other Services/Maintenance | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 |

| Job Cat | Start Date | Goal Met | RS | Search # | Previous Title | Current Title | No. Hired |
|------------------------------|------------|----------|----|----------|-------------------------|----------------------------|-----------|
| 7C OTHER SERVICE/ MAINTNANCE | 11/17/2023 | N | HM | 2024-299 | Adm Program Coordinator | Material Mngmnt Supervisor | 1 |

| | |
|--------------------|----------------------------------|
| Start Date | 11/17/2023 |
| Requisition Number | 2024-299 |
| Job Group | 7C |
| Department | 62103-Logistics Management Admin |
| Job Title | Materials Management Supervisor |

MIMINUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of modern principles of efficient logistics management and inventory control

Considerable knowledge of relevant agency policies and procedures

Considerable knowledge of relevant State and Federal laws, statutes, and regulations

Considerable interpersonal, oral, and written communication skills

Organizational skills

Supervisory ability

EXPERIENCE AND TRAINING

General Experience:

Six (6) years' experience in Logistics/Materials Management related work.

SPECIAL EXPERIENCE:

One (1) year of the General Experience must have been in a supervisory capacity.

SUBSTITUTION ALLOWED:

College training in a related field may substitute for the General Experience based on fifteen (15) Semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor Degree

PREFERRED EXPERIENCE/QUALIFICATIONS:

Knowledge of State and Federal Regulations related to Materials and OSHA

Advanced knowledge in EXCEL

Experience using Ansos/Kronos
 Experience using a Package Tracking System
 Knowledge of courier routes and proven track record of gaining efficiencies
 Knowledge of FedEx, UPS freight delivery standards
 Completed ICS-100, ICS-200, and ICS-700
 SQL server report writing experience

| | WM | WF | BM | BF | HM | HF | AM | AF | TM | TF | UU | Grand Total |
|--------------------|----|----|----|----|----|----|----|----|----|----|----|-------------|
| 2024-299 | 3 | 2 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| 7C | 3 | 2 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| Qualified | 3 | 2 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Interviewed | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hired | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

This position was posted on the UConn Health website.

The goal candidate, 2 WF's, were not interviewed because they did not have contractual rights to the position.

The 1 HM was promoted. The selected candidate had experience working with logistics at UConn Health in a variety of roles. He had experience in the warehouse, PAR, receiving, shipping, and distribution, as well as serving in administrative support roles. He had also worked in the Nursing Administration and gained valuable experience dealing with payroll, policies, and procedures and became familiar with scheduling of employees.

PROGRAM GOALS ANALYSIS

(Section 46a-68-88)

September 2024

This section was in compliance in the previous filing and there were no recommendations or proposals.

Subsection (a)

When an employment policy or practice having an adverse impact upon protected race and sex group members, individuals with disabilities or older persons has been identified, program goals will be developed and implemented.

Subsection (b)

UConn Health established program goals that are meaningful, measurable, and reasonably attainable and consistent with section 46a-68-92 of the Regulations of Connecticut State Agencies to ensure:

1. the promotion of equal opportunity and to achieve a workplace free of discrimination.
2. opportunities for all qualified applicants including underutilized groups.
3. the utilization of a fair and nondiscriminatory recruitment and selection process; and
4. that career development opportunities are available to all interested and qualified employees, including minorities and women.

Subsection (c)

Where the cooperation of another agency is essential to the implementation of a program goal, UConn Health keeps a record of each instance of contact with the agency whose cooperation is requested and the outcome of the request.

Subsection (d)

UConn Health did not identify any employment policy or practice that adversely affects any protected candidates including individuals with disabilities or older persons.

UConn Health has elected to set program goals for employment practices that were not identified as having an adverse impact pursuant to section 46a-68-87 of the Regulations of Connecticut State Agencies Goals for the *Plan* year are designed to encourage creativity, and the use of best practices in recruitment and retention activities.

Goal #1

The Office of Institutional Equity (OIE) will provide enhanced informational materials for managers and supervisors, focused on responding to employee concerns relating to University and UConn Health non-discrimination policies and related processes. This comprehensive approach will allow channels of communication to be open and strengthen relationships within the University. To make this approach as accessible as possible, OIE will redesign the current web-based contact form used by the University community to report concerns relating to University and UConn Health non-discrimination policies and related processes, request informational materials and programs, or submit accessibility-related inquiries.

Responsible Unit: Office of Institutional Equity

Target Date: May 31, 2024

***Goal Met:** With the goal of improving the experience of the UConn and UConn Health communities engaging with the Office of Institutional Equity (OIE), the online contact form utilized for reporting concerns regarding non-discrimination policies and processes and inquiries related to accessibility was streamlined. OIE also enhanced Informational materials and related guidance by incorporating more QR codes into presentations to increase audience access to informational materials and reporting platforms. OIE also engaged one-on-one with key leaders across the organization to provide guidance regarding procedures, reporting obligations, and related options and resources in response to concerns regarding employee conduct implicating University non-discrimination policies.*

Goal #2

To better serve the UConn Health community, the Office of Diversity and Inclusion will utilize ChimeData to improve internal data analysis. ChimeData offers data collection and reporting services to acute care hospital members. The provided data will help UConn Health analyze how its inpatient and outpatient services compare against other hospitals. Demographic data from local and national hospitals will be compared to the entire workforce by unit level and will include all the departments. The data will also assist UConn Health in tracking how its workforce demographics mirror patients. The dashboard will provide administration and management with the ability to evaluate data down to unit levels within UConn Health, allowing for tracking progress on strategic goals. Regularly updated data will allow UConn Health to develop, implement and deploy interventions earlier.

Responsible Unit: Office for Diversity and Inclusion

Target Date: May 31, 2024

***Goal Met:** To better serve the UConn Health community, the Office of Diversity and Inclusion has created and utilizes a DEI/Health equity dashboard from a variety of di-identified disaggregated data sources (Vizient, US census, internal UConn Health HR, HRSA, others) to improve internal data analysis. The dashboard helps UConn Health analyze how its inpatient services compare against other hospitals. Di-identified, disaggregated demographic patient data*

is analyzed and compared to the entire workforce by unit level and includes all the departments. The dashboard also assists UConn Health in tracking how its workforce demographics mirrors our patient population. The dashboard will provide administration and management with the ability to track progress on strategic goals. Regularly updated data will allow UConn Health to identify opportunities and to develop, implement, and deploy interventions earlier.

Goal #3

The Office of Diversity and Inclusion will deliver implicit bias and microaggression training to all academic and non-academic units. This training will provide more in-depth content to supplement the current OIE anti-discrimination training offered. The focus of this training will be continuously evolving to address the changing landscape relative to anti-harassment and anti-discrimination related issues.

Responsible Unit: Office of Institutional Equity and Office for Diversity and Inclusion

Target Date: May 31, 2024

***Goal Met:** The Office of Diversity and Inclusion delivered implicit bias and microaggression training to academic and non-academic units. This training provided more in-depth, tailored, and nuanced content to supplement the current OIE anti-discrimination training offered. The focus of this training has continuously evolved to address the changing landscape relative to anti-harassment and anti-discrimination related issues. ODI also partnered with OIE in delivering bias training to search committees and hiring units. In addition, ODI delivers training and education to academic and support units on cultural humility, respectful language, dialogic initiatives on challenging topics, community engagement, health equity, best practices in DEI, and many more. ODI created a diversity council at JDH in 2023 and continued to provide executive leadership to this council through facilitating conversation, education, tracking metrics, and creating an annual report. ODI created five identity-based affinity groups for the office of graduate medical education and provided continuing executive leadership.*

UPWARD MOBILITY

(Section 46a-68-91)

September 2024

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

Career mobility at UConn Health is an organizational commitment in compliance with section 4-61t of the Connecticut (CT) General Statutes section 4-61t and the CT State Regulations section 46a-68-91 to provide opportunities to employees for career as well as personal development. This commitment is a natural extension of UConn Health's mission of education, research, and patient care. The ongoing training and educational culture within an institution of higher education fosters the creation, development, implementation, and continuous improvement of employee development programs that support upward mobility opportunities.

