AFFIRMATIVE ACTION PLAN FOR EMPLOYMENT

2025



POLICY
STATEMENT
(Section 46a-68-78)
September 2025

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.
- 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 people 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 people 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 has 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.)

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

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.

9/26/25

Date

Dr. 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 2025

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

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 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 at 16 Munson Road, 3rd floor. The mailing address is 263 Farmington Avenue, Farmington, CT 06030-5310; and the office telephone number is (860) 679-3563.

The *Plan* includes 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 February 25, 2025, all UConn Health employees were notified electronically that the 2024 *Plan* was approved by CHRO and was available for review and comment and provided copies of policies, and procedures to file discrimination complaints. UConn Health employees received the following:

- A communication from the Associate Vice President of the Office of Institutional Equity regarding the policies and complaint procedures and the review of the 2024 Plan as well as information about AA/EEO compliance relative to searches, Diversity Awareness and Sexual Harassment Prevention Trainings, and the Americans with Disabilities Act (ADA) compliance.
- 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.

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 517 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 # 2** 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 2024 *Plan* considered for the 2025 *Plan* were asked to submit comments no later than September 20, 2025. (Please see **Exhibit # 1)**. No comments were received regarding the 2024 *Plan*.

Office of Institutional Equity Policy Letter

As a Connecticut state agency, the University of Connecticut is required to be in compliance with Connecticut General Statute (CGS) §46a-68. To satisfy the compliance obligation, specifically sections 46a-68-75 through 46a-68-114, inclusive, the University compiles and submits an annual Affirmative Action Plan (*Plan*) to the Connecticut Commission on Human Rights and Opportunities. This report details The University's good faith efforts to achieve equal employment opportunity. Additionally, the University is required to notify all employees of the opportunity to review the *Plan* and distribute relevant non-discrimination policies and procedures as indicated in the following regulation:

Sec. 46a-68-79. Internal communication

The policy statement and a summary of the objectives of the plan shall be posted by the agency in a prominent and accessible location and distributed, electronically where practicable, and in written form where electronic distribution is not practicable, at least annually to all agency employees. All employees shall be notified, by the agency head or designee of their right to a reasonable period to review and comment upon the agency affirmative action plan. All comments regarding the agency affirmative action plan shall be addressed to the equal employment opportunity officer, who shall be identified by name and address in all agency affirmative action plancommunications.

To read the full communication and view the policies and procedures, click here.

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

From: Sarah Chipman, Interim Associate Vice President, Office of Institutional Equity

Date: February 26, 2025

Subject: State of Connecticut Affirmative Action Plan Update and Distribution of Policy Statements

UConn Health's 2024 State of Connecticut Affirmative Action Plan for Employment (*Plan*) was approved by the Connecticut Commission on Human Rights and Opportunities on December 11, 2024. The *Plan* reports UConn Health's good faith efforts relative to attaining goals and achieving equal employment opportunity as required by Connecticut General Statute (CGS) §46a-68.

All employees are invited to review and comment on the 2024 *Plan* until September 12, 2025. A copy of the 2024 *Plan* is available for review and comment by appointment at:

The Office of Institutional Equity (OIE)
16 Munson Road, 3rd Floor
Farmington, CT 06030

All comments or questions about the *Plan* are welcome and may be sent to:

Sarah Chipman, J.D.
Interim Associate Vice President, Office of Institutional Equity
UConn Health
263 Farmington Avenue
Farmington, CT 06030-5310
860-679-3563

The following policies and procedures have been included in the *Plan*, available to every employee through OIE's webpage and the University's policy website, and posted throughout UConn Health:

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

OIE satisfies the statutory requirement of policy distribution to employees via this notification. Additionally, relevant policies are posted in visible locations throughout the University.

Compliance Obligations for Searches

Search committee members are required to complete search committee training for all Faculty, Director, and above positions. The Search Committee Training, providing information about conducting compliant search and hiring process, is currently available as a web-based training course. To enroll in a training session, please contact HR.
Searches for all positions are expected to comply with AA/EEO regulations by implementing proactive recruitment strategies, providing qualification-related, objective, and specific reasons for applicant evaluations and detailed explanations of the search committee or hiring manager's qualification-based rationale for rejecting and selecting applicants for hire.

Diversity Awareness and Sexual Harassment Prevention Training

Sexual Harassment Prevention and Diversity Awareness Trainings are important components of the University's commitment to maintaining safe, inclusive, and non-discriminatory learning and working environments for all members of our community. The University complies with Connecticut statute by offering these trainings as part of the orientation program for new employees at UConn and UConn Health.

Discrimination Complaint Management

OIE's staff investigators address concerns regarding employee conduct pursuant to UConn Health's non- discrimination policies. OIE reviews, and where applicable, objectively investigates complaints of discrimination and harassment to determine whether employee conduct violates the University's non-discrimination policies and makes recommendations designed to mitigate the effects of discriminatory conduct.

More information about how to report discrimination and OIE's complaint process can be found online at www.equity.uconn.edu. If you have a specific question regarding the complaint process or need further assistance, please do not hesitate to contact a member of OIE at 860.486.2943 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. OIE also provides consultation, information, and referral to appropriate resources related to disability-related access and accommodations. 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.

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.

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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
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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) 10/1/22
Bruce Liang Date
UConn Health Chief Executive Officer

Kiki Nissen (Signed) 10/1/22
Kiki Nissen Date
Administrative Policy Committee Vice-Chair

Janel Simpson (Signed) 10/1/22
Janel Simpson Date
Administrative Policy Committee Chair

POLICY HISTORY:
Policy Created: 10/26/01
Revised: 10/02, 10/10, 10/11, 3/13, 7/13, 714, 9/15, 9/16, 10/17, 4/22, 10/22
Reviewed: 10/09, 11/18

UCONN

OFFICE OF UNIVERSITY COMPLIANCE

University Policies

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-

1.pdf).

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.[7] 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:

http://publicsafety.uconn.edu/police/clery/about-clery/uconn-and-the-clery-act/).

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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UCONN

OFFICE OF UNIVERSITY COMPLIANCE

University Policies

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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Frequently Viewed

By-Laws of the University of Connecticut

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 Parties[3] 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. INVESTIGATION[5]

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

[5]All 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

Diversity Awareness and Sexual Harassment Prevention Training
June 1, 2024 - May 31, 2025

EEO	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU
1 - Executive/Administrative	11	6	5	6	2	0	2	0	0	0	1	0	0	0
2 - Faculty	57	26	26	17	13	1	1	2	3	6	9	0	0	5
3 - Professional/Non-Faculty	206	44	155	31	115	2	12	1	9	10	17	0	2	7
4 - Secretarial/Clerical	94	2	90	2	41	0	25	0	18	0	5	0	1	2
5 - Technical/Paraprofessional	136	20	114	9	53	3	29	4	17	3	15	1	0	2
6 - Skilled Craft	3	3	0	3	0	0	0	0	0	0	0	0	0	0
7 - Protective Services	10	4	5	1	3	2	1	1	1	0	0	0	0	1
TOTAL	**517**	**105**	**395**	**69**	**227**	**8**	**70**	**8**	**48**	**19**	**47**	**1**	**3**	**17**

EXTERNAL COMMUNICATION AND RECRUITMENT STRATEGIES

(Section 46a-68-80)

September 2025

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 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 Office of Institutional Equity website to provide hiring manager and search committees with information about their responsibilities for equal employment opportunity, recruitment, evaluation, candidate recommendation, and interviewing. Please see **Exhibit # 2** for the webpage and resources.

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)

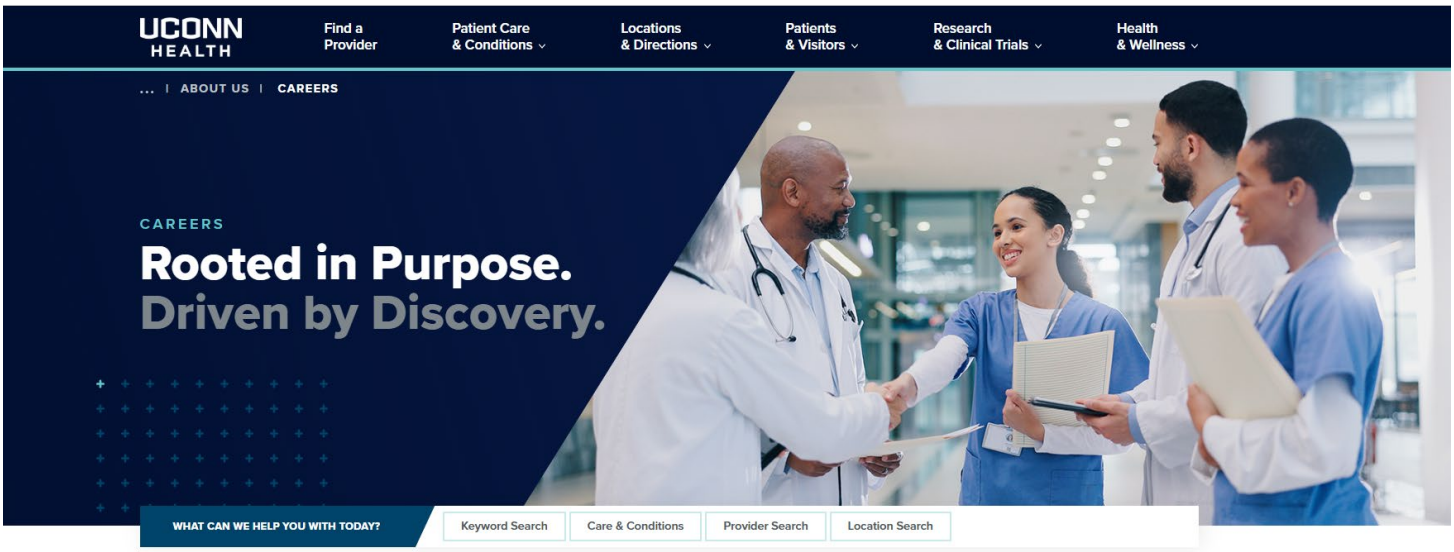
UConn Health initiates and undertakes vigorous, positive relationship-building activities to ensure that affirmative action is more than a paper commitment. UConn Health has worked to secure ongoing relationships and develop additional recruiting sources while cultivating outreach recruitment programs 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.**



Discover Your Calling at UConn Health

Step into the heart of our cutting-edge academic medical center, where your distinct talents shape the landscape of patient care, mold the next generation of healthcare trailblazers and propel pioneering research forward. Join us in redefining healthcare excellence for our Connecticut communities. Picture yourself making a difference here. Your journey begins now.



UConn Health Virtual Tour 2025

Take a virtual tour of the 211-acre UConn Health campus in Farmington - home to UConn John Dempsey Hospital, a state-of-the-art outpatient facility, the UConn Schools of Medicine and Dental Medicine, and a thriving research enterprise.

Awarded America's Best Employer

UConn Health is one of *Forbes'* Best Large Employers of 2025—nationally recognized for excellence and leading the way in healthcare careers across the Northeast.

Awards

Featured Careers

- Allied Health
- Faculty
- Nursing
- Nursing Career Jobs

All Career Opportunities

Why UConn Health

Working With Purpose

Connect passion with purpose! We offer roles that enrich your professional journey and contribute to our mission.

Why UConn Health

Prioritizing Benefits

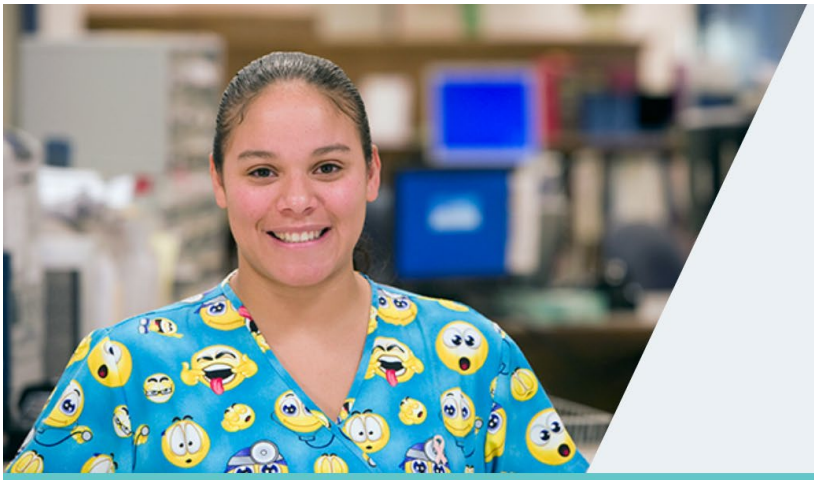
Your well-being matters at UConn Health! Enjoy exceptional compensation, benefits, and growth opportunities for a healthier, more balanced life.

Benefits

Cultivating Belonging

We embrace authenticity, fostering connections where every individual feels valued and safe. Our commitment is to ensure acceptance, respect, and appreciation for all.

Embracing Diversity



Find a Long-Term Career Path

Most of our employees have a long-standing tenure with us, and we are committed to investing in professionals who drive healthcare innovation, education, and advancement.

We are currently recruiting nurses, providers, and specialists across all fields, including radiology, pharmacy, and technology. Our ultimate goal is to align you with the role that best suits your skills and individual preferences. We prioritize your best fit in our hiring process.

We also host job fairs, creating a direct avenue for enthusiastic candidates to connect with our recruitment teams.

Career Opportunities

EMPLOYEE RESOURCE CENTER

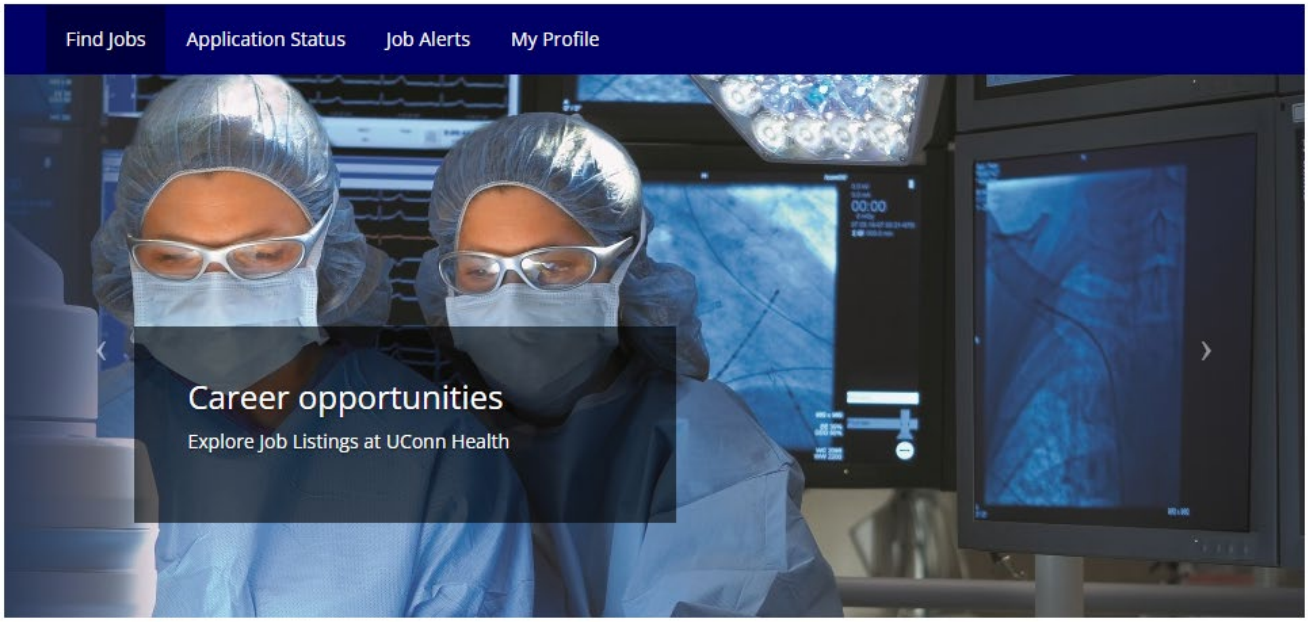
Contact Human Resources

Call 860-679-2426
Option#3

Email: HR-EmployeeResource

UCONN HEALTH

Career Opportunities at UConn Health



About UConn Health

At UConn Health, we offer our employees opportunities within a dynamic, intellectually stimulating environment of education, research, and patient care.

UConn Health is comprised of the nationally recognized Schools of Medicine and Dental Medicine, UConn John Dempsey Hospital, and UConn Medical Group. As UConn Health continues to grow, employment opportunities are available in multiple locations throughout the state.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.



Accommodations for Applicants with Disabilities

Applicants with disabilities may request reasonable accommodations under the Americans with Disabilities Act (ADA). We can explore accommodations to help applicants with the application process, during the interview as well as the hiring process itself. UConn Health engages in an interactive process with each person making a request for accommodations and reviews the requests on an individualized, case-by-case basis. Please contact 860-679-2426 to request an accommodation.

Non-Discrimination Policy

Commitment to Diversity, Inclusion, and a Respectful Workplace

UConn is committed to providing equal employment opportunities to all its employees and applicants for employment. All applicants will receive consideration for employment without regard to 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.

Career Opportunities at UConn Storrs and Regional Campuses

UCONN HEALTH

Career Opportunities at UConn Health

Find Jobs | Application Status | Job Alerts | My Profile

All Positions Results Available Positions: 125

Job Title	Location	Department	Job No.
Academic Curriculum Coordinator	Farmington	10080-Curricular Affairs	2026-124
Accounts Receivable Collector	Farmington	62043-Patient Financial Services - Admin	2025-1397
Application Architect	Farmington	61123-IT Application Services	2025-1177
Assoc Prof/Clinical	Farmington	10221-Cardio Surgery	2025-1541
Asst Prof/Basic Sciences	Farmington	10820-Musculoskeletal Signature Program	2025-1159
Asst Prof/Basic Sciences - NEAG Comprehensive Cancer Center	Farmington	10520-Neag Cancer Center (SOM)	2014-229
Asst Prof/Basic Sciences - RESEARCH	Farmington	10260-Obstetrics and Gynecology	2019-1033
Asst Prof/Clinical		10520-Neag Cancer Center (SOM)	2025-1072
Asst Prof/Clinical		10260-Obstetrics and Gynecology	2025-1331
Asst Prof/Clinical		10260-Obstetrics and Gynecology	2025-1332
Asst Prof/Clinical	Farmington	10144-Dermatology (H)	2021-380
Asst Prof/Clinical	Farmington	10223-General Surgery	2023-593
Asst Prof/Clinical	Farmington	General Surgery	2023-928
Asst Prof/Clinical	Farmington	10500-Univ Of Conn Center On Aging	2024-072
Asst Prof/Clinical	Farmington	10227-Urology	2024-1018

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Search Compliance & Recruitment

Employment Equity

- Affirmative Action & Equal Employment Opportunity at UConn
- Search Compliance & Recruitment
- Search Committee Training

The Employment Equity Team is responsible for:

- Monitoring employment transactions to ensure compliance with state and federal equal non -discrimination and employment opportunity regulations.
- Providing support and guidance to search committees, hiring departments, and search administrators and working collaboratively with Human Resources to ensure a fair and equitable search process.
- Reviewing and approving searches at two stages of the search process at Storrs/Regional campuses: pre-interview and pre-offer.

The team is available to provide consultation on the search process including search committee roles and responsibilities, recruitment strategies and good faith efforts in recruitment, non-discriminatory evaluation of applicants, required documentation, interviewing best practices and AA/EEO compliance.

To access online search committee training, please visit:

equity.uconn.edu/search-orientation-workshops/



Contact Us

searchcompliance@uconn.edu

Storrs/Regionals:

(860)-486-2944

UConn Health:

(860)-679-3563

Resources

Storrs/Regional Campuses

Search Committee Resources

Pre-Interview Evaluation & Approval

Post-Interview Evaluation & Approval

UConn Health

Search Committee Resources

Pre-Interview Evaluation & Approval

Guidelines for Hiring Managers/Search Committees

Hiring managers and search committees play a vital role in recruiting, evaluating, and recommending the most qualified candidates for employment by UConn Health. Hiring managers and/or search committee members are often the first UConn Health employees that a candidate will meet. Each member has an opportunity to represent UConn Health as an inclusive and welcoming community while conducting the search in accordance with UConn Health 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 units, departments, offices, and schools 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 diverse backgrounds, perspectives, and expertise.
- Include individuals with knowledge of the substantive area and technical expertise to effectively evaluate candidates' qualifications.
- Represent a diverse cross section of the UConn Health population, including members with a demonstrated commitment to inclusivity.
- 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. If 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 hiring manager/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

All searches 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 hiring manager/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

Hiring managers and search committees are responsible for fulfilling UConn Health's requirement to demonstrate "good faith efforts" 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.

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

Applicant Evaluation

Hiring managers and 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 that must interview. Only candidates meeting or exceeding minimum qualifications should be ranked "Interview." Interview candidates must be selected without regard to race or gender or other protected class.

Unconscious Bias and Assumptions in Candidate Evaluation[1]

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/

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 Zoom or Teams, conduct all interviews via Zoom or Teams 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 Interview Questions – What Can be Asked? 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.

Candidate Justifications in iGreentree

• Relevant • Non-Comparative • Objective • Demonstrable

- Qualification based **Only**
- Reference qualifications listed in the job posting.
- Detailed, specific, and concrete without general or broad statements.
- Reference UConn Health experience only if posted qualification or for internal postings.

Note: Qualifications cannot be changed or refined based on the applicant pool.

Unqualified

- Indicate which minimum qualifications, general experience, and/or special requirements **NOT MET**
- Note Incomplete application

Qualified/ Not Interviewed

- Met **ALL** minimum qualifications
- Possibly **SOME** preferred
- **Clearly** distinguish from Interview applicants by stating which preferred qualifications are missing

Qualified/ Interviewed

- **Clearly** and **objectively** explain why each candidate was not selected at this time
- **Based** on posted qualifications and the candidate's interview
- **2- 3** detailed sentences

Ex. did not have experience in project management or management experience as their background was focused on patient safety. Did not have 2 years of experience in neurology and spinal outpatient care.

Selected for Hire

- **Clearly** and **objectively** explain why the candidate was selected
- Based on qualifications listed in the job postings and the candidate's interview
- **4-5** detailed sentences

Ex. had experience in healthcare management as they had managed forty-eight employees located in nine different sites throughout the state. They provided examples of their leadership skills and ability to solve problems with their nursing staff. Had 5 years experience in neurology and spinal outpatient care.

EMAIL: SEARCHCOMPLIANCE@UCONN.EDU

Interview Questions

What can be asked?



No Questions About:

Age
Birthplace
Gender
Marital Status
National Origin
Race
Religion
Sexual Orientation

Affiliations

Professional or trade group/association membership, without reference to social, ethnic or religious groups

Citizenship

ONLY about applicant's eligibility to work in the U.S. "Are you legally authorized to work in the United States?"



Criminal Record

Actual felony convictions related to the job duties (**NOT** arrests or accusations)



Disability

Whether a candidate could perform the essential duties of the position with or without an accommodation



Language

Languages applicant reads or writes, if applicable to the position



Military Service

Branch of service, rank and work experience applicable to the position without asking type of discharge



EMAIL: SEARCHCOMPLIANCE@UCONN.EDU

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 evaluate the candidates objectively and equitably. Therefore, it is important to provide each applicant with a substantially similar interview experience.

Virtual Interviews

Virtual 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 to if the first-choice candidates are not selected or decline the interview or offer.

If the search committee decides to conduct virtual 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 virtually and some face-to-face during the same round. For example, if a virtual interview is used to determine which candidates will be brought campus, local candidates must also be interviewed virtually, and not in person.

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

The same best practices listed below apply to a virtual interview.

Preparing for an interview:

- Notify each applicant about the interview and logistics. Send a letter or e-mail confirming the interview.
- 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 to 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 Human Resources for further assistance.

Developing interview questions:

- Review the Office of Institutional Equity's (OIE) 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 into 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.
- Share pertinent background information about the job, department, and UConn Health.
- 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 UConn Health employee involved in the interview process has reviewed OIE's guidelines and is aware of inappropriate topics. It is particularly 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.

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 of 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 hiring manager and/or members of the search committee should 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

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

From: Sarah Chipman, Interim Associate Vice President, Office of Institutional Equity

Date: February 26, 2025

Subject: State of Connecticut Affirmative Action Plan Update and Distribution of Policy Statements

UConn Health's 2024 State of Connecticut Affirmative Action Plan for Employment (*Plan*) was approved by the Connecticut Commission on Human Rights and Opportunities on December 11, 2024. The *Plan* reports UConn Health's good faith efforts relative to attaining goals and achieving equal employment opportunity as required by Connecticut General Statute (CGS) §46a-68.

All employees are invited to review and comment on the 2024 *Plan* until September 12, 2025. A copy of the 2024 *Plan* is available for review and comment by appointment at:

The Office of Institutional Equity (OIE)
16 Munson Road, 3rd Floor
Farmington, CT 06030

All comments or questions about the *Plan* are welcome and may be sent to:

Sarah Chipman, J.D.
Interim Associate Vice President, Office of Institutional Equity
UConn Health
263 Farmington Avenue
Farmington, CT 06030-5310
860-679-3563

The following policies and procedures have been included in the *Plan*, available to every employee through OIE's webpage and the University's policy website, and posted throughout UConn Health:

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

OIE satisfies the statutory requirement of policy distribution to employees via this notification. Additionally, relevant policies are posted in visible locations throughout the University.

Compliance Obligations for Searches

Search committee members are required to complete search committee training for all Faculty, Director, and above positions. The Search Committee Training, providing information about conducting compliant search and hiring process, is currently available as a web-based training course. To enroll in a training session, please contact HR.
Searches for all positions are expected to comply with AA/EEO regulations by implementing proactive recruitment strategies, providing qualification-related, objective, and specific reasons for applicant evaluations and detailed explanations of the search committee or hiring manager's qualification-based rationale for rejecting and selecting applicants for hire.

Diversity Awareness and Sexual Harassment Prevention Training

Sexual Harassment Prevention and Diversity Awareness Trainings are important components of the University's commitment to maintaining safe, inclusive, and non-discriminatory learning and working environments for all members of our community. The University complies with Connecticut statute by offering these trainings as part of the orientation program for new employees at UConn and UConn Health.

Discrimination Complaint Management

OIE's staff investigators address concerns regarding employee conduct pursuant to UConn Health's non- discrimination policies. OIE reviews, and where applicable, objectively investigates complaints of discrimination and harassment to determine whether employee conduct violates the University's non-discrimination policies and makes recommendations designed to mitigate the effects of discriminatory conduct.

More information about how to report discrimination and OIE's complaint process can be found online at www.equity.uconn.edu. If you have a specific question regarding the complaint process or need further assistance, please do not hesitate to contact a member of OIE at 860.486.2943 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. OIE also provides consultation, information, and referral to appropriate resources related to disability-related access and accommodations. 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.

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) 10/1/22
Bruce Liang Date
UConn Health Chief Executive Officer

Kiki Nissen (Signed) 10/1/22
Kiki Nissen Date
Administrative Policy Committee Vice-Chair

Janel Simpson (Signed) 10/1/22
Janel Simpson Date
Administrative Policy Committee Chair

POLICY HISTORY:
Policy Created: 10/26/01
Revised: 10/02, 10/10, 10/11, 3/13, 7/13, 714, 9/15, 9/16, 10/17, 4/22, 10/22
Reviewed: 10/09, 11/18

UCONN

OFFICE OF UNIVERSITY COMPLIANCE

University Policies

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-

1.pdf).

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.[7] 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:

http://publicsafety.uconn.edu/police/clery/about-clery/uconn-and-the-clery-act/).

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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UCONN

OFFICE OF UNIVERSITY COMPLIANCE

University Policies

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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Frequently Viewed

By-Laws of the University of Connecticut

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 Parties[3] 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. INVESTIGATION[5]

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

[5]All 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 - 2025 Affirmative Action Plan

ACP Messenger - American College of Prosthodontists
American Academy of Audiology
American Academy of Neurology
American Academy of Physician Assistants
American Association for Laboratory Animal Science
American Association of Immunologists
American Association of Neurological Surgeons
American Association of Neuromuscular and Electrodiagnostic Medicine
American Dental Education Association
American Society of Hematology
American Society of Radiologic Technologists
Cell.com
Connecticut Academy of Audiology
Connecticut Society of Radiologic Technologists
Hispanic Dental Association News and Reports
Indeed.com
LinkedIn Professional Groups
National Dental Association
Nature
Nature Immunology
New England Journal of Medicine
Pathologyoutlines.com
Recruit Military
Science Magazine
Society of General Internal Medicine

UCONN HEALTH

A-Z

SCHOOL OF MEDICINE AND SCHOOL OF DENTAL MEDICINE

Health Career Opportunity Programs

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A top priority for the Schools of Medicine and Dental Medicine has long been the recruitment and retention of students who bring varying perspectives to American health care.

The Department of Health Career Opportunity Programs actively recruits medical and dental students who are first generation college, educationally under-resourced, and/or reside in a designated health professional shortage area. The Department also supports students who are enrolled throughout the academic year with mentoring and professional development opportunities.

The continuous pathway of programs has been successful in helping participants realize their dreams of becoming health care providers. The programs are therefore instrumental in aiding the development of the future health career workforce in the U.S.

Message from the Director



Marja M. Hurley, M.D.
Founding Director

Message from the Director

Marja M. Hurley, M.D.



Associate Dean
Department of Health Career Opportunity Programs
Founding Director, Aetna Health Professions Partnership Initiative

The Department of Health Career Opportunity Programs is an integral part of the School of Medicine's and School of Dental Medicine educational community at UConn Health. The School of Medicine and School of Dental Medicine are actively committed to the recruitment, retention, and graduation of a medical and dental student population capable of providing exceptional health care.

Since the inception of the department in 1986, one of its goals has been to develop and identify an outstanding applicant pool. It is our belief that early exposure to the various fields in the biomedical sciences will ultimately increase the diverse pool of students 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. To date we have accomplished our goals and continue to develop new programs and fine-tune existing ones.

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 will find a caring faculty who are willing to provide mentoring and support. This is facilitated in part by our relatively small class size. The department supports student organizations such as the Student National Medical Association, the Latino Medical Student Association, Student National Dental Association, Hispanic Dental Student Association and the ever-popular "Culture Shock."

We are very proud of the students who have matriculated and graduated from our medical and dental schools, and we look forward to welcoming you into our community. If you desire additional information, please do not hesitate to contact me at 860-679-3483 or 860-679-3484.

University Business Services

SMALL AND MINORITY BUSINESS UTILIZATION REPORTS

UConn Health Center

Purchasing and Construction Projects

FISCAL YEAR 2024 (Qtr. 4 Only)

FISCAL YEAR 2025 (Qtr. 1, 2, 3, & 4)

Submitted by Victoria H. Novak

UConn Supplier Diversity Program (USDP)

DEPARTMENT OF ADMINISTRATIVE SERVICES — Fiscal Year 2024

SUPPLIER DIVERSITY PROGRAM — Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter	4 Qtr	Fiscal Year Period	6/30/2024

4th qtr

Agency Name:	UConn Helth Center	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 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	$1,308,886,654
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	$57,813,234
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	$14,453,308
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	$3,613,327

	QUARTER TOTALS ($)	Number Contracts	YEAR TO DATE TOTALS ($)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	$13,519,992.95	7,047	$75,321,631.53	26,363
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	$528,540.90	718	$2,019,758.44	2,464
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	$600.00	1
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)	$29,650.82	16	$88,239.40	104
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)				
WBE TOTAL [Lines L - W]	$29,650.82	16	$88,239.40	104
MBE TOTAL {Lines A - W}	$30,450.82	18	$89,039.40	106

DEPARTMENT OF ADMINISTRATIVE SI FISCAL YEAR - 2024

SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

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 Qtr	Fiscal Year Period	6/30/2024

4th 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		

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	$25,341,050.34			
	TOTALS ($)	Contracts	TOTALS ($)	Contracts
2) Total Agency FY Capital Improvements Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	$2,813,793.11	114	$12,001,926.42	339
3) Total Agency FY Capital Improvements Expenditures for Purchases and from Minority Business Enterprises (MBE) only. *PLEASE CATEGORIZE:*				
A) American Indian (N)	$5,211.42	2	$17,313.92	6
B) Asian (A)	$750.50	1	$750.00	1
C) Black (B)			$39,906.28	2
D) Disabled Individual (D)				
E) Hispanic (H)	$12,042.64	1	$228,598.48	4
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 Americ				
L) Woman (W)	$26,030.04	6	$215,604.94	20
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				
T) Disabled Asian American Woman (				
U) Disabled Black American Woman				
V) Disabled Hispanic American Woma				
W) Disabled Iberian Peninsula Ameri				
TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)				
WBE TOTAL [Lines L -	$26,030.04	6	$215,604.94	20
MBE TOTAL {Lines A -	$44,034.10	10	$502,173.62	33

2025

SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarte Ended	**9/30/2024**	**Fiscal Year Period**	**1st Qtr**

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 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	**$1,538,910,220.00**
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	**$172,710,250.81**
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	$43,177,562.70
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	$10,794,390.68

	QUARTER TOTALS ($)	Number Contracts	YEAR TO DATE TOTALS ($)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	**$15,565,743.74**	**5,497**	**$15,565,743.74**	**5,497**
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	**$2,825,644.33**	**901**	**$2,825,644.33**	**901**
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. *PLEASE CATEGORIZE:*				
A) American Indian (N)				
B) Asian (A)	**$21,000.00**	**1**	**$21,000.00**	**1**
C) Black (B)	**$900.00**	**3**	**$900.00**	**3**
D) Disabled Individual (D)				
E) Hispanic (H)	**$6,459.10**	**35**	**$6,459.10**	**35**
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)	**$2,435,852.48**	**175**	**$2,435,852.48**	**175**
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)				
WBE TOTAL [Lines L - W]	**$2,435,852.48**	**175**	**$2,435,852.48**	**175**
MBE TOTAL {Lines A - W}	**$2,464,211.58**	**214**	**$2,464,211.58**	**214**

DEPARTMENT OF ADMINISTRATIVE SERVICES **2025**
SUPPLIER DIVERSITY PROGRAM ***Back-Up Sheets require Totals for each MBE Category***

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	**9/30/2024**	**Fiscal Year Period**	**1st Qtr**

FY25 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		

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 Contracts from Small and Minority Contractors. **Combined TOTALS OF SBE AND MBE EXPENDITURES**	**$4,641,365.68**	**126**	**$4,641,365.68**	**126**
3) Total Agency FY Capital Improvements Expenditures for from Minority Business Enterprises (MBE) only. ***PLEASE CATEGORIZE:***				
A) American Indian (N)	**$11,631.25**	**3**	**$11,631.25**	**3**
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)	**$14,800.00**	**1**	**$14,800.00**	**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)	**$722,932.20**	**35**	**$722,932.20**	**35**
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)				
WBE TOTAL [Lines L - W]	**$722,932.20**	**35**	**$722,932.20**	**35**
MBE TOTAL {Lines A - W}	**$749,363.45**	**39**	**$749,363.45**	**39**

DEPARTMENT OF ADMINISTRATIVE SERVICES 2025
SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter Ended	**12/31/2024**	**Fiscal Year Period**	**2nd Qtr**

2nd 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 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	**$1,538,910,220.00**
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	**$172,710,250.81**
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	$43,177,562.70
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	$10,794,390.68

	QUARTER TOTALS ($)	Number Contracts	YEAR TO DATE TOTALS ($)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	**$20,750,901.71**	**6,292**	**$36,316,645.45**	**11,789**
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	**$641,787.11**	**1,025**	**$3,467,431.44**	**1,926**
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. *PLEASE CATEGORIZE:*				
A) American Indian (N)				
B) Asian (A)			**$21,000.00**	**1**
C) Black (B)	**$900.00**	**3**	**$1,800.00**	**6**
D) Disabled Individual (D)				
E) Hispanic (H)	**$9,535.59**	**40**	**$15,994.69**	**75**
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)	**$96,872.88**	**223**	**$2,532,725.36**	**398**
M) Woman American Indian (NW)				
N) Woman Asian (AW)	**$281.25**	**1**	**$281.25**	**1**
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)				
WBE TOTAL [Lines L - W]	**$97,154.13**	**224**	**$2,533,006.61**	**399**
MBE TOTAL {Lines A - W}	**$107,589.72**	**267**	**$2,571,801.30**	**481**

DEPARTMENT OF ADMINISTRATIVE SERVICES **2025**
SUPPLIER DIVERSITY PROGRAM ***Back-Up Sheets require Totals for each MBE Category***

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	**12/31/2024**	**Fiscal Year Period**	**2nd**

FY25 2nd 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		

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 Contracts from Small and Minority Contractors. **Combined TOTALS OF SBE AND MBE EXPENDITURES**	**$4,160,159.63**	**105**	**$8,801,525.31**	**231**
3) Total Agency FY Capital Improvements Expenditures for from Minority Business Enterprises (MBE) only. ***PLEASE CATEGORIZE:***				
A) American Indian (N)	**$4,717.50**	**1**	**$16,348.75**	**4**
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)	**$14,800.00**	**1**	**$29,600.00**	**2**
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)	**$1,326,716.93**	**31**	**$2,049,649.13**	**66**
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)				
WBE TOTAL [Lines L - W]	**$1,326,716.93**	**31**	**$2,049,649.13**	**66**
MBE TOTAL {Lines A - W}	**$1,346,234.43**	**33**	**$2,095,597.88**	**72**

DEPARTMENT OF ADMINISTRATIVE SERVICES **2025**
SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarte Ended	3/31/2025	Fiscal Year Period	3rd Qtr

FY'25 **3rd 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 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	**$1,538,910,220.00**
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	**$172,710,250.81**
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	$43,177,562.70
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	**$10,794,390.68**

	QUARTER TOTALS ($)	Number Contracts	YEAR TO DATE TOTALS ($)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	**$29,170,700.21**	**10,578**	**$65,487,345.66**	**22,367**
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	**$768,940.78**	**1,284**	**$4,236,372.22**	**3,210**
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. *PLEASE CATEGORIZE:*				
A) American Indian (N)				
B) Asian (A)			**$21,000.00**	**1**
C) Black (B)	**$7,431.57**	**6**	**$9,231.57**	**12**
D) Disabled Individual (D)				
E) Hispanic (H)	**$18,275.96**	**54**	**$34,270.85**	**129**
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)	**$121,048.98**	**269**	**$2,653,774.34**	**667**
M) Woman American Indian (NW)				
N) Woman Asian (AW)			**$281.25**	**1**
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)				
WBE TOTAL [Lines L - W]	**$121,048.98**	**269**	**$2,654,055.59**	**668**
MBE TOTAL {Lines A - W}	**$146,756.51**	**329**	**$2,718,558.01**	**810**