UConn Health continues to offer training to staff that provide the necessary skills that impact career mobility. Many of the identified competencies such as communication skills, email etiquette, career exploration, etc., are addressed through the Learning Opportunities that are available at UConn Health and Department of Administrative Services. This information is posted on the Department of Human Resources website.

UConn Health now offers additional training opportunities to employees through Academic Impressions, a professional development training platform that provides free training to employees in self-directed, virtual, and live training formats. Employees are free to self-enroll in training that include supervisory skills, leadership, building inclusive skills, and service excellence.

UConn Health was not able establish any specific upward mobility programs due to current collective bargaining contracts that do not allow targeted movement from one unit to another. Most positions at UConn Health, where true upward mobility could be established, require negotiations between the affected bargaining units to target an employee or a class to move from one position to another.

Other upward mobility activities that UConn Health supports are as follows:

Tuition Reimbursement Program

The Tuition Reimbursement Program is a mechanism used by the Department of Human Resources (HR) to facilitate professional development for employees. The program is available to all classified and unclassified bargaining unit employees as well as managerial/confidential employees.

Classified bargaining unit contracts provide tuition reimbursement. Each contract determines the amount reimbursed per credit and the amount of credits allowed per fiscal year. Some collective

bargaining funds may be exhausted during the reporting period. The Fiscal Policy Division of the Office of the State Comptroller maintains the state priority lists for the collective bargaining units utilizing such lists. Each employee receives reimbursement in the order of application and reimbursement is issued in sequence of these lists.

The University Health Professionals contract is administered through UConn Health and provides for the following:

Article 21.4 - Tuition Reimbursement

Tuition is reimbursed at the rate of 100% for courses taken at the University of Connecticut, and for courses taken elsewhere 75% of the UConn rate or the rate at the school he/she attends, whichever is less. Reimbursement for part-time employees will be pro-rated based on their full-time equivalent (FTE). Employees are eligible for reimbursement up to six credits per semester, not to exceed twelve credits per fiscal year.

For professionally related courses, which a principal investigator or a supervisor outside the bargaining unit requires an employee to take, all tuition shall be reimbursed provided that the employee successfully completes the course.

An employee shall be eligible for up to \$450.00 per year to attend conferences and workshops.

Tuition Waiver:

The Tuition Waiver Program is available to all University Health Professionals (UHP) and Managerial/Confidential employees. The University shall provide a waiver of tuition, and a partial waiver of credit fees equivalent to tuition for undergraduate and graduate courses taken at UConn on a space available basis. To qualify for a graduate waiver, the employee must either be a matriculated student, or the class must be work related. The employee must be employed at least 50%; the waiver will be pro-rated to the employee's full-time equivalent.

For Managerial/Confidential employees, graduate level courses taken at UConn Health are also excluded. Specifically excluded: General University Fees, or any other fees, intersession, summer session, or laboratory classes,

Educational Leave

Requests for leave for University Health Professionals staff are based upon union contract.

Article 12.4 - Educational Leave

12.4a - Non-degree paid or unpaid educational leave to attend conferences, seminars or workshops may be granted by the Executive Vice President for Health Affairs (Vice President for Health Affairs and Dean, School of Medicine) or his/her designee or the Hospital Director as appropriate, for purposes of professional growth and personal development. Such leave shall be related to the employee's duties and be of perceived value to the employer.

12.4b – Degree. Leave of absence without pay may be granted by the President for reasons considered being in the best interest of the University and in the interest of professional growth and improvement of the staff member concerned. All such cases are treated as special cases. Staff members desiring such leaves should apply through their Department Head and Dean to the Executive Vice President.

In accordance with the By-Laws of the University of Connecticut (Section XIV.L.1) the privilege of sabbatical leave is open to all full-time teachers who have at least the rank of assistant professor or a corresponding rank and who have been in continuous full-time service at the institution for at least six years. Following a grant of sabbatical leave, the privilege may be renewed after an additional period of continuous full-time service of at least (6) years.

Information and applications for this reimbursement are on the UConn Health website under Human Resources/Benefits. During this Affirmative Action plan period, there were 202 tuition reimbursements for employees in the following job categories:

| Job Category | | No. Employees |
|---------------------|-------------------------|----------------------|
| 1A | Executive | 2 |
| 1C | Managers | 7 |
| 3A | Registered Nurse | 45 |
| 3B | Nursing Supervisor | 10 |
| 3C | Specialized Nurses | 9 |
| 3D | Clinical Supervisors | 2 |
| 3E | Clinical Group | 31 |
| 3F | Research | 5 |
| 3H | Finance Group | 2 |
| 3I | Administrative Group | 5 |
| 3J | Adm Program Coordinator | 6 |
| 3K | Social Workers | 14 |
| 3M | Nurse Practitioner | 11 |
| 4A | Office Assistant | 1 |
| 4D | Secretarial/Clerical | 1 |
| 4F | Adm Program Assistant | 6 |
| 5A | Nurse's Aide | 7 |
| 5B | Technical | 12 |
| 5C | Health Care Support | 3 |
| 5D | Medical Assts | 18 |
| 5E | Paraprofessional/Admin | 3 |
| 5F | Dental Assistant | 1 |
| 7C | Storekeeper Assistant | 1 |
| TOTAL | | 202 |

Tuition Waivers granted during the reporting period was a total of 84:

| Job Category | | No Employees |
|---------------------|-------------------------|---------------------|
| 1A | Executive | 2 |
| 1B | Univ Director | 2 |
| 1C | Managers | 8 |
| 3A | Registered Nurse | 24 |
| 3B | Nursing Supervisor | 2 |
| 3C | Specialized Nurses | 3 |
| 3E | Clinical Group | 4 |
| 3F | Research | 8 |
| 3G | Clinical Technologist | 3 |
| 3H | Finance Group | 2 |
| 3I | Administrative Group | 7 |
| 3L | Technical | 8 |
| 3M | Nurse Practitioner | 5 |
| 4D | Secretarial/Clerical | 1 |
| 4G | Clinic Office Assistant | 1 |
| 5C | Health Care Support | 1 |
| 5D | Medical Assts | 2 |
| 5E | Paraprofessional/Admin | 1 |
| | TOTAL | 84 |

Examinations/Promotions

UConn Health has utilized the “promotion by reclassification” process, which allows promotions to competitive positions without requiring the candidate to take the state examination as long as all requirements under this provision are met.

Career Counseling and Professional Development

Career Counseling is available through HR. The counseling is designed to assist employees in determining work interests, aptitudes, and aspirations in planning for promotional opportunities within UConn Health and within the larger state system. Talent Acquisition Specialists are a direct service provider to both external and internal customers. The Talent Acquisition Specialist provides counseling to employees requesting guidance and information on promotional requirements and opportunities. Employees are made aware of the statewide open competitive system and promotion opportunities. The State career ladder and job titles with required training and experience are outlined. Emphasis is on the employee's job position/title, performance, education, and experience as a springboard to upward mobility.

Talent Acquisition Specialists are not only responsible for the recruitment function but are active in UConn Health's training and development program. HR has developed and taught various training modules such as resume writing and interviewing techniques. On average, Talent Acquisition Specialists devote 10% to 15% of their time to career counseling which includes employees experiencing layoffs due to the non-renewal of grants.

UConn Health also offers Professional Development opportunities via online web training and in-person training. All Professional Development offerings are highlighted on the Human Resources webpage and are updated regularly. Human Resources Education and Staff Development Specialists from the Organizational Staff Development Team coordinate and administer these career counseling and professional development programs which include "Harnessing Your Stress for Good," Career Exploration at UConn Health," and "Capitalizing on Your Workstyle, and MBTI-Meyers Briggs Type Indicator-Individual Assessment."

Training and Development

The HR Organization and Staff Development (OSD) unit diligently delivered and administered a wide array of professional development and compliance education programs. These initiatives included essential offerings such as new employee orientation, [State of CT In Service program](#), unit needs assessments, customer service, resilience, stress management, leadership, civility, and effective communication. Additionally, OSD conducted training on running effective meetings and team building exercise training to a variety of departments.

Sessions are flexibly conducted via video conferencing, in-person and through hybrid formats ensuring accessibility for both the clinical and non-clinical employees. Recognizing diverse needs within specific work units or departments, OSD collaborated closely with HR Consultants and Labor Relations to provide customized organizational development workshops, consultation, facilitation, and coaching.

OSD's commitment to tailored support extended to delivering customized workshops, consultations, facilitation, and coaching catering to individual and departmental requirements within UConn Health. Notably, the management program "*MeEssentials*" was consistently offered, equipping leaders with indispensable tools, knowledge, and skills essential to their professional and personal growth. Subject matter experts in the areas of human resources, fiscal management, and compliance regulations guided managers through a variety of managerial topics and scenarios.

Furthermore, OSD curated and oversaw various contracted courses and professional workshops, which were offered virtually, in-person via hybrid formats. These offerings encompassed critical areas such as communication skills, interpersonal skills, leadership skills, time management, peer to lead transitions, workplace effectiveness, well-being programs, and career exploration. Notably, the "*Career Exploration at UConn Health*" curriculum guided employees in planning for education and training, navigating then UConn Health hiring system, planning career goals, and assessment of experiences, interests, skills, and resumes. This curriculum was made available to employees virtually, in-person and hybrid upon request. **Exhibit #1**

This comprehensive approach to career counseling and professional development demonstrated UConn Health's commitment to fostering an inclusive environment where the UConn Health workforce can develop, grow, and thrive.

Subsection (b)

Process for Accommodations

UConn Health has an established and effective program of accommodation for employees. The Office of Institutional Equity (OIE) is currently responsible for university system-wide compliance with the Americans with Disabilities Act (ADA) and related federal and state statutes, as applicable. Sarah Chipman, Interim Associate Vice President Office of Institutional Equity is the Interim ADA Coordinator. Stephanie Hackett is the Deputy ADA Coordinator.

Human Resources (HR) is charged with processing and facilitating employees' requests for accommodation. UConn Health employees seeking to explore an accommodation are directed to contact HR and complete a Reasonable Accommodation Request Form for Employees, **Exhibit #2** and the Authorization for Disclosure and Release of Medical Information Form **Exhibit #3**. To evaluate the accommodation request, HR may need medical information from the employee's health care provider. The Authorization for Disclosure and Release of Medical Information Form allows HR to contact the employee's health care provider or qualified practitioner for this purpose. All employee requests for an accommodation and accompanying medical information are evaluated and kept confidential consistent with state and federal laws. To respond to an employee's request for accommodation, an Accommodations Case Manager or designee will review the accommodation forms, medical documents, the essential job functions of the employee's position, and the specific facts of each request. The Accommodations Case Manager or designee will follow up with the employee if there are any questions regarding this information.

HR utilizes this information to establish the employee's disability, as that term is defined in the pertinent laws and regulations, and their need for reasonable accommodation.

HR will then facilitate a discussion with the employee's manager to determine what accommodations may be reasonable and effective. To explore the request, the employee's manager is only informed of the employee's functional limitations/restrictions and the accommodation requested by the employee. Following this interactive process between the employee and manager, HR assists the parties in determining whether a reasonable and effective accommodation can be reached. As a result of the interactive process, HR communicates to both the employee and the manager the steps that were taken and the process for providing any reasonable accommodation(s). The employee is responsible for contacting the ADA Accommodations Case Manager or designee if the reasonable accommodation is not implemented in an effective and timely manner, or if the accommodation requires additional modifications. HR works with the employee and the manager to resolve disagreements regarding the accommodation.

OIE monitors UConn Health's compliance with the pertinent laws and regulatory requirements for workplace accommodations. UConn Health forbids all forms of disability discrimination, including the failure to provide reasonable accommodations and discrimination or harassment based on physical or mental disabilities. To that end, incidents of discrimination or discriminatory harassment (including disability discrimination, and failure to provide reasonable accommodation) by UConn Health employees are investigated by OIE. Complaints regarding such incidents are processed in accordance with OIE's complaint procedures. Complaints can be made either verbally or in writing. Please see **Discrimination Complaint Process, Exhibit # 2.**

Disability Initiatives

The ADA Coordinator and Deputy ADA Coordinator for the Office of Institutional Equity meet with various departments, deans, chairs, and directors to ensure UConn Health's compliance with all relevant laws and regulations related to the ADA and provided consultation, information, and referral to appropriate resources for disability related issues. The ADA Coordinator's responsibilities include:

1. Attending Campus Planning, Design and Construction capital projects meetings on a regular basis to provide guidance for conformance with the Standards for Accessible Design under the Americans with Disabilities Act.
2. Participating in ongoing discussions of ADA compliance issues, strategies, and education initiatives with the UConn Health Access and Accommodations Committee.
3. Collaborating with the Coordinator of Interpreting Services to identify staff members to train and assist in providing auxiliary aids and services for patients who are deaf or hard of hearing.
4. Participating as a member of the UConn Center for Excellence in Developmental Disabilities (UCEDD) Consumer Advisory Council to assist in the development of the UCEDD five-year strategic plan.

Innovative Disability Program

Project Search is a distinctive, business led, one (1) year, school-to-work program conducted entirely at the workplace. The program's goal is to cultivate a workforce that includes people with intellectual disabilities. UConn Health partners with The Arc of the Farmington Valley, Inc., more commonly known as Favarh. Various UConn Health departments including Food and Nutrition/Morrison, University Dentists Financial Services, Housekeeping, Linen, Central Sterile Supply, Pharmacy, Warehouse, and Psychiatry provided employment skills training to prepare the interns for future employment.

As in previous years, in addition to job-specific training, the interns participated in life and job-seeking skills workshops in preparation for independent living. Under the guidance of dedicated UConn Health staff mentors, the interns gained valuable work experience. UConn Health's annual internship program boasts a 96% placement rate of interns into competitive employment. **Exhibit # 4.**

Human Resources

[Home](#) [Services ▾](#) [Managers](#) [Job Seekers](#) [Faculty](#) [Student/Temporary Employees](#) [Contacts](#) [Forms](#)

[Organizational Development](#)

[Compliance Training](#)

[New Employee Orientation
Program](#)

[Online Learning Center –
Saba](#)

[Professional Development](#)

[Overview](#)

[Curriculum](#)

[How Do I Pay for Courses
with Fees?](#)

[Management
Development Program](#)

[State of Connecticut In-
Service Training Program](#)

[Unpaid Experiences](#)

[Work Life](#)

Curriculum



Drive Your Career

Organization Development is committed to helping you strengthen your workplace effectiveness and professional profile. Continuous learning is key to thriving in today's challenging and ever changing work environments. Currently, we are suspending all in-person professional development programs. During this time, we will aim to provide online professional development opportunities for all UConn employees.