DEPARTMENT OF ADMINISTRATIVE SERVICES **2025**

SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

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	3/31/2025	Fiscal Year Period	3rd

FY'25 3rd 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		

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 Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	$2,642,466.81	153	$11,443,992.12	384
3) Total Agency FY Capital Improvements Expenditures for Purchases from Minority Business Enterprises (MBE) only. *PLEASE CATEGORIZE:*				
A) American Indian (N)	$15,493.75	3	$31,842.50	7
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)	$5,013.15	1	$34,613.15	3
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)	$289,326.03	42	$2,338,975.16	108
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)				
WBE TOTAL [Lines L - W]	$289,326.03	42	$2,338,975.16	108
MBE TOTAL {Lines A - W}	$309,832.93	46	$2,405,430.81	118

DEPARTMENT OF ADMINISTRATIVE SERVICES **2025**
SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarte Ended 6/30/2025 **Fiscal Year Period** 4th Qtr

FY'25 4th 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 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	**$1,538,910,220.00**
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	**$172,710,250.81**
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	$43,177,562.70
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	**$10,794,390.68**

	QUARTER TOTALS ($)	Number Contracts	YEAR TO DATE TOTALS ($)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	**$34,451,922.56**	**10,526**	**$99,939,268.22**	**32,893**
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	**$1,080,785.17**	**1,686**	**$5,317,157.39**	**4,896**
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. *PLEASE CATEGORIZE:*				
A) American Indian (N)				
B) Asian (A)			**$21,000.00**	**1**
C) Black (B)	**$18,720.00**	**5**	**$27,951.57**	**17**
D) Disabled Individual (D)				
E) Hispanic (H)	**$17,386.08**	**68**	**$51,656.93**	**197**
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)	**$203,371.15**	**325**	**$2,857,145.49**	**992**
M) Woman American Indian (NW)				
N) Woman Asian (AW)			**$281.25**	**1**
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)				
WBE TOTAL [Lines L - W]	**$203,371.15**	**325**	**$2,857,426.74**	**993**
MBE TOTAL {Lines A - W}	**$239,477.23**	**398**	**$2,958,035.24**	**1,208**

DEPARTMENT OF ADMINISTRATIVE SERVICES **2025**

SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

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	6/30/2025	Fiscal Year Period	4th Qtr

FY'25 4th 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		

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	$21,684,722.32			
	TOTALS ($)	Contracts	TOTALS ($)	Contracts
2) Total Agency FY Capital Improvements Expenditures for Purchases and Contracts from Small and Minority Contractors. 7404e8ab-dbf8-40cb-b3c0-8e415c9373fb	$4,826,754.46	146	$16,270,746.58	530
3) Total Agency FY Capital Improvements Expenditures for Purchases from Minority Business Enterprises (MBE) only. *PLEASE CATEGORIZE:*				
A) American Indian (N)	$8,218.63	2	$40,061.13	9
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)			$34,613.15	3
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)	$3,070,776.49	46	$5,409,751.65	154
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)				
WBE TOTAL [Lines L - W]	$3,070,776.49	46	$5,409,751.65	154
MBE TOTAL {Lines A - W}	$3,078,995.12	48	$5,484,425.93	166

ASSIGNMENT OF RESPONSIBILITY AND MONITORING
(Section 46a-68-81)
September 2025

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 the development, implementation, and monitoring of UConn Health's Affirmative Action Plan (*Plan*). and ensuring compliance throughout the agency. Dr. Andrew Agwunobi, M.D., M.B.A., Chief Executive Officer, and Executive Vice President for Health Affairs, retains ultimate responsibility for the development, implementation, and monitoring of UConn Health's *Plan*.

Subsection (b)

As the designated Equal Employment Officer, Sarah Chipman, J.D., Interim Associate Vice President, Interim ADA, Title IX, Title VI Coordinator and Director of Equity Response and Education in the Office of Institutional Equity (OIE), has been assigned the responsibility for development, maintenance, and monitoring of UConn Health's *Plan.*

In her role, Sarah Chipman meets regularly with Dr. Agwunobi 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 equal employment opportunity, and their commitment to affirmative action and equal employment opportunity. Dr. Agwunobi is briefed on the *Plan* and continuing programming efforts.

Subsection (c)

Sarah Chipman is designated as the Equal Employment Officer and reports directly to the appointing authority on all matters concerning the *Plan*, discrimination, and equal employment opportunity. As the Director of Equity Response and Education, Sarah Chipman is responsible for investigating allegations of discrimination and/or discriminatory harassment and ensures the equitable resolution of complaints. In her role, Sarah Chipman has access to all records and personnel necessary for the effective performance of duties.

Please see **Exhibit #1** for the current organization chart showing the reporting structure.

As part of the Office of Institutional Equity's ongoing efforts to ensure awareness of and progress toward *Plan* goals, Sarah Chipman, regularly communicates with the UConn Health population and advises Dr. Agwunobi and UConn Health leadership of developments in affirmative action and equal employment opportunity law, civil rights, and social equity policy updates.

In addition, OIE staff present orientation and training sessions on policy changes and current developments in affirmative action and equal employment opportunity related laws to employees, advise senior administration on equal employment policies and procedures, as well as accessibility, Title IX and discriminatory harassment issues and concerns and monitor progress toward the UConn Health's *Plan* goals.

Subsection (d)

As discussed in detail in previous approved *Plans*, the feasibility of an employee advisory committee was considered by University leaders. It was determined that the uniqueness of an academic medical institution's work environment required a committee that encompassed all academic and operational units across the Storrs and regional campuses as well as UConn Health. The committee has access to all University records necessary for the effective performance of its duties.

Subsection (e)

The committee facilitated by the Office of Diversity, Equity, and Inclusion (ODI) under the leadership of Vice President and Chief Diversity Officer Dr. Jeffrey Hines, MD includes sixty-eight (68) members comprised of twenty-four (24) Diversity Committee Representatives and forty-four (44) DEI Representatives. The committee is comprised of seven (7) white males, twenty-seven (27) white females, eight (8) Black males, ten (10) Black females, five (5) Hispanic males, eight (8) Hispanic females, two (2) Asian males and one (1) Asian female representing academic and operational units of the University and UConn Health. The committee is specifically charged with the development and implementation of a multi-dimensional strategic and inclusion plan. The committee 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. Names, individual race and gender, position, job title, classification, and time devoted to their duties are maintained and recorded. Copies of all the committee's agendas and supporting documentation are retained as required by University and state records retention schedules.

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 equal employment opportunity 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 affirmative action and equal employment opportunity. UConn Health's Non-Retaliation Policy expressly prohibits 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 equal employment opportunity, affirmative action, multiculturalism, and social equity through functions that play educational, support, and compliance roles at UConn Health. OIE's work is focused on administrating 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 Chief Executive Officer and Executive Vice President for Health Affairs. OIE is charged with compliance function in the following major areas of focus:

- Monitoring faculty and staff search and hire processes.
- State and Federal AA/EEO reporting requirements.
- Pre-litigation discrimination case management.
- Americans with Disabilities Act (ADA) compliance.
- Training and education relative to diversity and sexual harassment prevention.
- Title IX compliance.

Monitoring Search and Hire Processes

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 based, objective, and specific. OIE staff provide search compliance education and training on recruitment, applicant evaluation, non-discriminatory interviewing, and selection. 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.

State and Federal Reporting Requirements

The Employment Equity staff, in compliance with §46a-68, prepares UConn Health's *Plan* 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, 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* and narrative and graphical analyses of the workforce, new hires, and applicants.

Additionally, to fulfill requirements as a federal contractor, staff prepare federal affirmative action plans for Individuals with Disabilities and Veterans as required by VEVRAA and Section 503 of the Rehabilitation Act of 1974.

Pre-litigation Discrimination Case Management

OIE is responsible for reviewing, and where applicable, objectively investigating complaints of discrimination and harassment based on protected classification to determine if employee conduct violates the University's non-discrimination policies. OIE is charged by Connecticut law (Conn. Gen. Stat. § 46a-68(b)(4)(A)) with investigating complaints of discrimination made against UConn Health employees and mitigating any discriminatory conduct that is found to exist. OIE fulfills this mandate by conducting 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

OIE monitors UConn Health's compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to support equal access for people with disabilities. OIE works to ensure the ability for all to participate in university-sponsored, non-course related programs or activities, in collaboration with the university community. OIE is responsible for:

- Resolving allegations of discrimination based on disability
- Overseeing and ensuring 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.

Education and Training

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.

Title IX Compliance

OIE's Title IX Coordinator and 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 and equal employment opportunity 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 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 for the ongoing monitoring and evaluation of diversity, equity, and inclusion initiatives, in coordination with OIE's compliance-related efforts. ODI proactively collaborates across the University to design and implement plans, review and modernize policies, programs, training, and activities that inspire and educate the University community to embrace diversity and inclusion as core values, ensuring alignment with the University's mission. ODI works strategically with relevant University units to support compliance with non-discrimination policies and promote equity and diversity programs that contribute to cultivating inclusive and diverse working and learning environments, free from discrimination, harassment, and retaliation.

Individuals Assigned Affirmative Action Plan Duties

The following summarizes the activities of those individuals for whom affirmative action and equal employment opportunity *Plan* functions comprised more than 50% of their job duties from June 1, 2024, to May 31, 2025.

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.

Sarah Chipman, Interim Associate Vice President, Equal Employment Opportunity Officer & Interim ADA Coordinator, Interim Title IX Coordinator, Interim Title VI Coordinator and Director of Equity Response and Education

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: 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: 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: 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 to support equal access for people with disabilities. **Percentage of time: 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: 100%**

Hanna Prytko, EEO & Search Compliance Manager
Manages the Employment Equity 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: 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: 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: 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: 100%**

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, organization and staff development, payroll and benefits, human resources records, and information systems. **Percentage of time: 80%**

Ryan Scerra, Director of 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. **Percentage of time: 80%**

Lorin O'Donnell, Talent Acquisition Specialist

Develops and executes fully integrated recruitment plans including aggressively recruiting 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: 80%**

Donna Alexander, Talent Acquisition Specialist

Develops and executes fully integrated recruitment plans including aggressively recruiting 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: 80%**

Elizabeth McNamara, Talent Acquisition Specialist

Develops and executes fully integrated recruitment plans including aggressively recruiting 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: 80%**

LyAsia Shirden, Talent Acquisition Specialist

Develops and executes fully integrated recruitment plans including aggressively recruiting 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: 80%**

Tracey Rich, 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: 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: 60%**

Sarah Warkowski, 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: 60%**

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 assists 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: 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: 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: 60%**

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: 60%**

Daniel Moreland, ADA Manager
Conducts the interactive process with employees who request workplace accommodation. Provides consultative services and support to managers throughout the process. **Percentage of time: 80%**

<u>Office for Diversity and Inclusion</u>

Jeffrey F. Hines MD, Vice President for Diversity and Inclusion and Chief Diversity Officer
Leads, plans, develops, administers, and evaluates the University's diversity programs, driving efforts to recruit, develop, retain, and engage a diverse community of faculty, staff, and

students with varied backgrounds and perspectives. Collaborates with units responsible for equity and diversity programs to foster a campus environment rooted in inclusivity, free from discrimination, harassment, and retaliation. **Percentage of time: 50%**

Kathleen Holgerson, Interim Assistant Vice President for Diversity, and Inclusion
Develops and implements strategies for inclusion programs and initiatives while fostering partnerships across the University and beyond. Collaborates with units responsible for equity and diversity programs to cultivate a campus environment free from discrimination, harassment, and retaliation. Designs programs and coordinates activities across all campuses to recruit and retain faculty and staff from diverse backgrounds. Supports ODI and serves as a key liaison with university-wide units, advancing diversity, equity, inclusion, and belonging initiatives that align with UConn's strategic plan. **Percentage of time: 50%**

In addition to the individuals listed with responsibilities for affirmative action and equal employment opportunity, 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 considerable 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 efforts to monitoring all academic functions related to employment, promotion, retention, and recruitment to make certain they are conducted in accordance equal employment 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 a broad pool of applicants and ensuring candidates are evaluated objectively based on their qualifications. Hiring managers and search committee members are responsible for conducting recruitment efforts to reach a broad and qualified applicant pool and evaluating candidates in an equitable manner free from discrimination.

Subsection (i)

UConn Health has established internal program evaluation mechanisms to continually audit, monitor, and evaluate programs in our affirmative action program. Dr. Agwunobi and Sarah Chipman have established and implemented a system that provides for goals, timetables for goals and initiatives, and for periodic evaluations.

The following summarizes UConn Health's internal evaluation process and the results for this *Plan* Reporting 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 goals of each *Plan* is an integral part of ongoing discussions throughout the *Plan* year. Sarah Chipman reviews *Plan* goal achievement on a regular basis and presents verbal or written reports to Dr. Agwunobi, the Senior Executive Team, Human Resources, and the Board of Directors regarding progress and challenges in meeting *Plan* 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 are conducted to elicit additional information about employees' experience working at UConn Health. Feedback is given to the appropriate department for follow-up. OIE also reviews 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 monitors the progress of UConn Health's *Plan* throughout the year. Additionally, OIE reviews program goals set in the *Plan*, which determines OIE's focus and prioritization of projects.

Throughout the *Plan* year, Equal Employment Officer Sarah Chipman and Education and Training Specialist Katherine Kenyon met with or provided training to various departments, deans, chairs, and directors to ensure compliance with accessibility, non-discrimination and anti-harassment, affirmative action and equal employment opportunity, related UConn Health policies/procedures and state and federal laws and regulations.

- GME Medical/Dental Resident Orientation: presentation to residents on non-discrimination policies, reporting options, and resources (group split into two days)
- GME Medical/Dental Resident Orientation: presentation to residents on non-discrimination policies, reporting options, and resources (group split into two days)
- GME Medical/Dental Fellow Orientation: presentation to residents on non-discrimination policies, reporting options, and resources
- School of Dental Medicine New Student Orientation: Diversity Awareness and Sexual Harassment Prevention: presentation to new dental students on non-discrimination policies, reporting options, and resources
- Family Medicine Residency Program: presentation to residents on non-discrimination policies, bystander intervention, reporting options, and resources
- Senior Leadership Team: presentation on Americans with Disabilities Act Title II regulatory updates
- School of Dental Medicine vendor/campus resource fair: engagement/awareness event to provide information about reporting options and resources
- UConn Health Employee Health and Wellness Fair: engagement/awareness event to provide information about reporting options and resources
- School of Dental Medicine: presentation implicit bias and diversity and inclusion training to faculty and fellows from the Dental Admissions Committee

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 #2 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 throughout the *Plan* year, Sarah Chipman appraises Dr. Agwunobi of the progress toward goals and objectives established in the *Plan*. In these meetings, specific problems are identified and recommendations for any necessary corrective action are discussed.

Dr. Agwunobi also receives briefings regarding complaints investigated and/or adjudicated by the EEO Investigators in OIE. He is notified of decisions regarding complaints and receives copies of all Findings and Recommendations. These meetings include discussions of trends with respect to both hiring and discrimination complaint activity.

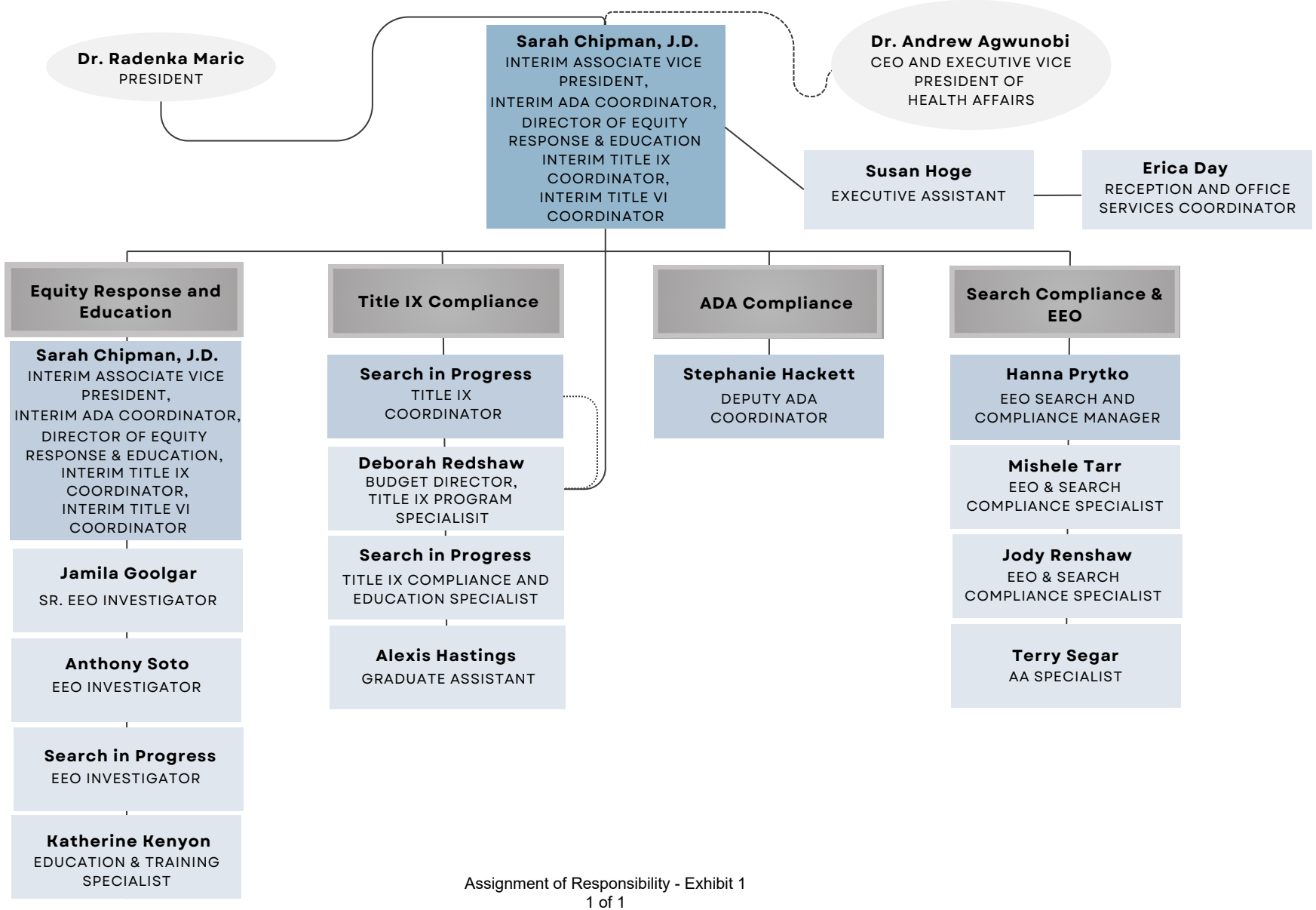
In addition to the regularly scheduled meetings, Sarah Chipman and Dr. Agwunobi meet to review and discuss the completed *Plan* and the Executive Summary prior to submission. The *Executive Summary* provides an analysis of hiring goal achievement, an evaluation of the program goals and an explanation of the new goals set for the new *Plan* year. Additionally, the *Executive Summary* includes graphical and statistical data about the workforce, and new hires and applicants reported in the *Plan*. 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 #3 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 25 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

AUGUST 2025



UCONN HEALTH
HUMAN RESOURCES

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? If 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

2025

UCONN HEALTH

Connecticut Affirmative Action Plan

Executive Summary



Office of Institutional Equity

UCONN HEALTH

2025 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 equal employment opportunity and 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.
- Demonstrates UConn Health's compliance with regulatory requirements.