We appreciate your patience during this stressful time as we do our best to serve our UConn community.

Enrolling Is Easy

1. Obtain manager/supervisor approval prior to enrollment.
2. Click on the Register button to login to Saba.
3. In Saba, search for the course and register.

UConn Health Instructor-Led Virtual Courses

Bridging the Generation Gap

Generational differences are often responsible for miscommunication, interpersonal conflict, and productivity issues in the workplace. This workshop will provide techniques to overcome these

differences to improve communication, respect, and productivity. The goal is for participants to collaborate effectively across generational differences while recognizing and utilizing the strengths of the different generations within the team.

Date: Wednesday, October 21, 2020

Instructor: Marisol Cruz St. Juste

Register

Compassion Fatigue

The workshop is designed to educate individuals on compassion fatigue due to the ongoing impact of being involved in others' lives in a helping capacity. The course's goal is to facilitate an exploration of common symptoms of compassion fatigue to increase personal awareness. Through informal activities, participants will begin to develop a personal action plan to improve self-care.

"Symptoms of compassion fatigue affect both individuals and the organizations in which they work.

Despite the type of work involved, the personal and professional symptoms we are vulnerable to often sneak up on us. *We are busy helping others and too often neglect our own needs. Healing and increasing resilience for ongoing work with others require both ongoing awareness and purposeful action on our own behalf.*" - Marya M. Barey, Ph.D

Date: Thursday, November 12, 2020

Instructor: Marisol Cruz St. Juste

Register

Coronavirus: Maintaining a Safe and Productive Workforce Courses

As we navigate COVID-19 together, we are pleased to offer UConn employees a curated list of online professional development modules in the areas business continuity, remote management, stress management and ergonomic best practices.

Working Remotely

- **Working Remotely** | 7 min
Working remotely offers plenty of benefits, not just to the employee doing the remote work, but to the organization allowing them to do it in the first place. In order to take advantage of those benefits, you need to be a successful remote employee.
- **Working From Home: Strategies for Remote Employees** | 20 min
When imagining telecommuting, many people envision a relaxed day of working at home in their pajamas. However, this probably isn't the best approach. Telecommuting definitely offers a lot of freedom, but that doesn't mean you can ignore your work responsibilities. This course provides strategies for being effective as a remote employee.
- **The Happy Secret to Better Work, Shawn Achor** | 13 min
We believe we should work hard in order to be happy, but could we be thinking about things backwards? In this fast-moving and very funny talk, psychologist Shawn Achor argues that actually, happiness inspires us to be more productive.
- **Working From Home: Top Tips** | 5 min
In this module, we'll look at some tips for effective remote working from your home. We'll cover how to create a productive routine and create an inspirational workplace.
- **Remote Working 101** | 1 hr
The world is changing fast. Many of us are working from home for the first time and discovering the challenges this can bring. Whether you're a total newbie or remote working veteran, you will benefit

from these 10 essential lessons. Learn skills that will keep you productive and help to support your wellbeing.

Register

Managing Remote Teams

- **Managing Remote Teams** | 10 min
Encouraging personal interactions can be tricky when you are managing a team remotely. This course will explain how you can build relationships between team members even from a distance. By the end of this course you'll have a better understanding of how you can nurture appropriate work relationships using a variety of exercises.
- **Leading Teams - Leading and Managing Effective Virtual Teams** | 12 min
Traditional methods of managing on-site groups don't work with remote workers, because virtual teams are most often composed of workers who are spread over a varied geographic and cultural expanse and communicate, for the most part, electronically. In this lesson, you will learn to effectively guide teams that they rarely see face-to-face.
- **Remote Management: Effective Ways to Communicate with Team Members** | 10 min
In this module you'll learn how to manage a team member's activity by visiting a team member, using the right tools to inform and conduct effective remote meetings. In addition, learn techniques to boost each team member by avoiding team member's frustration, choosing the right moment to interact and adopting a circular view on reporting.
- **Leading Virtual Teams - Beginner** | 56 min
The overall goal of this program is to enable managers to learn and apply a practical approach to leading virtual teams. Blending best practice and research, our emphasis is on helping managers understand how to lead dispersed, virtual teams.

Register

Anxiety and Mental Health

- **Mindfulness: The Importance of Breathing** | 5 min
We breathe all day long without thinking about it. When we are mindful of our breath we can reduce stress and feel more relaxed. This module looks at this in more detail.
- **Mental Health - Anxiety** | 15 min
Anxiety can be a huge barrier in both your personal life and career. This module provides you with tools to remove that barrier.
- **Handling Stress** | 15 min
Learn effective techniques to help you manage stress, allowing you to be more productive and improve your overall sense of well-being. This course is designed to help you recognize the signs of stress, understand how stress operates, and manage your stress through simple techniques and exercises.
- **Mental Health Awareness** | 30 min
Designed for employees in health and social care, this training course covers valuable guidelines for providing support to individuals with mental illness.

Register

Ergonomics

- **Ergonomics: 01. The Basics** | 5 min

This course provides an overview of the basic concepts of ergonomics.

- **Computer Workstations (DSE) | 15 min**

Computers are brilliant for many aspects of work, but if used incorrectly employees can gain insufferable injuries at a high cost. This course covers exactly what you need to ensure you set up your workstations correctly and support employees' needs. It will also give you the facts so you can threaten your children with confidence when they are on the iPad for too long.

- **Workplace Safety for Office Professionals: Designing and Ergonomic Workstation | 10 min**

This video course addresses some of the major causes of injury due to poor workstation design and illustrates several simple ways to prevent any problems. You'll also see some killer dance moves and learn about electrifying new ways to motivate your employees. Who would have thought a training video about ergonomics could be so entertaining?

[Register](#)

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UConn Health
P.O. Box 4035
Farmington, CT 06034-4035
Telephone 860-679-2831
Facsimile 860-679-1051

Reasonable Accommodation Request Form for Employees

All information regarding an individual's medical condition and the reasonable accommodation request is confidential and only disclosed to persons on a need to know basis. Any and all documents related to this request are kept confidential and will be maintained and used in accordance with applicable state and federal law.

Instructions: Individuals who are employed at UConn Health and are requesting a reasonable accommodation(s) under the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act, relevant state law, and accompanying state and federal regulations, are encouraged to complete this form in its entirety.

In order to explore possible coverage and reasonable accommodations, information is required regarding your medical condition, essential job functions, applicable functional limitations and your requested accommodation(s). It is often necessary for staff of the Department of Human Resources to discuss your medical condition and the documentation you submit to our office with providers such as licensed physicians, psychologists, or other qualified professionals. If you need help in completing this form, someone else may complete it on your behalf, or you may contact the ADA Accommodations Case Manager at donofrio@uchc.edu or 860-679-2831 for assistance.

Upon completion, please forward this form, along with the **Medical Release Form**, to the ADA Accommodations Case Manager. Make sure you sign both forms.

FOR UCONN HEALTH:

Mailing Address

ADA Accommodations Case Manager
UConn Health
P.O. Box 4035
Farmington, CT 06034-4035

In Person Address

16 Munson Rd., 5th Floor
Farmington, CT 06032-4035

Telephone - (860) 679-2831
Facsimile - (860) 679-1051
Email - donofrio@uchc.edu

☐ Faculty ☐ Employee/Staff ☐ Other (specify) _____

Name: _____
First Middle Last

Job Title: _____

Department: _____

Work Address: _____
City State ZIP Code

Work Telephone Number: _____

Work Email: _____

Home Address: _____
City State ZIP Code

Home Telephone Number: _____

Home Email: _____

Preferred method of contact: ☐ Home Phone ☐ Home Email
☐ Work Phone ☐ Work Email

How long have you worked/studied in current position? _____

How long have you worked/studied at UConn? _____

Supervisor's Name: _____
First Middle Last

Job Title: _____

Department: _____

Work Telephone Number: _____

Work Email: _____

Medical Information

Please identify the medical condition(s) for which you are requesting an accommodation.

Please provide the name and contact information for the health care professional who diagnosed the medical condition(s) listed above. Please include the date of diagnosis.

Job and Accommodation Information

Please explain how your medical condition(s) listed in Section B affect(s) your ability to perform the essential functions of your position. If you are a new employee, state the anticipated difficulties you foresee in completing your job duties. Be as specific regarding the job duties you are having difficulty performing or believe you will have difficulty performing.

Please provide your recommendations for a reasonable accommodation(s) and any information you may have about any associated costs (attach supporting documentation).

Please describe any accommodations or assistive technologies you currently use.

Please identify any University employee with whom you have discussed this request for a reasonable accommodation (i.e. , co-worker, supervisor, HR, etc.) Please include dates

Please add any comments you feel may be helpful in consideration of your request.

Acknowledgement

I understand that it will be my responsibility to complete a Medical Release Form and provide it to the ADA Accommodations Case Manager for my request to be evaluated. I further understand that the ADA Accommodations Case Manager will evaluate and respond to me based upon the information that I provide.

Signature

Date

☐ Please check here if additional information is attached to this request.



16 Munson Road, 5th Floor
Farmington, CT 06032
Telephone 860-679-2831
Facsimile 860-679-1051

Authorization for Disclosure and Release of Medical Information Form

As required by Connecticut law, the Department of Human Resources may not use or disclose your individually identifiable information without your authorization.

Your completion of this form means that you are giving permission for the use(s) and disclosure described below.

Please review and complete this form carefully. It may be invalid if not fully completed.

Please forward this form, along with the Request for Reasonable Accommodation Form to the Department of Human Resources upon completion.

HR USE ONLY

I, _____ [employee's name] whose home address is _____

and whose date of birth is _____ HEREBY AUTHORIZE _____

[provider's name, address, phone and fax]

to release medical information pertinent to the reasonable accommodation I requested to:

FOR UCONN HEALTH:

ADA Accommodations Case Manager
UConn Health
P.O. Box 4035
Farmington, CT 06034-4035
Telephone - (860) 679-2831
Facsimile - (860) 679-1051

To any licensed physician, other licensed practitioner, hospital, clinic, or other medically related facility, or United States Veteran Administration:

I authorize you to release to the Department of Human Resources information to be used solely for the purpose of evaluating my request for reasonable accommodation. The information being requested relates only to any condition that affects my ability to perform my essential job functions. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, do not provide any genetic information when responding to this request for medical information.

Initial _____

This Authorization shall be valid for a period of 180 days after the date of my signature or earlier if revoked by me in writing to the Department of Human Resources.

Initial _____

ACKNOWLEDGEMENT

I understand that the Department of Human Resources may not use or disclose my medical information except for the expressed purposes identified above, unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law.

I understand that once this information is disclosed pursuant to this Authorization, it is no longer protected by the Department of Human Resources privacy policies, and may possibly be re-disclosed by the recipient.

I hereby acknowledge that I have been informed of my right to receive a copy of this authorization request.

I acknowledge that I have the right to refuse to sign this Authorization.

I acknowledge that I may revoke this Authorization in writing at any time. I understand that if I revoke this Authorization, the information described above may no longer be used or disclosed for the purpose described in this written Authorization. To revoke this Authorization, please send a written statement to:

ADA Accommodations Case Manager
UConn Health, Human Resources
P.O. Box 4035
Farmington, CT 06034-4035

My signature below indicates that I have read and understand this Authorization and its terms.

Signature _____

Date _____

Project SEARCH Favarrh at UConn Health

Project SEARCH Favarrh at UConn Health is a unique, business-led, one-year, school-to-work program that takes place entirely at the workplace. Since 2014, UConn Health has partnered with Favarrh to host Project SEARCH interns. Total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and relevant job-skills training through strategically designed internships. Based on an international model developed at Cincinnati Children's Hospital in 1996, Project SEARCH is dedicated to building a workforce that includes people with disabilities.



Project | SEARCH
Favarrh at UConn Health

Agency Partners

UConn Health has partnered with Favarrh/The Arc of Farmington Valley, based in Canton, a local chapter of the ARC, a worldwide organization that supports people with intellectual, physical and developmental disabilities. Other agency partners include the Connecticut Department of Developmental Services, Department of Rehabilitation Services, and Region 10 Public Schools.

Get Involved

1. Become a host department
2. Become an email mentor
3. Conduct a life/employability skills course

Any UConn Health department interested in becoming involved should contact Rosie Wright, roswright@uchc.edu.

Any student or young adult interested in applying for the program, should contact Tammy Annis at tannis@favarrh.org, or call 860-693-6662 x126.

Contact Us

Sandy Finnimore, Program Manager
sfinnimore@favarrh.org

Rosie Wright, UConn Health Business Liaison
roswright@uchc.edu



INNOVATIVE PROGRAMS

(Section 46a-68-93)

September 2024

This section was found to be in compliance in the previous filing, and there were no proposals/recommendations.

UConn Health acknowledges that the development and implementation of programs not covered elsewhere in Sections 46a-68-75 through 46a-68-114, inclusive, is an important part of the road to affirmative action. Accordingly, UConn Health's executive and senior management staff view these regulations as a minimum framework in which to further develop innovative comprehensive programs and to create opportunities for potential and existing staff that may not otherwise be available. Such innovations work to ensure the full and fair participation of protected class people in all areas of the employment process.

Examples of innovative programs are as follows:

- Summer employment programs
- Youth programs
- Apprenticeships
- Work-study programs
- Internships
- Day care programs
- Creation of new positions
- Outreach for high school and college students
- Reassignments
- Positive, results-oriented programs designed to achieve affirmative action.

UConn Health has developed and implemented the following initiatives to further its commitment to Equal Employment Opportunity/Affirmative Action:

Utilization of noncompetitive programs

Opportunities were created that resulted in full and fair participation of all protected group members using promotions through re-classifications. Human Resources has a formalized policy for reclassification of filled positions which sets forth a procedure to determine if an employee is performing duties outside of their current classification. Noncompetitive advancement is available in medical technologist, physical therapy, social worker positions. In the area of nursing, the Health Unit Clerk (Office Assistants) positions are under filled at the Clerk Typist level and the incumbents are reclassified after meeting the training and experience requirements.

There are two (2) nursing clinical ladder programs, one for inpatient and one for outpatient nurses. Both programs have established criteria for promotion and employees can be promoted by applying for and meeting the standards. New graduate nurses are brought in at a CN1 Level and promoted to the journeyman CN2 Level after completion of the probationary period and orientation.