2025 Plan Important Dates

- The 2025 Plan year runs from June 1, 2024, to May 31, 2025.
- Workforce data includes UConn Health employees as of May 31, 2025.
- The plan is due to CHRO by September 30, 2025.
- On December 10, 2025, 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, addresses all previous deficiencies, 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.

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.

2025 Goal Achievement

- Combined goal achievement has increased after a decline in the previous three *Plans* (2022-2024).
- Goals achievement increased from **20.1%** to **24.6%** for hires and from **20.9%** to **35.0%** for promotions.
- Combined goal achievement is **27.2%**, an increase from **20.%** in 2024 and **19.0%** in 2023.
- The 2024 *Plan* utilized entire promotional pools in setting goals, instead of the 75% used in previous *Plans*. This change has resulted in more accurate goals set which led to an increase in goal achievement.
- OIE will continue to monitor goal achievement to ensure accurate calculations and is focusing on other factors such as recruitment strategies, applicant evaluations, and training for search committees.

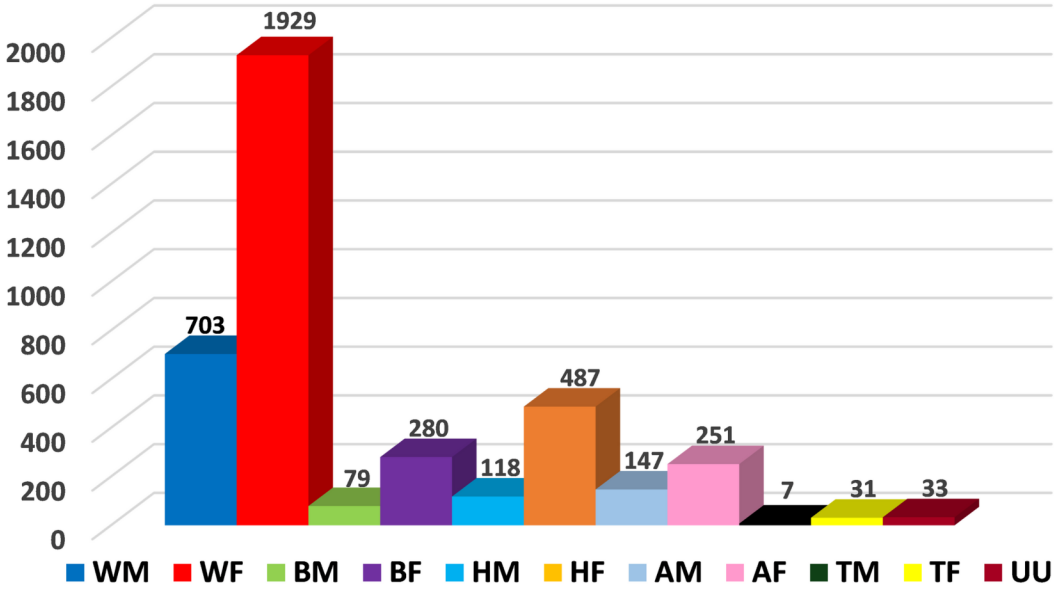
Job Category	Hires	Goals Met	Percentage	Promotions	Goals Met	Percentage
Executive Managerial	14	1	7.1%	34	7	20.6%
Faculty	55	21	38.2%	40	22	55.0%
Professional	206	67	32.5%	54	14	25.9%
Secretarial/Clerical	106	8	7.5%	37	12	32.4%
Tech/Paraprofessional	147	32	21.8%	13	7	53.8%
Qualified Craft Worker	3	0	0.0%	2	1	50.0%
Service/Maintenance	10	4	40.0%	0	0	0.0%
Total	**541**	**133**	**24.6%**	**180**	**63**	**35.0%**

2025 WORKFORCE

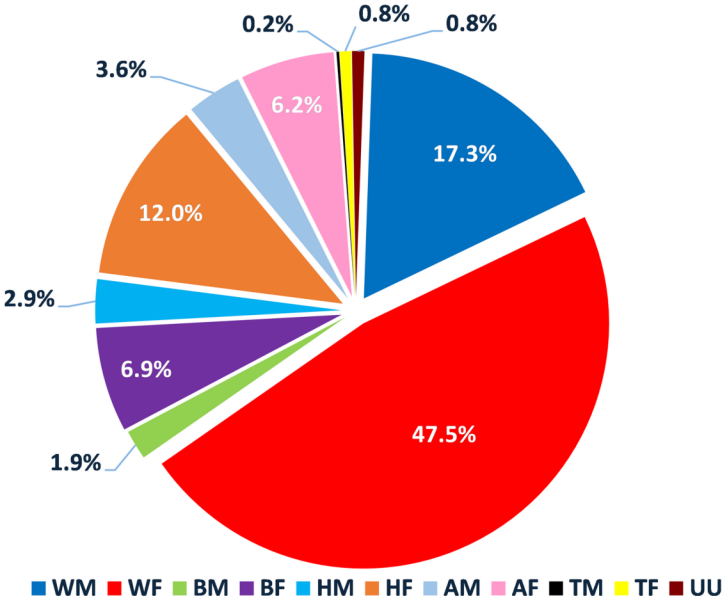
The Workforce Analysis section of the Plan examines the full-time workforce by job category and labor market.

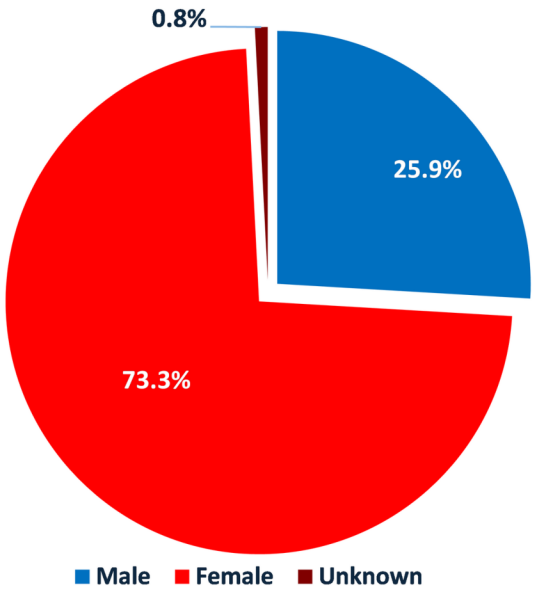
Race/Ethnicity definitions found here.

EEO Category	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Total
1-Executive/Managerial	61	157	7	13	3	10	1	10	0	2	0	**264**
2-Faculty	202	156	10	12	26	27	94	88	1	3	7	**626**
3-Professional Non-Faculty	259	870	22	83	25	104	37	100	3	12	2	**1517**
4-Secretarial/Clerical	16	350	5	98	8	169	5	18	1	9	6	**685**
5-Technical/Paraprofessional	83	352	20	71	25	157	8	32	2	5	18	**773**
6-Qualified Craft	27	1	2	0	5	0	0	0	0	0	0	**35**
7-Service Maintenance	55	43	13	3	26	20	2	3	0	0	0	**165**
Total Workforce	**703**	**1929**	**79**	**280**	**118**	**487**	**147**	**251**	**7**	**31**	**33**	4065



The 2025 Plan reports a workforce of 4065 employees, a 3.0% increase from 3943 in 2024.





As the workforce has increased annually, the demographic composition has not significantly changed. Changes in race/gender groups ranges from **0.0% to 0.5%**, except **Hispanic females**, which increased by **1.0%.**

The workforce is **64.7% White** and **73.3% female**. The largest group is **White females** at **47.5%**, with **Black males** the smallest at **1.9%**. Employees choosing not to self-identify their demographic information, categorized as Unknown, has increased to **0.8%**.

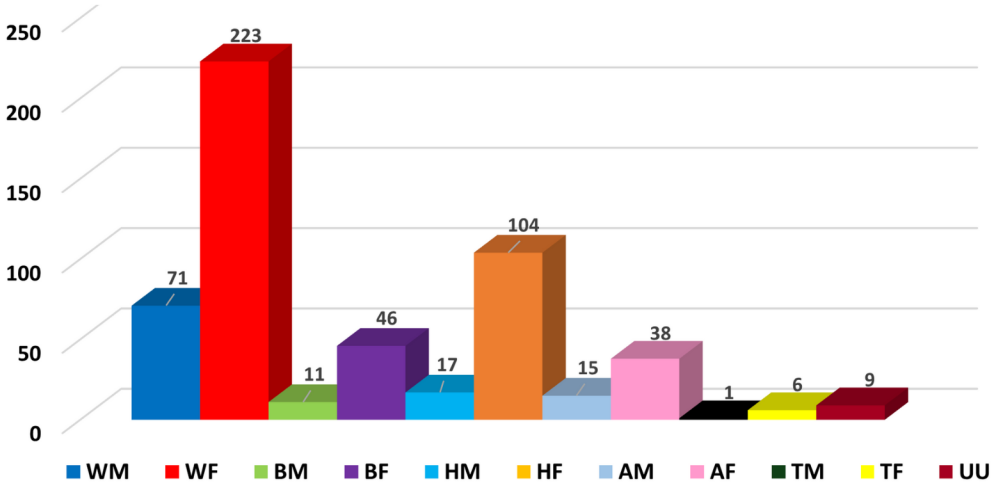
2025 NEW HIRES

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 objective, qualification-based justifications for how each applicant was evaluated.

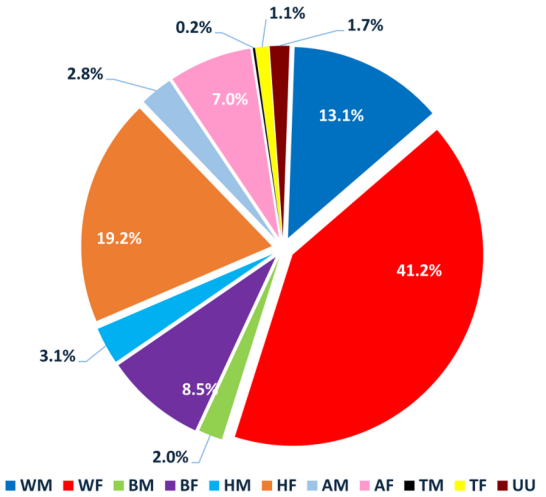
EEO Category	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Total
1-Executive/Managerial	8	3	0	2	0	0	0	1	0	0	0	14
2-Faculty	13	12	1	0	3	6	7	9	0	0	4	55
3-Professional Non-Faculty	32	116	2	8	5	18	6	15	0	4	0	206
4-Secretarial/Clerical	2	41	3	18	0	34	0	4	0	2	2	106
5-Technical/Paraprofessional	12	47	4	18	7	44	2	9	1	0	3	147
6-Qualified Craft	3	0	0	0	0	0	0	0	0	0	0	3
7-Service Maintenance	1	4	1	0	2	2	0	0	0	0	0	10
Total New Hires	71	223	11	46	17	104	15	38	1	6	9	541

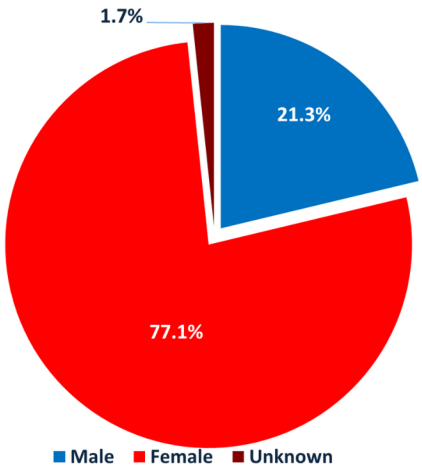
Hire narratives must include:

- **Rationale for Unqualified and Qualified applicants.**
- **Objective, qualification-based justifications for all interviewed candidates**
- **Specific and detailed reasons for hiring and rejecting candidates**



The 2025 Plan reports **541 new hires,** a **4.5%** decrease from **563** in 2024. As in previous Plans, the new hires are predominately **White**, **54.3%** and **female, 77.1%**. Similar to the workforce, **Black males** are the smallest group at **2.0%**. **Hispanic females** have been steadily increasing in the Secretarial/Clerical and Technical/Paraprofessional categories with **19.2%.**



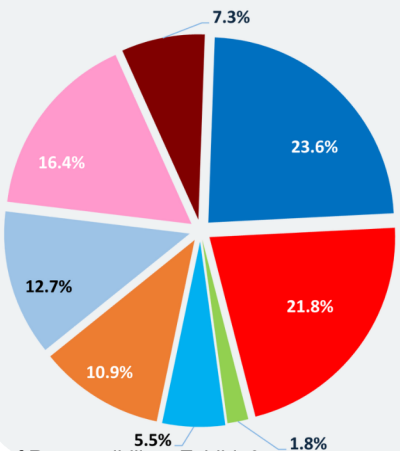


Applicants choosing not to self-identify their demographic information, categorized as **Unknown**, has fluctuated in the last five years, currently at **1.7%**. New hire demographics do not vary significantly from Plan to Plan or from the composition of the workforce.

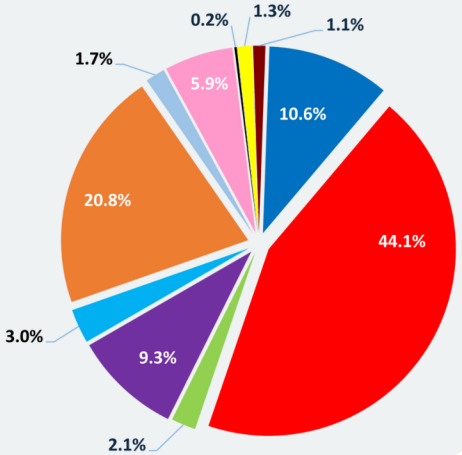
The **faculty** hires include **1 Black male**, **3 Hispanic males** and **6 Hispanic females**, accounting for **1.8%**, **5.5%** and **10.9%** of the total, respectively. In contrast, **White males** and **females** represent **45.4%** of the new hires, a decrease from **50.8%**. No **Black females** were hired. Unknowns are **7.3%.**

The demographic composition of **staff** is similar to that of the overall workforce across most race/genders. Notably, the representation of **Black females** continues to decrease while **Hispanic females** increases.

Faculty

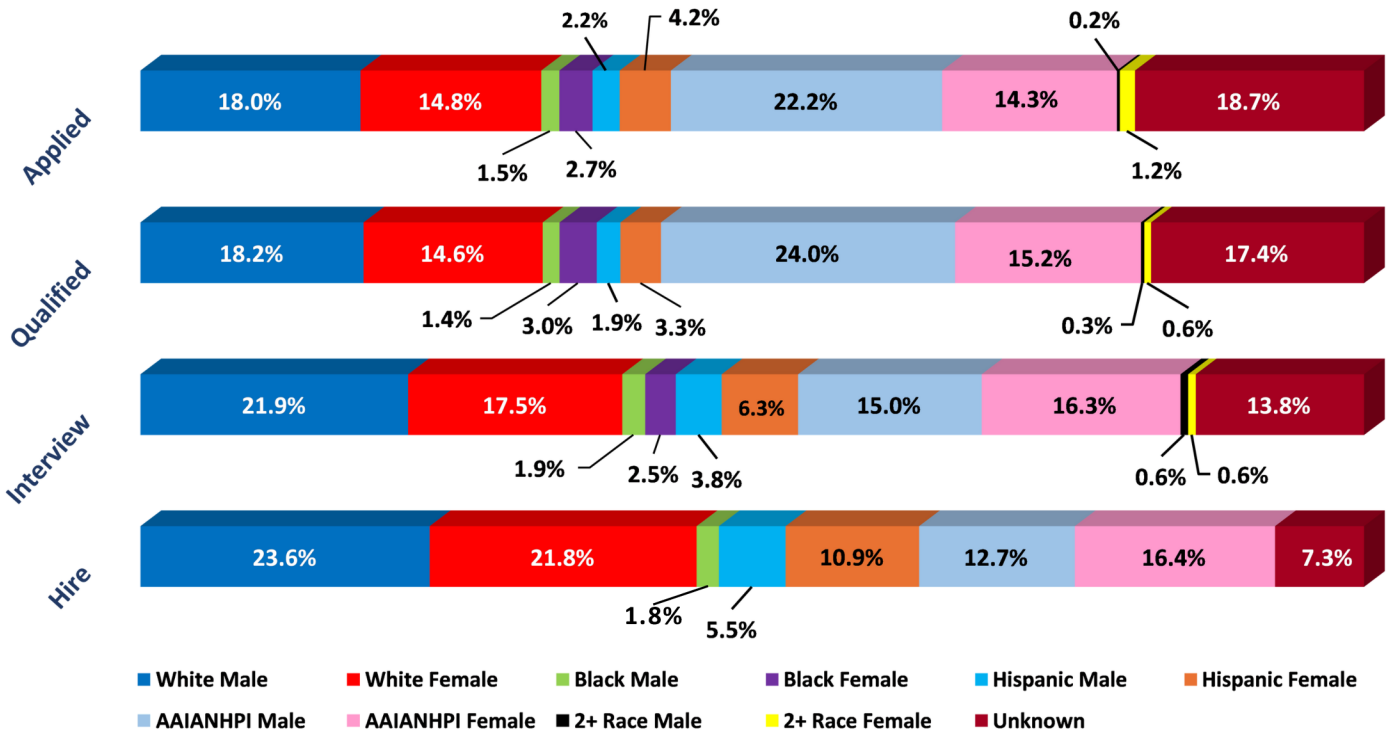


Staff



2025 Applicants Faculty

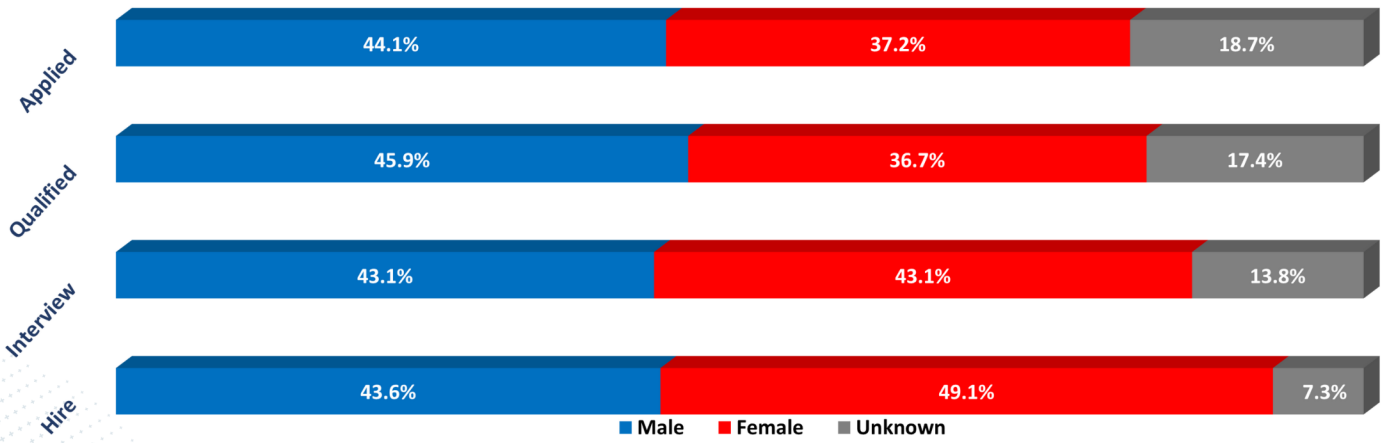
The Applicant Flow Analysis section examines the pools of applicants for each job category, as they progress through the search process, covering stages from application to evaluation, interview, selection, rejection, offer, and hire.