Day Care Program

The Creative Child Care Center is located on the lower campus of UConn Health, and it is primarily for UConn Health employees. It provides programs for infants, toddlers, preschoolers, and kindergarten-aged children. The program enlists qualified, degreed teachers with low student to teacher ratios. The Center uses students from Early Childhood Education programs to assist in maintaining ratios as well as providing an educational experience for the students. This facility remained at full capacity throughout the plan year allowing employees to benefit from a program that allows them full and fair participation in UConn Health employment opportunities.

Internships/Externships

The Clinical Engineering department provides clinical internships for graduate students in the Master of Biomedical Engineering program. The internships afford participants the opportunity to work in a health care environment. The internships are for a period of one (1) year.

The University Medical Group (UMG) has contracts with the following educational facilities to provide both internships and externships for students in the fields of nursing, medical assisting, and other related areas:

| | |
|---|--|
| Yale School of Nursing | Sawyer Business School |
| Stony Brook University School of Nursing | University of Hartford |
| Quinnipiac University Branford Hall - Southington and Windsor | University of Connecticut Department of Communication Sciences |
| Lincoln Technical School | Porter and Chester Institute - Enfield, Watertown Campuses |
| Institute of Healing Arts and Sciences | CT State Community College Northwestern |

| | |
|---|---|
| Saint Joseph College - Psychology Department/Advanced Practitioner Registered Nurse Program | CT State Community College Gateway College |
| Goodwin College | CT State Community College Manchester |
| CT State Community College Tunxis | |

Non-Paid Student Educational Experiences

This program allows departments to host/precept students that may be interested in pursuing a career in the health professions and would like to provide him/her with observational or internship experience. The goal of this program is to consistently pursue excellence and innovation in the education of health professionals; the discovery, dissemination, and utilization of new knowledge; the provision of patient care; and the promotion of wellness.

Summer Employment Programs

UConn Health hires summer students to work in areas such as the library, pharmacy, volunteer service, clinics, nursing units, research, administration, etc. The Department of Orthopedics has a program that is designed for students in undergraduate programs that provide knowledge of molecular and cell biology to work with biomaterials and tissue engineering. The program is for an eight (8) week period and designed to provide experience in biomaterials and tissue engineering and gives priority consideration to underrepresented minorities.

Health Career Opportunity Programs

The Department of Health Career Opportunity Programs remains integral to the Schools of Medicine (SOM) and Dental Medicine (SODM) at UConn Health. The Schools of Medicine and Dental Medicine are actively committed to the recruitment, retention, and graduation of diverse medical and dental students capable of providing culturally competent health care.

These programs have been critical in getting more young people from across the state, of all ethnic and socioeconomic backgrounds, interested in medicine and science and to go on to enter the health professions. It has served as a continuous pipeline for middle school, high school, and college students of diverse backgrounds to realize their dream of becoming future doctors, dentists, and health professionals.

Through the Department of Health Career Opportunity Programs, the Schools of Medicine and Dental Medicine operate an extensive recruitment and outreach program to ensure a diverse applicant pool. Some of the methods used to interest qualified applicants in our program include visits to area colleges and to historically Black colleges and universities; representation at recruitment programs throughout the country that are attended by potential applicants from diverse groups; use of community resources; direct mail; and summer enrichment programs. Our own students are actively encouraged to participate in the recruitment program.

It is our belief that early exposure to the various fields in the biomedical sciences will ultimately increase the diverse pool of students who are underrepresented in health care professions and who pursue careers in medicine and dental medicine and biomedical research. The outstanding programs and activities that are designed, coordinated, and implemented through this department, have proven to be top-notch. Statistics indicate that students, who have participated in the pipeline of programs, have successfully completed their undergraduate degrees, and have actualized their goals of entering medical school. It is for this reason that the Aetna Health Professions Partnership Initiative programs and activities sponsored through the Department of Health Career Opportunity Programs have been recognized as a national model.

An equally important goal of the department is to help create a supportive environment for those students who are accepted and choose to matriculate in our medical or dental school. All students who matriculate in the medical or dental program find caring faculty who are willing to provide mentoring and support. This is facilitated in part by our relatively small class size.

The department expanded these efforts by implementing a Medical and Dental Alumni seminar series, now in its third year. Virtual mentoring by currently enrolled medical and dental students at middle school and high school students had been expanded. To increase STEM awareness for students in our Doctors Academy, they continued collaborations with the Connecticut Science Center and developed new collaborations with the Boys & Girls Clubs of Hartford.

Although the COVID-19 pandemic impacted many aspects of our programs for middle school, high school, and college students over the last three years, the Department of Health Career Opportunity Programs successfully reinstated most programs as in-person while continuing others as virtual or hybrid.

In the SOM, 20% of the graduating class are Health Career Opportunity Programs scholars, while 26% of the graduating class in the SODM are Health Career Opportunity Programs scholars.

- **Health Career Opportunity Programs Scholarship and Forgivable Loan Program**
The University of Connecticut Schools of Medicine and Dental Medicine are pleased to offer a scholarship/forgivable loan to assist in the recruitment and retention of a diverse student body in medicine and dental medicine. The goal is to help ameliorate the financial concerns that limit students' pursuit of health careers by decreasing indebtedness. Accepted students who meet the criteria will be considered. Students who are selected for the program will be eligible for financial support by means of a forgivable loan, for a maximum of four years during medical or dental school curriculum, up to full tuition and fees.

In 2023 five students received scholarships.

- **Aetna Health Professionals Partnership**

UConn Health partners with the Aetna Health Professionals Partnership Initiative (Aetna HPPI Pipeline) to co-sponsor innovative programs and initiatives for Summer Employment Programs, Youth Programs, Work-Study Programs, Outreach for high school and college students, and several positive, results-oriented programs designed to achieve affirmative action.

In the Summer 2023 program, 105 middle school, high school, and college students participated through the Aetna HPPI. During the 2023-2024 academic year, approximately 300 students are anticipated to participate in the Aetna HPPI Saturday Academy and college programs virtually.

UConn Health is also proud that 60% of the underrepresented students currently enrolled in the SOM are Aetna HPPI pipeline students, and 50% of the underrepresented students currently enrolled in the SODM are Aetna HPPI pipeline students.

- **Great Explorations Doctors Academy (for Middle School Students)**

This science enrichment program engages 6th to 8th grade students in hands-on science activities and college exploration. This program provides educational enrichment in science, math, reading and college preparation activities during the academic school year at the following schools: West Middle School, Jumoke Academy Honors SMaRT, Renzulli Academy, Boys and Girls Clubs in Hartford, and the Village at Burr. Students participated in six sessions focused on hands-biology and chemistry activities.

The program offers a six-week, Monday through Friday, Summer Academic Enrichment Program for rising 8th grade participants. Students receive instruction in language arts, math, science, college awareness classes and engage in educational programs to raise awareness in the health professions. Students are provided breakfast and lunch. If the student is a Hartford resident, transportation is provided as well.

The program consists of a 30-week, Saturday Academy during the academic school year where 8th grade students can continue to strengthen their academic skills and college preparation. Parent/Guardian Orientation Workshops are held for all students participating in the 6-week summer and 30-week Saturday Academy Program. It is geared towards students who meet certain socio-economic guidelines (low income and/or

first generation to attend college) and demonstrate a strong motivation and potential to enroll in a four-year college program. Parental Seminar Series are held for parents/guardians of all students participating in the program.

A total of 116 students participated in the Great Explorations program.

- **Jumpstart Doctors Academy**

Is designed for 9th and 10th grade students interested in medicine, dental medicine, or biomedical research. Priority acceptance into the program is given to former Great Explorations participants and students enrolled in Hartford Public Schools.