A total of **406** candidates applied for **faculty** positions, leading to **71** successful hires.
The demographics of the applicant pool align with previous reports. However, as candidates progress through the search process, the representation of various race and gender groups within the pool shows inconsistencies.

- **White** and **Hispanic females** from Qualified to Hire
- **White** and **Hispanic males** from Qualified to Hire
- **AAIANHPI males** from Application to Hire

Additionally, applicants opting not to self-identify has been consistently increasing each year.

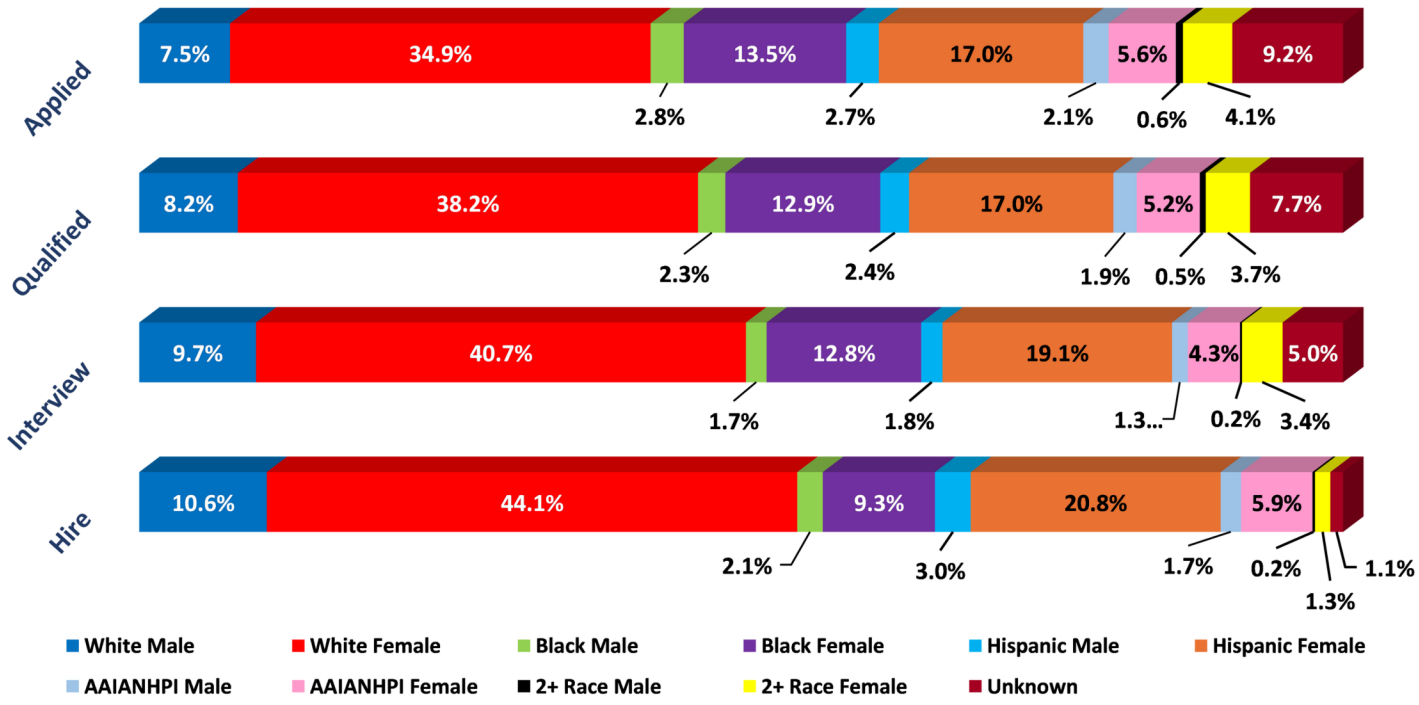


The gender composition of applicants for faculty positions is also not consistent as candidates progress through the search process for **Females** from Qualified to Hire.

The effect of **Unknown** applicants cannot be assessed solely based on the data provided.

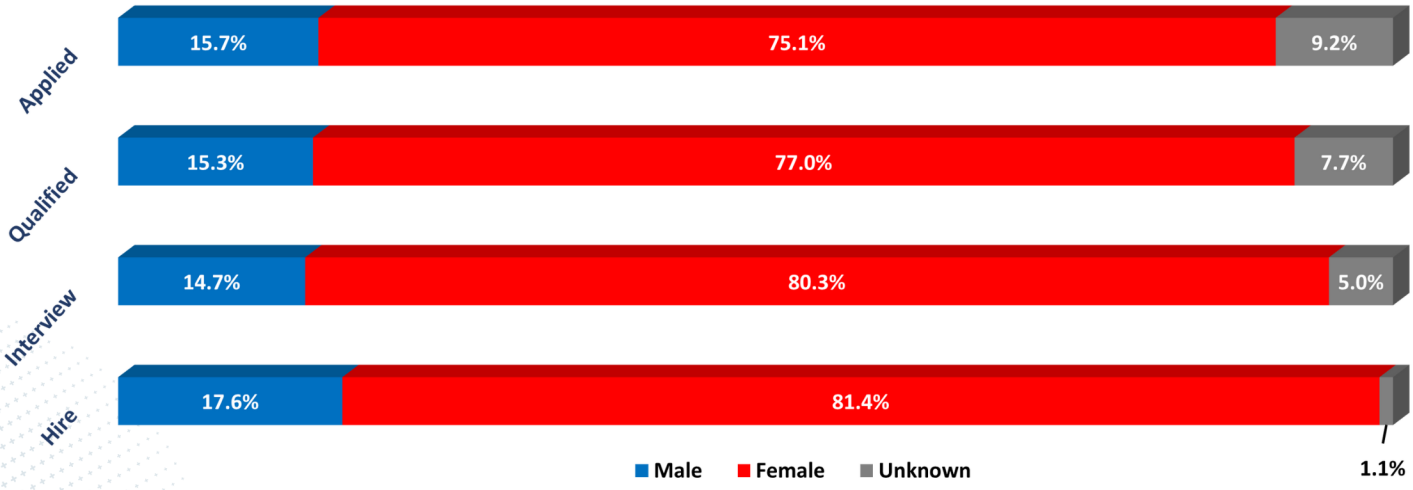
2025 Applicants Staff

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 **10,422** candidates applied for staff positions, resulting in **472** successful hires. The demographics of the applicant pool align with previous reports. However, as candidates progress through the search process, the representation of various race and gender groups within the pool shows inconsistencies

- **White males** and females from Application to Hire
- **Black females** from Interview to Hire
- **Hispanic females** from Interview to Hire



As applicants progress through the search process, the composition of the applicant pools at each stage is also not consistent for **Females** from Qualified to Hire.

The effect of **Unknown** applicants cannot be assessed solely based on the data provided.

ORGANIZATIONAL ANALYSIS

(Section 46a -68-82)

September 2025

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 AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
1 - EXECUTIVE, ADMINISTRATIVE & MANAGERIAL			
1A			
	Executive VP/CEO UConn Health	x	
	Dean	x	
	Chief Financial Officer	x	
	VP, Quality & Patient Services	x	
	Chief Information Officer	x	
Added	VP, Chief Revenue Cycle Office	x	
	VP, Ambulatory Care Admin	x	
Added	VP of Finance and Controller	x	
	Associate Vice President	x	
	Vice President	x	
	Chief Admin Officer	x	
	Chief of Staff	x	
	Asst Vice President	x	
1B			
	Chief Counsel	x	
	Univ Director	x	
	Sr. Director, Nursing	x	
	Nursing Director	x	
	Senior Director - Budget	x	
	Sr Director, Finance/Adm,SOM	x	
	Sr Assoc Healthcare Counsel	x	
	Associate Healthcare Counsel	x	
	Director, Info Technology	x	
	Associate Director	x	
	Director, Radiation Safety/EOC	x	
Added	Associate Director, Radiology	x	
	Director, Strategic Projects	x	
	Administrative Director	x	
	Director, Emergency Preparedne	x	
	Director, Ambulatory Access In	x	
	Director, Procurement	x	
1C	Medical Physicist	x	
	Program Director	x	
	Nurse Manager	x	
	Chief Clinical Engineer	x	
	Pharmacy Manager	x	
	UHP President	x	
	Director, Logistics Management	x	
	Administrative Manager	x	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
	UHPC-4/Dept Manager	x	
	Information Tech Manager (RC)	x	
	Asst Director, Fac Bus Svcs	x	
	Finance Manager	x	
	Manager, Respiratory Svcs	x	
Added	Manager Healthcare Compliance	x	
	Asst Dir, Procurement Systems	x	
Added	Asst Director, Logistics Mngmt	x	
	Rehab Svcs Operations Mngr	x	
	Asst Director, Lab Animal Care	x	
	Operations Mngr-Facilities Svc	x	
	Asst Director/Supply Chain Ops	x	
	Academic Admin Manager	x	
	Academic Computing Spec III	x	
	Academic Program Coord	x	
	Clinical Practice Manager 2	x	
	Asst Director, Multimedia Svcs	x	
	Mgr, Patient Financial Svcs	x	
	UHP Vice President	x	
	Clinical Practice Manager 1	x	
	Business Services Manager	x	
	Univ Asst Director	x	
	Program Manager-Risk Mngmnt	x	
	Manager, Patient Access	x	
2 - FACULTY			
2A			
	Head of Dept/Clinical	x	
	Head of Dept/Basic Sci	x	
2B			
	Professor/Clinical	x	
	University Professor	x	
	Professor/Visiting	x	
	Professor/Basic Sci	x	
2C			
	Assoc Prof/Clinical	x	
	Assoc Prof/Visiting	x	
	Assoc Prof/Basic Sci	x	
2D			
	Asst Prof/Clinical	x	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
	Asst Prof/Basic Sci	x	
2E			
	Instructor/Clinical	x	
	Instructor/Basic Sci	x	
3 - PROFESSIONAL NON-FACULTY			
3A			
	Staff Nurse CN4	x	
	Staff Nurse CN3	x	
	Staff Nurse CN3 - Outpatient	x	
	Clin Sys/Informatics Analyst	x	
	Staff Nurse CN2	x	
	Staff Nurse CN2 - Outpatient	x	
	Research Nurse	x	
	Staff Nurse CN1	x	
3B			
	Administrative Supv, Nursing	x	
	Asst Nursing Manager	x	
3C	Nurse Anesthetist	x	
Title Change	Nursing Professional Dev Spec	x	
	Infection Control Specialist 2	x	
	Supvr, Clinical Case Manager	x	
	Clinical Case Manager	x	
	Clinical Program Coordinator	x	
	Clinical Nurse Consultant	x	
	Lactation Nurse	x	
	Clinical Patient Navigator	x	
	Wound & Ostomy Nurse	x	
3D			
	Clinical Radiologic Supvr	x	
	Mobile Intensive Care Coord Su	x	
	Rehabilitation Services Supvr	x	
	Social Work Supervisor	x	
	Cytology General Supervisor	x	
	Clinical Lab Supervisor	x	
	Histology Supervisor	x	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
3E	Clinical Perfusionist Coord	x	
	Clinical Perfusionist	x	
	Lead Physician Assistant	x	
	Pharmacy Clinical Coord	x	
	Physician Assistant	x	
	Procurement & Inv Pharmacist	x	
Title Change	Clinical Pharmacist Specialist	x	
	Pharmacist-UHP	x	
	Medical Dosimetrist	x	
	Lead Pathologists' Assistant	x	
	Ergonomist	x	
	Pathologists' Assistant	x	
	Speech Pathologist	x	
	Quality Assurance Specialist	x	
	Research Facilitator	x	
	Diabetes Educator	x	
	Chemical Safety Officer	x	
	Mental Health Clinician	x	
	Occupational Therapist 2-UHP	x	
	Physical Therapist 2 - UHP	x	
Added	Physical Therapist 1 - UHP	x	
	Poison Information Spec	x	
	Clinical Documentation Spec	x	
	Neonatal Spec Resp Care	x	
	Therapeutic Recreation Spec	x	
	Patient Instructor Trainer	x	
	Athletic Trainer	x	
3F			
	Clinical Research Assoc 2	x	
	Research Associate 2	x	
	Clinical Research Assoc 1	x	
	Research Associate 1	x	
	Clinical Research Asst 3	x	
	Research Assistant 3	x	
	Research Analyst	x	
	Clinical Research Asst 2	x	
	Research Assistant 2	x	
	Research Assistant 1	x	
	Clinical Research Asst 1	x	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
3G	Medical Technologist 2	x	
	Histotechnologist	x	
	Medical Technologist 1	x	
	Cytotechnologist	x	
3H			
	Supervising Accountant - UHP	x	
	Reimbursement Analyst 2	x	
	Assoc Accountant		x
	Grants & Contracts Specialist		x
	Fiscal Admin Off		x
	Supv Patient Svcs Accts	x	
	Staff Accountant 3	x	
	Supervisor, Patient Access	x	
	Reimbursement Analyst 1	x	
Title Change	Financial Coordinator	x	
	Accountant		x
	Staff Accountant 2	x	
	Staff Accountant 1	x	
	Administrative Financial Coord	x	
	Financial Aid Officer	x	
	Patient Svcs Accounts Coord	x	
3I	Sr Labor Relations Specialist	x	
	PI Project Leader	x	
	Assoc Compliance Officer	x	
	Labor Relations Specialist	x	
	Librarian 4	x	
Added	Manager, HIM Coding	x	
	HR Consultant	x	
Added	Legal Contract Specialist 3	x	
	Sponsored Program Specialist	x	
	Procurement Contract Spec	x	
	Human Resources Specialist 3	x	
	Strategic Planner	x	
	Community Health Prog Supvr	x	
	Research Compliance Monitor 2	x	
	EEO Investigator	x	
	Interpreter Services Coord	x	
	UCH Communications Specialist	x	
	Student Affairs Officer	x	
	Clin Simulation CTR Coordinato	x	
	Assistant Privacy Officer	x	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
	Academic Curric Coordinator	x	
	Educ & Development Spec.	x	
	Research Compliance Monitor 1	x	
	Program Manager	x	
	Talent Acquisition Specialist	x	
	Executive Staff Asst	x	
	Compliance Specialist	x	
	Administrative Officer	x	
	Executive Assist to Dean-SOM	x	
	Employee Assistance Counselor	x	
	Coding Trainer	x	
	Healthcare Data Analyst	x	
	Lead Coding Trainer	x	
	Librarian 3	x	
	Procurement Financial Officer	x	
	Comm Based Educ Spec	x	
	Practice Relations Liaison	x	
	Human Resources Specialist 2	x	
	Pharmacy Quality Specialist	x	
	Spvr, Medical Coding &Training	x	
	Med Materials Mngmnt Supvr	x	
	Medical Records Supervisor	x	
	Chaplain	x	
Added	Lab Animal Tech Svcs Spec	x	
	Childcare Head Teacher	x	
	Labor Relations Coordinator	x	
3J			
	Employee Resource Specialist	x	
3J	Asst Radiation Safety Officer	x	
	Adm Program Coordinator	x	
	Admin and Clin Research Coord	x	
	Librarian 2	x	
	Human Resources Specialist 1	x	
Title Change	Marketing Associate II	x	
	Engineer 1	x	
	Childcare Teacher	x	
3K			

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
	Behavioral Health Program Mgr	x	
	Social Worker 2	x	
3L	IT Project Manager	x	
	Project Manager 2, Campus Plan	x	
	Application Analyst 3	x	
	Infrastructure Architect	x	
	Application Architect	x	
	Biomed Cybersecurity Architect		
	Application Analyst 2	x	
	Application Developer 3	x	
	Systems Manager	x	
	Performance Improvement Spec	x	
	Electrical Engineer	x	
	Instructional Design Spec	x	
	Epic Training Coordinator	x	
	Training Specialist	x	
	HRIS Administrator	x	
	Application Analyst 1	x	
	Principal Trainer	x	
	Business System Analyst	x	
	Legal Contract Specialist 2	x	
Title Change	Biomed Cybersecurity Architect	x	
	Technical Analyst 2	x	
	Application Developer 2	x	
	Web Communication Officer 2	x	
	Technical Analyst 3	x	
	Technical Analyst 1	x	
	Admin & Clin Sys Coord	x	
	Digital Marketing Specialist	x	
	Web Communication Officer 1	x	
	HRIS Specialist 2	x	
	Project Planning Coordinator	x	
	Social Media Specialist	x	
	Application Developer 1	x	
3M			
	Lead Nurse Anesthetist	x	
	Lead Nurse Practitioner	x	
	Nurse Practitioner	x	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
4 - CLERICAL & SECRETARIAL			
4A			
	Office Assistant		x
4B	Patient Svcs Representative	x	
	Patient Access Representative	x	
4C			
	Clerk Typist		x
	Clerk		x
	Unit Supervisor		x
4D			
	Executive Assistant	x	
	Fiscal Admin Asst		x
	Adm Fiscal Assistant	x	
	Supply Coordinator	x	
	Secretary 2		x
	Accounts Receivable Collector	x	
	E.D. Admissions Specialist	x	
	Lead ED Admissions Specialist	x	
	Spec Secretary (Medical)		x
	Human Resources Assistant	x	
	Medical Records Clerk		x
	Telecom Operator		x
	UCH Ld Communications Operator		x
	UCH Communications Operator		x
	Fiscal Assistant	x	
	Mail Handler		x
	Data Entry Oper 1		x
	Cash Accounting Clerk		x
	Univ Helper		x
4E			
	Adm Program Assistant 1	x	
4F			
	Adm Program Assistant 2	x	
4G			
	Clinic Office Assistant	x	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
5 - TECHNICAL & PARAPROFESSIONAL			
5A			
	Respiratory Therapist Supv		x
	Lead Respiratory Therapist		x
	Pulmonary Coordinator	x	
	Clinical Coordinator 2	x	
	Community Health Specialist	x	
	Respiratory Therapist		x
	Credentialed Trainer	x	
	Pulmonary Function Spec	x	
	Community Health Worker	x	
5B	Radiation Therapy Supervisor	x	
	Lead Cardiac/Vascular Sngraphr	x	
	Cardiac/Vascular Sonographer	x	
	Lead Nuclear Med Tech	x	
	Radiation Therapy Technologist	x	
	Lead Radiologic Technologist	x	
	Lead Diagnostic Medical Sonogr	x	
	Biomedical Tech Specialist	x	
	Safety & QA Officer	x	
	Nuclear Medicine Technologist	x	
	Lead Computed Tomography Tech	x	
	Bone Densitometry Technologist	x	
	Mammography Technologist 2	x	
	DM Sonography Technlgst 2	x	
	Intrventnl/Spec Procedure Tech	x	
	Mag Resonance Imaging Tech 2	x	
	Mag Resonance Imagng Tech 1	x	
	Ld Mag Resonance Imagng Tech 2	x	
	Embalmer/Coordinator	x	
	Computed Tomography (CT) Tech2	x	
	Biomedical Technician 2	x	
	Cardiovascular Technologist 2	x	
	DM Sonography Technlgst 1	x	
	Diagnostic Rad Tech	x	
	Spec Dental Lab Tech	x	
	Cardiovascular Technologist 1	x	
	Surgical Technologist 2		x

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
	Cast Technician	x	
	Medical Laboratory Technician	x	
	Neurodiagnostic Tech	x	
	Lead Ophthalmology Technician	x	
Title Change	Pathology Technician	x	
		x	
	Veterinary Technologist	x	
	Phlebotomy/Central Proc Coord	x	
	OR/Anesthesia Tech		x
	Cardiac Testing Tech	x	
	Ophthalmology Technician	x	
	Clinical Research Technician	x	
	Cntrl Sterile Proc Instr Spec		x
	BioMedical Technician I	x	
	Research Technician	x	
	MH Asst 1		x
5C			
	EHS Specialist 2	x	
	Interpreter Deaf/Hard of Hear	x	
	EHS Specialist 1	x	
	Dental Simulation Lab Coord	x	
Title Change	Dental Patient Services Coordinator	x	
	Purchasing and Inventory Spec	x	
	Laboratory Assistant 3		x
	Coding Reimbursement Spec	x	
	Preclinical Educ Specialist	x	
	Pharmacy Technician Coord		x
	Laboratory Assistant 2		x
	Laboratory Assistant		x
	Med Rec Spec 2		x
	Pharmacy Technician		x
	Med Rec Spec 1		x
	Information Specialist	x	
	Phlebotomist - 1199		x
	Diagnostic Imaging Assistant		x
5D			
	Medical Assistant	x	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
5E	UCH Paralegal Specialist	x	
	Audio Visual (AV) Specialist	x	
	Multimedia Specialist 2	x	
	Desktop Technician II	x	
	Library Technician 2	x	
	Art Designer	x	
	Lead Med Records Coding Tech	x	
	HR Coordinator	x	
	Research Database Manager	x	
	Systems Coordinator	x	
	Medical Records Coding Tech 2	x	
	Clinical Coordinator	x	
	Desktop Technician I	x	
	Payroll Coordinator	x	
	Medical Records Coding Tech 1	x	
	Associate Editor	x	
	Human Resources Associate	x	
	Multimedia Specialist 1	x	
	Library Technician 1	x	
5F			
	Dental Hygienist	x	
	Lead Dental Asst		x
	Dental Asst		x
6 - SKILL CRAFTS			
6A			
	Qual Crft Wrkr-Lock		x
	Qual Crft Wrkr-Elect		x
	Qual Crft Wrkr-HVACR		x
	Qual Crft Wrkr-Painter		x
	Qual Crft Wrkr-Plumber		x
	Qual Crft Wrkr-Carpenter		x
	Skilled Maintainer		x
	Qual Crft Wrkr-A&E Mech		x
7 - SERVICE			
7A			

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 JOB TITLE STUDY			
	TITLE	**UNCLASSIFIED**	**CLASSIFIED**
	Bldg & Grnds Patrol Off		x
7B			
	Supervising Custodian		x
	Custodian		x
	Lead Custodian		x
7C			
	MTCE Spv 2 HVAC		x
	Material Mngmnt Supervisor	x	
	MTCE Spv 1 HVA		x
	MTCE Spv 2 Elect		x
	Maintenance Supv 2 (Grounds)		x
	MTCE Spv 2 Plum		x
	Spvr, Sterile Proc & Distr	x	
	Animal Care Supervisor		x
	MTCE Spv 2 Car		x
	Mat Stor Supv 2		x
	Nurse Aide		x
	Lead Transport Aide (RC)		x
	Environmntl Contrl Maintainer		x
	Asst Supervisor of CSSS		x
	Lead Stationary Engineer		x
	Lead Transport Aide		x
	General Trades Worker		x
	Landscape Technician		x
	Animal Care Tech		x
	Storekeeper		x
	Animal Care Washroom Tech		x
	Lab Aide		x
	Transport Aide		x
	Maintainer		x
	Cent Sterile Proc & Dist Aide		x
	Storekeeper Assistant		x

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 POSITION TITLES WITHIN OCCUPATIONAL CATEGORY RANKED BY COMPENSATION HIGHEST TO LOWEST							
		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
1 - EXECUTIVE, ADMINISTRATIVE & MANAGERIAL							
1A							
	Executive VP/CEO UConn Health	$816,000	$816,000			MGR	
	Chief Financial Officer	$514,386	$514,386			MGR	
	VP, Quality & Patient Services	$367,929	$367,929			MGR	
	Chief Information Officer	$358,998	$358,998			MGR	
	Dean	$317,989	$571,561			FAC	
	VP, Chief Revenue Cycle Office	$297,930	$297,930			MGR	
	VP, Ambulatory Care Admin	$293,266	$293,266			MGR	
	VP of Finance and Controller	$287,329	$287,329			MGR	
	Vice President	$285,600	$387,600			MGR	
	Chief Admin Officer	$257,457	$257,457			MGR	
	Chief of Staff	$257,438	$257,438			MGR	
	Associate Vice President	$218,020	$279,309			MGR	
	Asst Vice President	$170,485	$250,039			MGR	
1B							
	Chief Counsel	$277,058	$277,058			MGR	
	Sr. Director, Nursing	$226,069	$226,069			MGR	
	Senior Director - Budget	$203,062	$203,062			MGR	
	Sr Director, Finance/Adm,SOM	$201,237	$201,237			MGR	
	Sr Assoc Healthcare Counsel	$182,963	$191,196			CFD	
	Director, Radiation Safety/EOC	$176,838	$176,838			MGR	
	Director, Strategic Projects	$162,939	$162,939			MGR	
	Nursing Director	$156,825	$219,400			MGR	
	Director, Emergency Preparedne	$152,665	$152,665			MGR	
	Director, Info Technology	$149,679	$184,777			MGR	
	Associate Healthcare Counsel	$146,370	$146,370			CFD	
	Associate Director, Radiology	$140,000	$140,000			MGR	
	Director, Ambulatory Access In	$139,039	$139,039			MGR	
	Director, Procurement	$138,638	$138,638			MGR	
	Univ Director	$120,180	$249,788			MGR	
	Associate Director	$117,096	$186,360			MGR	
	Administrative Director	$107,687	$156,370			MGR	
1C							
	Medical Physicist	$272,524	$278,354			MGR	
	Program Director	$189,479	$196,327			MGR	
	Chief Clinical Engineer	$158,638	$158,638			MGR	
	Pharmacy Manager	$156,825	$156,825			MGR	
	UHP President	$148,283	$148,283	$112,154	$148,283	UH 16	
	UHPC-4/Dept Manager	$140,998	$140,998			MGR	
	Director, Logistics Management	$139,979	$139,979			MGR	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 POSITION TITLES WITHIN OCCUPATIONAL CATEGORY RANKED BY COMPENSATION HIGHEST TO LOWEST							
		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
1C	Nurse Manager	$138,000	$172,880			MGR	
	Manager, Respiratory Svcs	$136,569	$136,569			MGR	
	Asst Director, Fac Bus Svcs	$136,344	$136,344	$104,166	$136,344	UH 14	
	Asst Dir, Procurement Systems	$136,344	$136,344	$104,166	$136,344	UH 14	
	Asst Director, Fac Maint & Ops	$132,787	$132,787	$104,166	$136,344	UH 14	
	Asst Director, Lab Animal Care	$130,374	$130,374	$100,048	$130,374	UH 13	
	Rehab Svcs Operations Mngr	$129,189	$136,344	$104,166	$136,344	UH 14	
	Asst Director/Supply Chain Ops	$125,611	$125,611	$104,166	$136,344	UH 14	
	Operations Mngr-Facilities Svc	$124,384	$124,384	$95,888	$124,384	UH 12	
	Asst Director, Multimedia Svcs	$120,307	$120,307	$100,048	$130,374	UH 13	
	Manager Healthcare Compliance	$120,000	$120,000			MGR	
	Information Tech Manager (RC)	$119,517	$142,293	$108,098	$142,293	UH 15	
	Manager, Patient Access	$117,995	$122,724			MGR	
	UHP Vice President	$116,938	$116,938	$100,048	$130,374	UH 13	
	Finance Manager	$114,878	$136,344	$104,166	$136,344	UH 14	
	Administrative Manager	$114,717	$142,800			MGR	
	Univ Asst Director	$113,625	$113,625			MGR	
	Program Manager-Risk Mngmnt	$109,387	$109,387			CFD	
	Business Services Manager	$109,255	$109,255	$87,214	$112,466	UH 10	
	Business Services Manager	$109,255	$109,255			CFD	
	Asst Director, Logistics Mngmt	$107,723	$107,723	$104,166	$136,344	UH 14	
	Academic Admin Manager	$107,100	$121,416			MGR	
	Academic Program Coord	$104,550	$104,550			CFD	
	Mgr, Patient Financial Svcs	$103,500	$120,000			MGR	
	Clinical Practice Manager 2	$94,578	$118,456	$91,624	$118,456	UH 11	
	Academic Computing Spec III	$92,934	$92,934	$77,875	$100,485	UH 08	
	Clinical Practice Manager 1	$87,214	$112,466	$87,214	$112,466	UH 10	
2 - FACULTY							
2A							
	Head of Dept/Clinical	$297,704	$952,523			FAC	
	Head of Dept/Basic Sci	$235,237	$362,280			FAC	
2B							
	University Professor	$783,903	$783,903			FAC	
	Professor/Visiting	$290,000	$290,000			FAC	
	Professor/Basic Sci	$146,484	$365,000			FAC	
	Professor/Clinical	$145,103	$1,001,358			FAC	
2C							
	Assoc Prof/Visiting	$235,000	$290,000			FAC	
	Assoc Prof/Clinical	$117,000	$800,000			FAC	
	Assoc Prof/Basic Sci	$114,926	$394,836			FAC	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025
POSITION TITLES WITHIN OCCUPATIONAL CATEGORY
RANKED BY COMPENSATION HIGHEST TO LOWEST

		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
2D							
	Asst Prof/Clinical	$92,466	$689,655			FAC	
	Asst Prof/Basic Sci	$68,753	$180,000			FAC	
2E							
	Instructor/Clinical	$75,000	$135,000			FAC	
	Instructor/Basic Sci	$60,931	$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	$109,512	$109,512	$91,624	$118,456	UH 11	
	Staff Nurse CN3 - Outpatient	$104,083	$112,466	$87,214	$112,466	UH 10	
	Staff Nurse CN3	$92,768	$112,466	$87,214	$112,466	UH 10	
	Research Nurse	$92,165	$94,536	$73,050	$94,536	UH 07	
	Staff Nurse CN2 - Outpatient	$82,576	$106,434	$82,576	$106,434	UH 09	
	Staff Nurse CN2	$80,413	$80,413	$77,875	$100,485	UH 09	
	Staff Nurse CN1	$77,875	$77,875	$77,875	$100,485	UH 08	
3B							
	Administrative Supv, Nursing	$129,189	$136,344	$104,166	$136,344	UH 14	
	Asst Nursing Manager	$98,904	$114,754	$90,896	$114,754	UA 11	
	Asst Nursing Manager	$98,904	$114,754	$90,896	$114,754	UA 10	
	Asst Nursing Manager	$98,904	$114,754	$90,896	$114,754	UA 09	
3C							
	Nurse Anesthetist	$208,499	$208,499	$149,219	$208,499	UH 22	
	Infection Control Specialist 2	$130,374	$130,374	$100,048	$130,374	UH 13	
	Supvr, Clinical Case Manager	$123,635	$130,374	$100,048	$130,374	UH 13	
	Clinical Nurse Consultant	$115,000	$115,000			CFD	
	Lactation Nurse	$104,083	$109,637	$87,214	$112,466	UH 10	
	Nursing Professional Dev Spec	$103,438	$130,374	$100,048	$130,374	UH 13	
	Clinical Case Manager	$97,552	$118,456	$91,624	$118,456	UH 11	
	Clinical Program Coordinator	$95,888	$121,243	$95,888	$124,384	UH 12	
	Wound & Ostomy Nurse	$95,597	$104,083	$87,214	$112,466	UH 10	
	Clinical Patient Navigator	$90,584	$106,434	$82,576	$106,434	UH 09	
3D							
	Mobile Intensive Care Coord Su	$118,456	$118,456	$91,624	$118,456	UH 11	
	Cytology General Supervisor	$118,456	$118,456	$91,624	$118,456	UH 11	
	Social Work Supervisor	$109,512	$118,456	$91,624	$118,456	UH 11	
	Histology Supervisor	$106,434	$106,434	$82,576	$106,434	UH 09	
	Rehabilitation Services Supvr	$103,522	$115,440	$91,624	$118,456	UH 11	
	Clinical Radiologic Supvr	$102,211	$118,019	$95,888	$124,384	UH 12	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025
POSITION TITLES WITHIN OCCUPATIONAL CATEGORY
RANKED BY COMPENSATION HIGHEST TO LOWEST

		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
3D	Clinical Lab Supervisor	$90,584	$106,434	$82,576	$106,434	UH 09	
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	
	Procurement & Inv Pharmacist	$163,738	$163,738	$122,678	$163,738	UH 18	
	Lead Physician Assistant	$146,806	$174,138	$133,078	$174,138	UL 18	
	Clinical Pharmacist Specialist	$138,341	$155,293	$117,187	$155,293	UH 17	
	Pharmacy Clinical Coord	$136,406	$163,738	$122,678	$163,738	UH 18	
	Lead Pathologists' Assistant	$136,344	$136,344	$104,166	$136,344	UH 14	
	Ergonomist	$130,374	$130,374	$100,048	$130,374	UH 13	
	Medical Dosimetrist	$128,190	$148,283	$112,154	$148,283	UH 16	
	Physician Assistant	$122,678	$163,738	$122,678	$163,738	UH 18	
	Pathologists' Assistant	$116,938	$130,374	$100,048	$130,374	UH 13	
	Pharmacist-UHP	$116,168	$148,283	$112,154	$148,283	UH 16	
	Diabetes Educator	$112,466	$115,440	$91,624	$118,456	UH 11	
	Chemical Safety Officer	$112,466	$112,466	$91,624	$118,456	UH 11	
	Clinical Documentation Spec	$100,485	$100,485	$77,875	$100,485	UH 08	
	Speech Pathologist	$98,405	$112,466	$87,214	$112,466	UH 10	
	Quality Assurance Specialist	$98,405	$112,466	$87,214	$112,466	UH 10	
	Research Facilitator	$95,597	$112,466	$87,214	$112,466	UH 10	
	Neonatal Spec Resp Care	$95,451	$95,451	$77,875	$100,485	UH 08	
	Therapeutic Recreation Spec	$92,934	$92,934	$77,875	$100,485	UH 08	
	Mental Health Clinician	$90,584	$106,434	$82,576	$106,434	UH 09	
	Occupational Therapist 2-UHP	$85,446	$100,485	$77,875	$100,485	UH 08	
	Poison Information Spec	$85,446	$100,485	$77,875	$100,485	UH 08	
	Patient Instructor Trainer	$84,989	$84,989	$73,050	$94,536	UH 07	
	Physical Therapist 2 - UHP	$80,413	$100,485	$77,875	$100,485	UH 08	
	Athletic Trainer	$69,722	$78,312	$63,294	$82,576	UH 05	
	Physical Therapist 1 - UHP	$68,162	$70,450	$68,162	$88,546	UH 06	
3F							
	Research Associate 2	$103,438	$130,374	$100,048	$130,374	UH 13	
	Clinical Research Assoc 2	$100,048	$126,984	$100,048	$130,374	UH 13	
	Clinical Research Assoc 1	$89,960	$112,466	$87,214	$112,466	UH 10	
	Research Analyst	$88,546	$88,546	$68,162	$88,546	UH 06	
	Research Associate 1	$87,214	$112,466	$87,214	$112,466	UH 10	
	Research Assistant 3	$80,413	$100,485	$77,875	$100,485	UH 08	
	Clinical Research Asst 3	$77,875	$100,485	$77,875	$100,485	UH 08	
	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	$70,574	$58,552	$76,586	UH 04	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 POSITION TITLES WITHIN OCCUPATIONAL CATEGORY RANKED BY COMPENSATION HIGHEST TO LOWEST							
		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
3G							
	Cytotechnologist	$106,434	$106,434	$82,576	$106,434	UH 09	
	Histotechnologist	$82,930	$100,485	$77,875	$100,485	UH 08	
	Medical Technologist 2	$77,875	$100,485	$77,875	$100,485	UH 08	
	Medical Technologist 1	$68,162	$70,450	$68,162	$88,546	UH 06	
3H							
	Supervising Accountant - UHP	$102,211	$124,384	$95,888	$124,384	UH 12	
	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
	Reimbursement Analyst 2	$94,578	$118,456	$91,624	$118,456	UH 11	
	Budget & Financial Specialist	$89,960	$89,960	$87,214	$112,466	UH 10	
	Supervisor, Patient Access	$85,446	$98,010	$77,875	$100,485	UH 08	
	Staff Accountant 3	$85,238	$98,530	$82,576	$106,434	UH 09	
	Administrative Financial Coord	$81,941	$81,941			CFD	
	Accountant	$80,850	$95,056	$78,000	$100,838		AR 23
	Financial Aid Officer	$80,246	$80,246	$73,050	$94,536	UH 07	
	Supv Patient Svcs Accts	$77,875	$100,485	$77,875	$100,485	UH 08	
	Financial Coordinator	$75,483	$94,536	$73,050	$94,536	UH 07	
	Staff Accountant 2	$75,483	$92,165	$73,050	$94,536	UH 07	
	Reimbursement Analyst 1	$73,050	$94,536	$73,050	$94,536	UH 07	
	Staff Accountant 1	$68,162	$88,546	$68,162	$88,546	UH 06	
	Patient Svcs Accounts Coord	$63,294	$76,170	$63,294	$82,576	UH 05	
3I							
	Sr Labor Relations Specialist	$158,822	$158,822			CFD	
	PI Project Leader	$149,818	$149,818			CFD	
	Labor Relations Specialist	$133,824	$133,824			CFD	
	Legal Contract Specialist 3	$123,635	$123,635	$100,048	$130,374	UH 13	
	Strategic Planner	$120,897	$120,897			CFD	
	EEO Investigator	$116,126	$116,126			CFD	
	Human Resources Specialist 3	$116,075	$116,075			CFD	
	Human Resources Specialist 3	$116,075	$116,075			CFD	
	Human Resources Specialist 3	$116,075	$116,075			CFD	
	Clin Simulation CTR Coordinato	$115,440	$115,440	$91,624	$118,456	UH 11	
	Assoc Compliance Officer	$114,717	$148,183			CFD	
	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	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 POSITION TITLES WITHIN OCCUPATIONAL CATEGORY RANKED BY COMPENSATION HIGHEST TO LOWEST							
		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
3I	Librarian 4	$110,136	$130,374	$100,048	$130,374	UH 13	
	Procurement Contract Spec	$108,597	$124,384	$95,888	$124,384	UH 12	
	Assistant Privacy Officer	$105,596	$111,075			CFD	
	Student Affairs Officer	$104,083	$112,466	$87,214	$112,466	UH 10	
	Educ & Development Spec.	$103,792	$106,434	$82,576	$106,434	UH 09	
	Lead Coding Trainer	$103,792	$103,792	$82,576	$106,434	UH 09	
	HR Consultant	$103,792	$127,181			CFD	
	Community Health Prog Supvr	$103,522	$118,456	$91,624	$118,456	UH 11	
	Research Compliance Monitor 2	$103,522	$118,456	$91,624	$118,456	UH 11	
	Manager, HIM Coding	$103,339	$113,120			MGR	
	Executive Assist to Dean-SOM	$102,755	$102,755			CFD	
	Procurement Financial Officer	$100,485	$100,485	$77,875	$100,485	UH 08	
	Administrative Officer	$99,052	$103,792	$77,875	$100,485	UH 08	
	Administrative Officer	$99,052	$103,792			CFD	
	Sponsored Program Specialist	$99,050	$124,384	$95,888	$124,384	UH 12	
	Librarian 3	$98,405	$101,171	$87,214	$112,466	UH 10	
	Academic Curric Coordinator	$95,597	$109,637	$87,214	$112,466	UH 10	
	Compliance Specialist	$93,622	$93,622			CFD	
	Pharmacy Quality Specialist	$93,205	$93,205	$82,576	$106,434	UH 09	
	Spvr, Medical Coding &Training	$92,934	$92,934	$77,875	$100,485	UH 08	
	Research Compliance Monitor 1	$90,584	$106,434	$82,576	$106,434	UH 09	
	Program Manager	$90,584	$103,792	$82,576	$106,434	UH 09	
	Med Materials Mngmnt Supvr	$88,546	$88,546	$68,162	$88,546	UH 06	
	Employee Assistance Counselor	$87,984	$100,485	$77,875	$100,485	UH 08	
	Executive Staff Asst	$85,219	$106,030			CFD	
	Executive Staff Asst	$85,219	$106,030			CFD	
	Talent Acquisition Specialist	$84,729	$102,581			CFD	
	Healthcare Data Analyst	$82,576	$101,150	$82,576	$106,434	UH 09	
	Childcare Head Teacher	$82,576	$82,576	$63,294	$82,576	UH 05	
	Coding Trainer	$80,413	$100,485	$77,875	$100,485	UH 08	
	Practice Relations Liaison	$80,246	$80,246	$73,050	$94,536	UH 07	
	Human Resources Specialist 2	$78,081	$92,631			CFD	
	Human Resources Specialist 2	$78,081	$92,631			CFD	
	Human Resources Specialist 2	$78,081	$92,631			CFD	
	Chaplain	$77,875	$87,984	$77,875	$100,485	UH 08	
	Labor Relations Coordinator	$75,015	$75,015			CFD	
	Comm Based Educ Spec	$73,050	$94,536	$73,050	$94,536	UH 07	
	Medical Records Supervisor	$70,450	$70,450	$68,162	$88,546	UH 06	
	Lab Animal Tech Svcs Spec	$68,162	$68,162	$68,162	$88,546	UH 06	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025
POSITION TITLES WITHIN OCCUPATIONAL CATEGORY
RANKED BY COMPENSATION HIGHEST TO LOWEST