It includes daily classes in language arts, math, science careers and college awareness preparation, integrating PSAT strategies and support across the curriculum. Enrichment experiences both in and outside of the classroom are also included in the four-week, Monday-Friday, Summer Academic Enrichment Program.

There is an optional 25-week, Saturday Academy during the academic school year where students can continue to enhance their academic skills, college preparation, and exposure to careers in the health professions. The program provides assessments and evaluations throughout a student's affiliation with Jumpstart and includes pre, mid, and post testing; student and parent surveys; mid and final progress reports; etc.

Classes are held at UConn Health and transportation is provided to Hartford residents. Students earn stipends while introducing young adults who meet certain socio-economic guidelines (low income and/or first generation to attend college) to the medical field. Participants are encouraged to demonstrate strong motivation and potential to enroll in a four-year college program. There are Parent/Guardian Orientation Workshops for all students participating in the program.

This summer we piloted an art course with the Jumpstart 9 Program, which included a tour of the UConn Health art collection to emphasize the importance and connection between art and science especially in physical healing spaces. The participants used their knowledge of the structure and function of the heart to create artwork for the end of summer program heART Exhibit. We look forward to incorporating this course into the Doctors Academy curriculum.

- **Parental Seminar Series**

The Parental Seminar Series is an opportunity for students and parents to learn more about the college admissions process and important health issues affecting their community. Parents are asked to submit a survey on the topics they are most interested in learning about, and the series of lectures are then tailored to their needs. Each academic year, UConn Health's Department of Health Career Opportunity Programs invites college admissions personnel, physicians, dentists, and other health professionals to speak to the parents and students on college admissions and various health topics such as hypertension, asthma, stress management, diabetes, obesity, and nutrition. The scheduled seminars occur approximately twice per semester on a weekday evening from 6 to 7:30 p.m. at UConn Health in Farmington.

This series commenced with a college admissions and financial aid panel. Additionally, the series included presentations on different health topics.

- **Junior Doctors Academy**

This program is developed for 11th grade students interested in medicine, dental medicine, or biomedical research. Priority acceptance into the program is allotted to former Great Explorations and Jumpstart Academy participants and students enrolled in Hartford Public Schools.

The curriculum involves a review of Algebra I, Geometry, Algebra II, Chemistry, Language Arts, and proven test-taking strategies to increase SAT and ACT scores. The course offers both a four-week, Monday-Friday, Summer Academic Enrichment Program and a 25-week, Saturday Academy during the academic school year where students can continue to enhance their academic skills, college preparation, and exposure to careers in the health professions.

Students are provided assessments and evaluations throughout a student's affiliation with Junior Doctors Academy and includes pre-, mid-, and post-testing; student and parent surveys; mid and final progress reports; etc. Classes are held at UConn Health. Transportation is provided to Hartford residents. There is an opportunity to earn a stipend.

It is geared towards students who meet certain socio-economic guidelines (low income and/or first generation to attend college) and demonstrate a strong motivation and potential to enroll in a four-year college program and enables students to participate in the High School Mini Medical/Dental School Program during the following academic year.

- **Senior Doctors Academy**

The Senior Doctors Academy is for 12th grade students interested in medicine, dental medicine, or biomedical research. Priority acceptance into the program is given to former Great Explorations, Jumpstart, and Junior Doctors Academies participants and students enrolled in Hartford Public Schools.

The syllabus includes a review of pre-calculus, calculus, biology, physics, anatomy and physiology, and writing. This is offered in either a 4 week or 25-week course offering during the academic school year where students can continue to enhance their academic skills, college preparation, and exposure to careers in the health professions. Classes are held at UConn Health and transportation is provided to Hartford residents. Additionally, students can earn stipends. This program is designed for students from low-income backgrounds and/or first generation to attend college students who demonstrate a strong motivation and potential to enroll in a four-year college program. Participants can then be eligible to participate in the Pre-college Enrichment Program during the summer of their graduating senior year.

- **Bridge to the Future Science Mentoring Program**

This is an annual conference which brings together high school and college students to explore health care issues and prepare for health careers. It is geared for students who have expressed an interest in a career in the health professions and is beneficial in helping mentees gain insight into successful preparation for an application to professional schools. This program is student run and aimed at meeting the long-term objective of increasing underrepresented student representation in health professions programs. The program provides an opportunity for college and high school students to seek advice from mentors enrolled in professional health profession programs. A network is established which includes the middle school through professional school educational community. It is designed so that medical, dental, graduate, nursing and allied health students serve as mentors to college and high school students.

The 2023 Bridge to the Future Science Mentoring Conference was held virtually with approximately 35 college and Junior and Senior Doctors Academies students participating. The students were brought together with UConn Health faculty, staff, medical, dental, and graduate students to interact in a series of activities to raise awareness about health and biomedical science careers and the admissions process for medical, dental, and graduate schools. The keynote speaker, Dr. Danilo Gomes, UConn School of Medicine class of 2011 graduate, attending, Penn State Health Community Medical Group, adjunct assistant professor of Radiology, gave an inspirational message to students.

The virtual Bridge to the Future Science Mentoring Conference included an Admissions Panel, a Scholar-Athlete Panel, and a Medical and Dental Student Panel for the college participants. College students learned about the admissions process for medical, dental, and graduate school programs offered at UConn Health. There were also concurrent sessions that included a Dental Impressions Workshop and a Clinical Skills Workshop. For college students specifically interested in dental medicine, the Dental Impressions Workshop led by Dr. Sarita Arteaga, professor of Craniofacial Sciences and Associate dean for Students, UConn School of Dental Medicine, and members of the Student National Dental Association/Hispanic Student Dental Association, included information on a career in dental medicine and more information about dental school admissions. For college students specifically interested in a career in medicine, members of the Latino Medical Student Association and the Student National Medical Association gave an interactive workshop on clinical skills.

Conference participants also received advice from scholar-athletes on balancing academics and athletics and successful matriculation to medical and dental schools. The eight panelists participating in the Scholar-Athlete session consisted of current UConn Schools of Medicine and Dental Medicine students, representing sports such as basketball, football, lacrosse, soccer, track and field, and volleyball. In addition to the Scholar-Athlete Panel, the conference included the Medical and Dental Student Panel where enrolled UConn Schools of Medicine and Dental Medicine students shared their personal anecdotes about their progression through their respective schools and allowed the college students to ask questions.

- **High School Mini Medical/Dental School Program**

The program is for 11th grade students, who are in state residents. Priority consideration is given to pipeline participants. The students who are interested in pursuing careers in medicine, dental medicine, and the biological sciences. Applicants are selected by their school guidance counselors or science teachers.

The program consists of a series of eight weekly lectures and demonstrations presented by faculty members of the UConn Schools of Medicine and Dental Medicine in two-hour lecture sessions. The topics include information on medicine, aging research, biomaterials research, neurosurgery, medical and dental degree programs, cardiology, otolaryngology, and orthodontics.

The program had over 60 students participate from 25 high schools in Hartford and New Haven counties. Also, the seminar series had 104 Connecticut high school juniors and seniors participate in the program.

- **High School Student Research Apprentice Program**

This program is for 11th grade students interested in medicine, dental medicine, or biomedical research. Priority consideration is given to pipeline participants. It is a five-week summer program which provides students with research experience in one of the basic science or clinical laboratories.

This summer UConn Health's High School Research Apprentice Program was back in action after being halted for several years because of COVID-19. The Health Career Opportunity Programs' research apprentice program graduated 14 talented high school students from across the state this July.

For five weeks the high school students had been conducting real-life, exciting research projects inside the laboratories of UConn School of Medicine or UConn School of Dental Medicine researchers in Farmington and even at Central Connecticut State University Department of Biomolecular Sciences.

This program provided opportunities for young school students to get out of the classroom, gain awareness of the workplace culture of the research labs and enhance wet lab skills and techniques. It also provided young students with confidence, positivity, and engagement with the team members.

- **Pre-College Enrichment Program**

The Pre-College Enrichment Program is a residential enrichment program primarily for incoming students at UConn. Designed to provide solid development of scientific, mathematical, communications, problem solving, and test-taking skills, it is intended to enhance the preparedness of college first-year students.

It allows the students to experience life on a college campus at UConn Storrs prior to their matriculation to college in the fall. Students participate in the academic track (completion of academic courses) in collaboration with the UConn School of Engineering BRIDGE Program at Storrs.

This past summer, five Pre-College Enrichment Program participants along with 12 BRIDGE Program participants also engaged in numerous enrichment activities at UConn Health including tours of basic science and dental laboratories, research presentations, a team-based learning clinical exercise led by members of the UConn Chapter of the Student National Medical Association, professional development seminars, and meet & greet sessions with college Aetna HPPI students and UConn medical and dental students.

- **Health Disparities Clinical Summer Research Fellowship Program**

This initiative is for rising college sophomores, juniors, seniors, or recent graduates. Priority consideration will be given to pipeline participants in the eight-week program. Students are provided with clinical research and enrichment experience and an introduction to health disparities, cross cultural issues, principles of clinical medicine and skills for public health research and interventions. There is also an invaluable overview of approaches to cultural definitions, public health issues and discussion of specific techniques for working with diverse populations in community settings. Housing, meals, and a stipend are provided.

This summer six students participated in the program. All the participants completed a clinical research project and presented a poster with their results at the end of the program.

- **Summer Research Fellowship Program**

This program has been developed for college sophomores, juniors, seniors, or recent graduates. Priority consideration is given to pipeline participants in this eight-week program. Emphasis is on laboratory research enrichment experience and some exposure to clinical medicine or dental medicine. This program attracts students who are interested in a career in medicine, dental medicine, or biomedical research and for applicants who have completed some college coursework in biology and chemistry (preferably through organic chemistry). Students must commit to approximately 32 hours per week of work on a research project and 8 hours per week to required clinical experiential. Housing, meals, and a stipend are provided.

The selected students identify a faculty sponsor, who develops and makes available suitable project descriptions. The students contact his/her faculty sponsor in April or May and develop a research protocol. Minority Access to Research Careers (MARC) students are encouraged to apply.

In the summer, a total of five students participated in the program. At the end of the summer, the students gave a poster presentation of their research results during a special research symposium.

- **Medical/Dental Preparatory Program (MCAT or DAT Prep Course; or Basic Medical Science Course)**

The preparatory science course is for college sophomores, juniors, seniors, or recent graduates. Medical/Dental Preparatory Program students are selected from various universities throughout the United States to work on academic skills to prepare for medical school or dental school admission. Priority consideration is given to pipeline participants to this seven-week summer program consisting of two tracks. Track One MCAT/DAT Preparation Program is for students who will be taking the Medical College Admission Test (MCAT) or Dental Admission Test (DAT). The program focuses on MCAT test preparation or DAT test preparation, application essay workshop, mock interviews, professional development workshops, and some exposure to clinical medicine or dental medicine. This program provides housing, meals, and a stipend.

The Track Two Basic Medical Science Program is for all other students not on Track One. Students take courses in the basic medical sciences (BMS) to prepare them for the first-year curriculum of medical and dental school.

A total of 21 college students and recent college graduates participated in academic classes, seminars, workshops, test-taking strategies, and other enrichment activities.

CT Jr. Science and Humanities Symposium

CT Jr. Science and Humanities Symposium (JSHS) is designed to challenge and engage students (grades 9-12) in science, technology, engineering, and math. Individual students compete for scholarships and recognition by presenting the results of their original research efforts before a panel of judges and an audience of their peers. At the CT-JSHS, CT students compete, exhibit or "observe" (be engaged in) the day's activities. There is no attendance fee.

Inspiring Women in Engineering and Medicine

At the Inspiring Women in Engineering and Medicine (IWEM) workshop, we are committed to exposing young women to the rewarding fields of medicine and engineering. In a time where women comprise such a small fraction of the workforce in these fields, IWEM creates an opportunity for women to experience and appreciate what these male-dominated professions entail. Our goal is to inspire hope in these young women by providing an unparalleled experience into these fields. We strive to recruit high school students from underrepresented and disadvantaged background into our program to equip them with the excitement knowledge, and mentorship necessary to pursue careers in these fields.

IWEM is a free four-hour, hands-on workshop for high school women who are interested in pursuing careers in Medicine or Engineering.

The Cato T. Laurencin Institute for Regenerative Engineering

- **T32 Doctoral Training Program**

The T32 Doctoral Training Program aims to educate, support and enhance the training of individuals dedicated to careers as independent translational and basic scientists in the field of regenerative engineering. The program offers inter-disciplinary research training at UConn Health and UConn Storrs combining the fields of biomedical science and engineering. Trainees will be selected from current UConn graduate students at UConn Health and UConn Storrs who have completed their first or second year of Ph.D. training. Trainees will become experts in regenerative engineering and its foundations to work towards the alleviation of human disease and musculoskeletal injuries by means of tissue regeneration.

Applicants must identify as a member of at least one of the following groups as defined by the Notice of National Institutes of Health's Interest in Diversity.

- Individuals from racial and ethnic groups underrepresented in health-related sciences on a national basis.
- Individuals with disabilities, who are defined as those with a physical or mental impairment that substantially limits one or more major life activities.
- Individuals from disadvantaged backgrounds.

- **Young Innovative Investigator Program**

The Young Innovative Program (YIIP) is a two-year program which aims to develop the next generation of innovative scientists by providing academic training to individuals dedicated to pursuing careers as scientists and scholars in biological and biomedical science. The program is specifically focused on recruiting underrepresented students to contribute towards developing a sustainable pipeline to increase diversity among the pool of academic scientists. YIIP provides tools for scholars to conduct research, succeed in an academic environment, and become competitive candidates for medical school and/or graduate school. YIIP Scholars will acquire the expertise necessary to obtain a Ph.D., MD/Ph.D., or MD.

YIIP is an intensive research program for college graduates comprised of graduate level coursework and mentored research in biomedical laboratories at the University of Connecticut (Farmington and Storrs campuses). It provides individualized mentorship, academic support, and career guidance. YIIP Scholars earn stipend and qualify for health insurance coverage. In addition, the tuition expense and fees associated with required graduate level courses are waived.

CONCLUDING STATEMENT

(Section 46a-68-94)

September 2024

As the Executive Vice President for Health Affairs and Chief Executive Officer, I am personally and professionally committed to the policies of Affirmative Action. I acknowledge that the ultimate responsibility for promoting and enforcing affirmative action rests with the Executive Vice President for Health Affairs and the Office of the Chief Executive Officer and accordingly, I will account for the success or failure of the *Plan*.

As appointing authority for the University of Connecticut Health, I pledge that the employees and I will make every good faith effort to achieve the objectives, goals, and timetables as set forth in this *Affirmative Action Plan*.

The Interim Associate Vice President of the Office of Institutional Equity, Sarah Chipman, is the designated Equal Employment Opportunity Officer for the University and reports directly to me.

9/24/24

Date



Andrew Agwunobi, M.D., M.B.A.
Executive Vice President for Health Affairs, Chief
Executive Officer for UConn Health