		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
3J							
	Asst Radiation Safety Officer	$106,434	$106,434	$82,576	$106,434	UH 09	
	Adm Program Coordinator	$81,336	$81,336	$63,433	$88,155	UH 07	
	Adm Program Coordinator	$81,336	$81,336			CFD	
	Adm Program Coordinator	$81,336	$81,336			CFD	
	Adm Program Coordinator	$81,336	$81,336			CFD	
	Admin and Clin Research Coord	$77,875	$100,485	$77,875	$100,485	UH 08	
	Librarian 2	$77,875	$85,446	$77,875	$100,485	UH 08	
	Engineer 1	$77,813	$82,597	$73,050	$94,536	UH 07	
	Marketing Associate II	$73,050	$82,597	$73,050	$94,536	UH 07	
	Human Resources Specialist 1	$71,440	$81,941			CFD	
	Childcare Teacher	$49,525	$64,688	$49,525	$64,688	UH 02	
3K							
	Behavioral Health Program Mgr	$113,526	$113,526	$100,048	$130,374	UH 13	
	Social Worker 2	$87,942	$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	$127,130	$142,293	$108,098	$142,293	UH 15	
	Application Analyst 3	$125,611	$136,344	$104,166	$136,344	UH 14	
	Electrical Engineer	$124,384	$124,384	$95,888	$124,384	UH 12	
	Application Developer 3	$120,307	$130,374	$100,048	$130,374	UH 13	
	Biomed Cybersecurity Architect	$118,456	$118,456	$104,166	$136,344	UH 14	
	Application Architect	$114,878	$136,344	$104,166	$136,344	UH 14	
	Web Communication Officer 2	$112,466	$112,466	$87,214	$112,466	UH 10	
	Instructional Design Spec	$112,092	$112,092	$60,096	$83,468	UH 12	
	Instructional Design Spec	$112,092	$112,092			CFD	
	Infrastructure Architect	$111,301	$136,344	$104,166	$136,344	UH 14	
	Training Specialist	$109,512	$109,512	$91,624	$118,456	UH 11	
	HRIS Administrator	$109,468	$121,924			CFD	
	Epic Training Coordinator	$108,597	$124,384	$95,888	$124,384	UH 12	
	Systems Manager	$106,829	$130,374	$100,048	$130,374	UH 13	
	Performance Improvement Spec	$105,000	$105,000			CFD	
	Legal Contract Specialist 2	$103,522	$118,456	$91,624	$118,456	UH 11	
	Technical Analyst 3	$103,522	$118,456	$91,624	$118,456	UH 11	
	Application Analyst 2	$103,438	$130,374	$100,048	$130,374	UH 13	
	Digital Marketing Specialist	$95,597	$95,597	$87,214	$112,466	UH 10	
	Business System Analyst	$94,578	$118,456	$91,624	$118,456	UH 11	
	Web Communication Officer 1	$94,536	$94,536	$73,050	$94,536	UH 07	
	Technical Analyst 2	$92,768	$112,466	$87,214	$112,466	UH 10	
	HRIS Specialist 2	$92,167	$92,167			CFD	
	Application Analyst 1	$91,624	$118,456	$91,624	$118,456	UH 11	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 POSITION TITLES WITHIN OCCUPATIONAL CATEGORY RANKED BY COMPENSATION HIGHEST TO LOWEST							
		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
3L	Principal Trainer	$91,624	$118,456	$91,624	$118,456	UH 11	
	Application Developer 2	$87,214	$112,466	$87,214	$112,466	UH 10	
	Project Planning Coordinator	$85,238	$87,942	$82,576	$106,434	UH 09	
	Social Media Specialist	$82,597	$82,597	$73,050	$94,536	UH 07	
	Technical Analyst 1	$80,413	$100,485	$77,875	$100,485	UH 08	
	Admin & Clin Sys Coord	$80,413	$98,010	$77,875	$100,485	UH 08	
	Application Developer 1	$73,050	$75,483	$73,050	$94,536	UH 07	
3M							
	Lead Nurse Anesthetist	$218,899	$218,899	$159,619	$218,899	UL 22	
	Lead Nurse Practitioner	$155,917	$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	$53,914	$70,616	$53,914	$70,616	UH 03	
4C							
	Unit Supervisor	$64,646	$64,646	$60,611	$78,645		CL 18
	Clerk Typist	$43,202	$54,621	$43,202	$54,621		CL 10
	Clerk	$41,933	$51,293	$40,976	$51,293		CL 08
4D							
	Fiscal Admin Asst	$83,637	$83,637	$65,728	$83,637		AR 19
	Lead ED Admissions Specialist	$72,550	$72,550	$58,552	$76,586	UH 04	
	Secretary 2	$71,989	$71,989	$55,037	$71,989		CL 16
	Spec Secretary (Medical)	$68,910	$68,910	$52,541	$68,910		CL 15
	Executive Assistant	$67,828	$100,328			UH 06	
	Executive Assistant	$67,828	$100,328			CFD	
	UCH Ld Communications Operator	$66,066	$66,066	$60,278	$78,042		TC 17
	Human Resources Assistant	$64,688	$64,688	$49,525	$64,688	UH 02	
	Adm Fiscal Assistant	$63,294	$82,576	$63,294	$82,576	UH 05	
	Supply Coordinator	$58,552	$76,586	$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	
	Data Entry Oper 1	$50,835	$50,835	$44,470	$56,410		CL 11
	Fiscal Assistant	$49,525	$52,874	$49,525	$64,688	UH 02	
	UCH Communications Operator	$49,199	$59,690	$52,478	$68,536		TC 14
	Medical Records Clerk	$48,194	$63,232	$48,194	$63,232		CL 13

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 POSITION TITLES WITHIN OCCUPATIONAL CATEGORY RANKED BY COMPENSATION HIGHEST TO LOWEST							
		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
4D	Cash Accounting Clerk	$47,112	$47,112	$45,802	$58,323		CL 12
	Mail Handler	$45,825	$54,971	$46,301	$58,635		TC 11
	Telecom Operator	$44,470	$56,410	$44,470	$56,410		CL 11
	Univ Helper	$37,170	$43,971	$36,483	$43,971		CL 04
4E							
	Adm Program Assistant 1	$49,525	$64,688	$49,525	$64,688	UH 02	
4F							
	Adm Program Assistant 2	$69,915	$70,470			UH 04	
	Adm Program Assistant 2	$69,915	$70,470			CFD	
4G							
	Clinic Office Assistant	$49,525	$64,688	$49,525	$64,688	UH 02	
5 - TECHNICAL & PARAPROFESSIONAL							
5A							
	Respiratory Therapist Supv	$104,811	$104,811	$86,362	$116,584		FK 25
	Lead Respiratory Therapist	$100,942	$106,413	$78,582	$106,413		FK 23
	Pulmonary Coordinator	$87,984	$87,984	$77,875	$100,485	UH 08	
	Pulmonary Function Spec	$82,576	$82,576	$63,294	$82,576	UH 05	
	Clinical Coordinator 2	$77,875	$100,485	$77,875	$100,485	UH 08	
	Community Health Specialist	$77,813	$94,536	$73,050	$94,536	UH 07	
	Credentialed Trainer	$72,779	$79,539	$68,162	$88,546	UH 06	
	Respiratory Therapist	$69,659	$92,435	$69,659	$92,435		FK 20
	Community Health Worker	$63,294	$82,576	$63,294	$82,576	UH 05	
5B							
	Radiation Therapy Supervisor	$124,384	$124,384	$95,888	$124,384	UH 12	
	Lead Cardiac/Vascular Sngraphr	$115,440	$118,456	$91,624	$118,456	UH 11	
	Lead Diagnostic Medical Sonogr	$106,434	$106,434	$82,576	$106,434	UH 09	
	Lead Nuclear Med Tech	$104,083	$112,466	$87,214	$112,466	UH 10	
	Lead Computed Tomography Tech	$103,792	$103,792	$82,576	$106,434	UH 09	
	Ld Mag Resonance Imagng Tech 2	$101,150	$101,150	$82,576	$106,434	UH 09	
	Bone Densitometry Technologist	$100,485	$100,485	$77,875	$100,485	UH 08	
	Intrventnl/Spec Procedure Tech	$100,485	$100,485	$77,875	$100,485	UH 08	
	Embalmer/Coordinator	$100,485	$100,485	$77,875	$100,485	UH 08	
	Biomedical Tech Specialist	$98,530	$106,434	$82,576	$106,434	UH 09	
	Cardiovascular Technologist 2	$94,536	$94,536	$73,050	$94,536	UH 07	
	Cardiac/Vascular Sonographer	$89,960	$112,466	$87,214	$112,466	UH 10	
	Radiation Therapy Technologist	$89,960	$112,466	$87,214	$112,466	UH 10	
	Cardiovascular Technologist 1	$88,546	$88,546	$68,162	$88,546	UH 06	
	DM Sonography Technlgst 2	$85,446	$100,485	$77,875	$100,485	UH 08	

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025
POSITION TITLES WITHIN OCCUPATIONAL CATEGORY
RANKED BY COMPENSATION HIGHEST TO LOWEST

		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
5B	Safety & QA Officer	$85,238	$106,434	$82,576	$106,434	UH 09	
	Nuclear Medicine Technologist	$85,238	$103,792	$82,576	$106,434	UH 09	
	Mammography Technologist 2	$82,930	$100,485	$77,875	$100,485	UH 08	
	Lead Radiologic Technologist	$82,576	$106,434	$82,576	$106,434	UH 09	
	Mag Resonance Imaging Tech 2	$80,413	$100,485	$77,875	$100,485	UH 08	
	Computed Tomography (CT) Tech2	$80,413	$100,485	$77,875	$100,485	UH 08	
	Biomedical Technician 2	$77,813	$94,536	$73,050	$94,536	UH 07	
	Medical Laboratory Technician	$76,586	$76,586	$58,552	$76,586	UH 04	
	Lead Ophthalmology Technician	$76,586	$76,586	$58,552	$76,586	UH 04	
	Computed Tomography Tech 1	$75,483	$75,483	$73,050	$94,536	UH 07	
	Veterinary Technologist	$74,027	$74,027	$63,294	$82,576	UH 05	
	Mag Resonance Imagng Tech 1	$73,050	$73,050	$73,050	$94,536	UH 07	
	DM Sonography Technlgst 1	$73,050	$92,165	$73,050	$94,536	UH 07	
	Spec Dental Lab Tech	$72,779	$88,546	$68,162	$88,546	UH 06	
	Cardiac Testing Tech	$70,616	$70,616	$53,914	$70,616	UH 03	
	Cast Technician	$68,578	$76,586	$58,552	$76,586	UH 04	
	Diagnostic Rad Tech	$68,162	$88,546	$68,162	$88,546	UH 06	
	Phlebotomy/Central Proc Coord	$67,621	$76,170	$63,294	$82,576	UH 05	
	MH Asst 1	$67,613	$67,613	$57,366	$77,272		FK 16
	Pathology Technician	$63,294	$63,294	$63,294	$82,576	UH 5	
	Surgical Technologist 2	$63,211	$84,490	$63,211	$84,490		FK 18
	Ophthalmology Technician	$63,190	$70,616	$53,914	$70,616	UH 03	
	Neurodiagnostic Tech	$60,549	$76,586	$58,552	$76,586	UH 04	
	BioMedical Technician I	$58,552	$60,549	$58,552	$76,586	UH 04	
	OR/Anesthesia Tech	$57,949	$70,803	$52,229	$70,803		FK 14
	Clinical Research Technician	$55,786	$55,786	$53,914	$70,616	UH 03	
	Cntrl Sterile Proc Instr Spec	$49,920	$67,808	$49,920	$67,808		FK 13
	Research Technician	$45,531	$55,806	$45,531	$58,698	UH 01	
	Electronic Integrated Control						TC 21
	Dental Lab Tech 2						FK 19
5C							
	EHS Specialist 2	$95,451	$100,485	$77,875	$100,485	UH 08	
	Dental Simulation Lab Coord	$89,794	$89,794	$73,050	$94,536	UH 07	
	Interpreter Deaf/Hard of Hear	$88,546	$88,546	$68,162	$88,546	UH 06	
	EHS Specialist 1	$82,597	$89,794	$73,050	$94,536	UH 07	
	Purchasing and Inventory Spec	$80,246	$82,597	$73,050	$94,536	UH 07	
	Laboratory Assistant 3	$77,272	$77,272	$57,366	$77,272		FK 16
	Preclinical Educ Specialist	$71,926	$71,926	$63,294	$82,576	UH 05	
	Dental Patient Services Coordinator	$65,478	$82,576	$63,294	$82,576	UH 05	
	Information Specialist	$62,546	$62,546	$58,552	$76,586	UH 04	
	Pharmacy Technician Coord	$56,680	$68,307	$54,725	$73,944		FK 15

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 POSITION TITLES WITHIN OCCUPATIONAL CATEGORY RANKED BY COMPENSATION HIGHEST TO LOWEST							
		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
5C	Coding Reimbursement Spec	$53,914	$70,616	$53,914	$70,616	UH 03	
	Med Rec Spec 1	$52,021	$53,789	$50,294	$65,978		CL 14
	Laboratory Assistant 2	$49,920	$67,808	$49,920	$67,808		FK 13
	Pharmacy Technician	$49,920	$66,040	$49,920	$67,808		FK 13
	Laboratory Assistant	$47,195	$47,195	$45,802	$60,382		FK 11
	Phlebotomist - 1199	$45,802	$54,288	$45,802	$60,382		FK 11
	Diagnostic Imaging Assistant	$38,896	$42,869	$38,896	$49,878		FK 07
5D							
	Medical Assistant	$53,914	$70,616	$53,914	$70,616	UH 03	
5E	Audio Visual (AV) Specialist	$103,522	$103,522	$91,624	$118,456	UH 11	
	UCH Paralegal Specialist	$110,343	$110,343			CFD	
	Art Designer	$89,794	$89,794	$73,050	$94,536	UH 07	
	Research Database Manager	$85,446	$85,446	$77,875	$100,485	UH 08	
	HR Coordinator	$85,227	$85,227			CFD	
	Multimedia Specialist 2	$80,246	$82,597	$73,050	$94,536	UH 07	
	Desktop Technician II	$75,483	$94,536	$73,050	$94,536	UH 07	
	Library Technician 2	$74,963	$88,546	$68,162	$88,546	UH 06	
	Lead Med Records Coding Tech	$74,963	$86,320	$68,162	$88,546	UH 06	
	Payroll Coordinator	$74,027	$74,027	$63,294	$82,576	UH 05	
	Associate Editor	$72,779	$72,779	$68,162	$88,546	UH 06	
	Systems Coordinator	$67,621	$80,475	$63,294	$82,576	UH 05	
	Human Resources Associate	$65,600	$71,440	$58,552	$76,586	UH 04	
	Human Resources Associate	$65,600	$71,440			CFD	
	Multimedia Specialist 1	$64,522	$70,574	$58,552	$76,586	UH 04	
	Medical Records Coding Tech 2	$63,294	$82,576	$63,294	$82,576	UH 05	
	Clinical Coordinator	$63,294	$78,312	$63,294	$82,576	UH 05	
	Desktop Technician I	$60,549	$74,630	$58,552	$76,586	UH 04	
	Library Technician 1	$58,552	$60,549	$58,552	$76,586	UH 04	
	Medical Records Coding Tech 1	$53,914	$70,616	$53,914	$70,616	UH 03	
5F							
	Dental Hygienist	$67,621	$78,312	$63,294	$82,576	UH 05	
	Lead Dental Asst	$67,454	$77,272	$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	$74,217	$79,872	$66,269	$85,197		TC 19
	Qual Crft Wrkr-A&E Mech	$66,164	$66,164	$66,269	$85,197		TC 19
	Qual Crft Wrkr-Painter	$65,169	$76,440	$63,253	$81,536		TC 18
	Qual Crft Wrkr-Carpenter	$65,169	$69,069	$63,253	$81,536		TC 18
	Qual Crft Wrkr-HVACR	$64,155	$79,872	$66,269	$85,197		TC 19
	Qual Crft Wrkr-Elect	$62,127	$72,209	$66,269	$85,197		TC 19

ORGANIZATIONAL ANALYSIS AS OF 09/30/2025 POSITION TITLES WITHIN OCCUPATIONAL CATEGORY RANKED BY COMPENSATION HIGHEST TO LOWEST							
		ANNUAL SALARY 2025		2025 SALARY RANGE		COMPENSATION SCHEDULE	
	TITLE	MIN	MAX	MIN	MAX	UNCLASSIFIED	CLASSIFIED
6A	Qual Crft Wrkr-Plumber	$62,127	$74,217	$66,269	$85,197		TC 19
	Skilled Maintainer	$50,954	$64,253	$52,478	$68,536		TC 14
7A							
	Bldg & Grnds Patrol Off	$57,970	$57,970	$50,918	$64,251		PS 05
7B							
	Supervising Custodian	$49,199	$64,253	$52,478	$68,536		TC 14
	Lead Custodian	$45,825	$45,825	$46,301	$58,635		TC 11
	Custodian	$41,067	$51,305	$43,805	$54,725		TC 09
7C							
	MTCE Spv 2 HVAC	$104,562	$107,120	$82,035	$107,120		FM 24
	MTCE Spv 2 Elect	$99,528	$99,528	$82,035	$107,120		FM 24
	Maintenance Supv 2 (Grounds)	$91,806	$91,806	$74,880	$97,926		TC 22
	MTCE Spv 2 Plum	$90,792	$90,792	$82,035	$107,120		FM 24
	Material Mngmnt Supervisor	$87,942	$106,434	$82,576	$106,434	UH 09	
	Animal Care Supervisor	$83,519	$83,519	$69,576	$89,086		TC 20
	Spvr, Sterile Proc & Distr	$82,930	$87,984	$77,875	$100,485	UH 08	
	MTCE Spv 1 HVA	$82,930	$97,926	$74,880	$97,926		FM 23
	MTCE Spv 1 HVA	$82,930	$97,926	$74,880	$97,926		FM 22
	MTCE Spv 2 Car	$80,246	$80,246	$74,880	$97,926		FM 22
	LD Ctl St Sup Ad	$74,672	$74,672	$57,512	$74,672		FM 16
	Lead Transport Aide (RC)	$73,944	$73,944	$54,725	$73,944		FK 15
	Asst Supervisor of CSSS	$72,862	$72,862	$66,290	$88,338		FK 19
	Lead Stationary Engineer	$71,409	$71,409	$69,576	$89,086		TC 20
	Mat Stor Supv 2	$69,069	$76,440	$63,253	$81,536		TC 18
	General Trades Worker	$67,061	$67,061	$54,912	$71,531		TC 15
	Environmntl Contrl Maintainer	$56,846	$71,531	$54,912	$71,531		FM 15
	Storekeeper	$56,347	$57,741	$47,653	$60,632		TC 12
	Material Storage Specialist	$52,689	$52,689	$52,478	$68,536		TC 14
	Nurse Aide	$52,229	$70,803	$52,229	$70,803		FK 14
	Lead Transport Aide	$51,750	$55,432	$49,920	$67,808		FK 13
	Landscape Technician	$50,954	$64,253	$52,478	$68,536		TC 14
	Lab Aide	$48,402	$56,846	$44,408	$58,365		FK 10
	Cent Sterile Proc & Dist Aide	$47,678	$51,305	$43,805	$54,725		TC 09
	Animal Care Washroom Tech	$47,466	$56,722	$45,053	$56,722		FM 10
	Animal Care Tech	$47,054	$61,581	$50,190	$65,686		TC 13
	Maintainer	$43,154	$51,305	$43,805	$54,725		TC 09
	Transport Aide	$43,035	$56,347	$43,035	$56,347		FK 09
	Storekeeper Assistant	$41,067	$51,305	$43,805	$54,725		TC 09

WORKFORCE ANALYSIS

(Sec. 46a-68-83)

September 2025

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 reports 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

Subsection (b)

This section reports the age groups of the full-time work force by occupational category in five (5) year increments.

Subsection (c)

This section reports on the number of employees in the full-time workforce who have self-identified as having a disability.

FULL-TIME WORKFORCE

UCONN HEALTH

WORKFORCE ANALYSIS

MAY 31, 2025

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	**264**	72	192	61	157	7	13	3	10	1	10	0	2	0
%		**27.3%**	**72.7%**	**23.1%**	**59.5%**	**2.7%**	**4.9%**	**1.1%**	**3.8%**	**0.4%**	**3.8%**	**0.0%**	**0.8%**	**0.0%**
FACULTY	**626**	333	286	202	156	10	12	26	27	94	88	1	3	7
%		**53.2%**	**45.7%**	**32.3%**	**24.9%**	**1.6%**	**1.9%**	**4.2%**	**4.3%**	**15.0%**	**14.1%**	**0.2%**	**0.5%**	**1.1%**
PROFESSIONAL/ NON-FACULTY	**1517**	346	1169	259	870	22	83	25	104	37	100	3	12	2
%		**22.8%**	**77.1%**	**17.1%**	**57.4%**	**1.5%**	**5.5%**	**1.6%**	**6.9%**	**2.4%**	**6.6%**	**0.2%**	**0.8%**	**0.1%**
SECRETARIAL/ CLERICAL	**685**	35	644	16	350	5	98	8	169	5	18	1	9	6
%		**5.1%**	**94.0%**	**2.3%**	**51.1%**	**0.7%**	**14.3%**	**1.2%**	**24.7%**	**0.7%**	**2.6%**	**0.1%**	**1.3%**	**0.9%**
TECHNICAL/ PARAPROFESSIONAL	**773**	138	617	83	352	20	71	25	157	8	32	2	5	18
%		**17.9%**	**79.8%**	**10.7%**	**45.5%**	**2.6%**	**9.2%**	**3.2%**	**20.3%**	**1.0%**	**4.1%**	**0.3%**	**0.6%**	**2.3%**
SKILLED CRAFT	**35**	34	1	27	1	2	0	5	0	0	0	0	0	0
%		**97.1%**	**2.9%**	**77.1%**	**2.9%**	**5.7%**	**0.0%**	**14.3%**	**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	**164**	95	69	55	43	13	3	25	20	2	3	0	0	0
%		**57.9%**	**42.1%**	**33.5%**	**26.2%**	**7.9%**	**1.8%**	**15.2%**	**12.2%**	**1.2%**	**1.8%**	**0.0%**	**0.0%**	**0.0%**
TOTAL	**4065**	**1054**	**2978**	**703**	**1929**	**79**	**280**	**118**	**487**	**147**	**251**	**7**	**31**	**33**
%		**25.9%**	**73.3%**	**17.3%**	**47.5%**	**1.9%**	**6.9%**	**2.9%**	**12.0%**	**3.6%**	**6.2%**	**0.2%**	**0.8%**	**0.8%**

UCONN HEALTH

MAY 31, 2025

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 Vice President	9	4	5	4	4		1							
Asst Vice President	13	6	7	6	7									
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	2	1	1	1			1							
VP, Ambulatory Care Admin	1	0	1		1									
VP, Quality & Patient Services	1	0	1		1									
TOTAL	**34**	**17**	**17**	**15**	**14**	**1**	**3**	**0**	**0**	**1**	**0**	**0**	**0**	**0**

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 Director	15	3	12	3	6		3		2				1	
Associate Director	14	3	11	2	9		2	1						
Associate Director, Radiology	1	0	1				1							
Chief Counsel	1	1	0	1										
Director, Ambulatory Access In	1	0	1		1									
Director, Emergency Preparedne	1	1	0	1										
Director, Info Technology	10	3	7	3	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									
Nursing Director	7	0	7		6		1							
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	1	0	1		1									
Univ Director	57	22	35	19	31	3			2		2			
TOTAL	**117**	**38**	**79**	**32**	**64**	**4**	**7**	**2**	**4**	**0**	**3**	**0**	**1**	**0**

UCONN HEALTH

WORKFORCE ANALYSIS

MAY 31, 2025

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	2	4	2	4									
Academic Program Coord	1	0	1								1			
Administrative Manager	7	0	7		6				1					
Associate Healthcare Counsel	1	0	1										1	
Asst Dir, Procurement Systems	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, Logistics Mngmt	1	1	0			1								
Asst Director, Multimedia Svcs	1	0	1		1									
Asst Director/Supply Chain Ops	1	1	0	1										
Business Services Manager	22	1	21	1	19				1		1			
Chief Clinical Engineer	1	1	0	1										
Clinical Practice Manager 1	7	0	7		5		1		1					
Clinical Practice Manager 2	10	0	10		7		1		1		1			
Finance Manager	5	1	4	1	2				1		1			
Information Tech Manager (RC)	3	2	1	1	1	1								
Manager Coding	1	0	1		1									
Manager, HIM Coding	2	0	2		1						1			
Manager, Patient Access	3	0	3		2				1					
Manager, Respiratory Svcs	1	0	1		1									
Medical Physicist	1	0	1		1									
Mgr, Patient Financial Svcs	5	2	3	1	2			1			1			
Nurse Manager	21	1	20	1	19		1							
Operations Mngr-Facilities Svc	2	2	0	2										
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	**113**	**17**	**96**	**14**	**79**	**2**	**3**	**1**	**6**	**0**	**7**	**0**	**1**	**0**

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	13	12	1	10	1			1		1				
TOTAL	**19**	**17**	**2**	**14**	**2**	**0**	**0**	**1**	**0**	**2**	**0**	**0**	**0**	**0**

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
Professor/Basic Science	60	38	22	25	17			1	1	12	4			
Professor/Clinical	73	45	28	29	14	3	4	5	1	8	9			
Professor/Visiting	1	1	0	1										
University Professor	1	1	0			1								
TOTAL	**135**	**85**	**50**	**55**	**31**	**4**	**4**	**6**	**2**	**20**	**13**	**0**	**0**	**0**

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	61	34	27	19	17		1	2	1	12	8	1		
Associate Professor/Clinical	84	48	36	30	20	2	2	2	3	14	11			
Associate Professor/Visiting	4	2	2	2	1						1			
TOTAL	**149**	**84**	**65**	**51**	**38**	**2**	**3**	**4**	**4**	**26**	**20**	**1**	**0**	**0**

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	75	35	37	17	21		1	2	4	16	11			3
Assistant Professor/Clinical	221	101	117	62	58	4	4	11	13	24	39		3	3
TOTAL	**296**	**136**	**154**	**79**	**79**	**4**	**5**	**13**	**17**	**40**	**50**	**0**	**3**	**6**

UCONN HEALTH

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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	15	9	6	2	1			1		6	5			
Instructor/ Clinical	12	2	9	1	5			1	4					1
TOTAL	**27**	**11**	**15**	**3**	**6**	**0**	**0**	**2**	**4**	**6**	**5**	**0**	**0**	**1**

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
Clin Sys/Informatics Analyst	1	0	1				1							
Research Nurse	2	0	2		2									
Staff Nurse CN1	6	0	6		1				1		4			
Staff Nurse CN2	109	22	87	18	59	1	10		8	2	9	1	1	
Staff Nurse CN2 - Outpatient	72	8	64	3	44	1	5	2	11	1	4	1		
Staff Nurse CN3	21	4	17	4	14		3							
Staff Nurse CN3 - Outpatient	15	0	15		13		2							
Staff Nurse CN4	1	0	1		1									
TOTAL	**227**	**34**	**193**	**25**	**134**	**2**	**21**	**2**	**20**	**3**	**17**	**2**	**1**	**0**

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	26	3	23	3	21				2					
Clinical Nurse Supvr - UHP Sal	0	0	0											
TOTAL	**26**	**3**	**23**	**3**	**21**	**0**	**0**	**0**	**2**	**0**	**0**	**0**	**0**	**0**

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
Clinical Case Manager	31	2	29	2	23		1		3		1		1	
Clinical Nurse Consultant	1	0	1		1									
Clinical Patient Navigator	5	0	5		3				1		1			
Clinical Program Coordinator	10	1	9	1	7		1				1			
Infection Control Specialist 2	2	0	2		2									
Lactation Nurse	1	0	1		1									
Nurse Anesthetist	10	4	6	4	3		1		1		1			
Nursing Professional Dev Spec	15	0	15		13				2					
Supvr, Clinical Case Manager	2	0	2		2									
Wound & Ostomy Nurse	2	1	1		1			1						
TOTAL	**79**	**8**	**71**	**7**	**56**	**0**	**3**	**1**	**7**	**0**	**4**	**0**	**1**	**0**

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
Clinical Lab Supervisor	10	4	6	2	6	2								
Clinical Radiologic Supvr	4	0	4		4									
Cytology General Supervisor	1	0	1		1									
Histology Supervisor	2	1	1	1	1									
Mobile Intensive Care Coord Su	1	1	0	1										
Rehabilitation Services Supvr	4	4	0	4										
Social Work Supervisor	3	0	3		3									
TOTAL	**25**	**10**	**15**	**8**	**15**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

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
Athletic Trainer	4	2	2	2	1				1					
Chemical Safety Officer	1	1	0	1										
Clin Pharmacist Spec (Specialt	5	3	2	1	2					1		1		
Clinical Documentation Spec	3	0	3		2						1			
Clinical Perfusionist	2	1	1	1	1									
Clinical Perfusionist Coord	1	0	1		1									
Diabetes Educator	3	1	2	1	1				1					
Ergonomist	1	1	0							1				
Inv Drug Pharm/Med Safty Pharm	1	0	1						1					
Lead Pathologists' Assistant	1	0	1		1									
Lead Physician Assistant	5	1	4	1	3								1	
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	8	1	7	1	7									
Pathologists' Assistant	1	0	1		1									
Patient Instructor Trainer	1	0	1		1									
Pharmacist-UHP	20	3	17	3	10		1				6			
Pharmacy Clinical Coord	12	2	10	2	6				2		2			
Physical Therapist 1 - UHP	2	1	1	1	1									
Physical Therapist 2 - UHP	20	9	11	8	9			1			1		1	
Physician Assistant	56	21	35	18	30		1	2	2	1	2			
Poison Information Spec	9	2	7	1	6				1	1				
Procurement & Inv Pharmacist	1	0	1		1									
Quality Assurance Specialist	11	1	10	1	8				1		1			
Research Facilitator	2	1	1		1					1				
Speech Pathologist	3	0	3		3									
Therapeutic Recreation Spec	1	1	0	1										
TOTAL	**179**	**54**	**125**	**45**	**98**	**0**	**2**	**3**	**10**	**5**	**13**	**1**	**2**	**0**

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
Clinical Research Assoc 1	15	2	13	1	7	1	2		4					
Clinical Research Assoc 2	11	3	8	1	5		2		1	2				
Clinical Research Asst 1	17	3	14	2	7		3	1	4					
Clinical Research Asst 2	12	1	11	1	5		1		2		3			
Clinical Research Asst 3	15	2	13		11			1	2	1				
Research Analyst	1	0	1		1									
Research Assistant 1	17	4	13	2	8			1	2	1	2		1	
Research Assistant 2	15	4	11	4	4				1		6			
Research Assistant 3	11	3	8	2	4					1	4			
Research Associate 1	23	10	13	3	8					7	5			
Research Associate 2	18	4	14	3	7	1	2		1		4			
TOTAL	**155**	**36**	**119**	**19**	**67**	**2**	**10**	**3**	**17**	**12**	**24**	**0**	**1**	**0**

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
Cytotechnologist	1	1	0	1										
Histotechnologist	12	5	7	4	6					1			1	
Lead Cytotechnologist	0	0	0											
Medical Technologist 1	7	2	5		2	2	2				1			
Medical Technologist 2	32	6	26	4	20				1	2	5			
TOTAL	**52**	**14**	**38**	**9**	**28**	**2**	**2**	**0**	**1**	**3**	**6**	**0**	**1**	**0**

UCONN HEALTH

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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
Accountant	4	1	3		2					1	1			
Budget & Financial Specialist	1	0	1		1									
Financial Aid Officer	2	1	1	1									1	
Fiscal Admin Off	1	1	0	1										
Fiscal Coordinator	6	2	4	1	2		1	1	1					
Grants & Contracts Specialist	1	0	1								1			
Patient Svcs Accounts Coord	7	1	6		4				2	1				
Reimbursement Analyst 1	12	2	10		7	1	3	1						
Reimbursement Analyst 2	12	2	10	2	8		2							
Staff Accountant 1	5	0	5		3				1		1			
Staff Accountant 2	5	0	5		4								1	
Staff Accountant 3	7	2	5	1	2	1			1		2			
Supervising Accountant - UHP	4	0	4		4									
Supervisor, Patient Access	2	0	2		2									
Supv Patient Svcs Accts	6	1	5		4			1	1					
TOTAL	**75**	**13**	**62**	**6**	**43**	**2**	**6**	**3**	**6**	**2**	**5**	**0**	**2**	**0**

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
Academic Curric Coordinator	2	0	2		2									
Administrative Officer	28	2	25	2	22		1				2			1
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 Trainer	10	0	10		9		1							
Comm Based Educ Spec	3	0	3				1		1		1			
Community Health Prog Supvr	2	0	2				1		1					
Compliance Specialist	2	0	2		2									
Educ & Development Spec.	2	0	2						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	4	0	4		4									
Healthcare Data Analyst	3	3	0	1		1				1				
HR Consultant	3	0	3		2				1					
Human Resources Specialist 1	3	0	3		2						1			
Human Resources Specialist 2	11	2	9		6		2		1	2				
Human Resources Specialist 3	6	2	4	2	3						1			
Interpreter Services Coord	1	0	1		1									
Labor Relations Coordinator	1	0	1				1							
Labor Relations Specialist	2	0	2		2									
Librarian 2	5	1	4	1	3		1							
Librarian 3	2	1	1	1	1									
Librarian 4	3	1	2		2					1				
Marketing Associate II	5	2	2	1	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	1	0	1				1							
Procurement Contract Spec	7	1	6	1	5		1							
Procurement Financial Officer	1	1	0	1										
Program Manager	3	0	3		3									
Research Compliance Monitor 1	5	0	5		4				1					
Research Compliance Monitor 2	5	2	3	1	3			1						
Sponsored Program Specialist	9	0	9		7				1		1			

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
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	3	0	3		2		1							
UCH Communications Specialist	2	1	1	1	1									
TOTAL	**171**	**27**	**142**	**19**	**109**	**1**	**13**	**2**	**14**	**5**	**6**	**0**	**0**	**2**

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 Coordinator	161	7	154	5	120	1	7		17	1	7		3	
Administrative & Clinical Research Coord	1	0	1		1									
TOTAL	**162**	**7**	**155**	**5**	**121**	**1**	**7**	**0**	**17**	**1**	**7**	**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
Behav Hlth Part Hosp Prog Mngr	1	0	1		1									
Social Worker 1	0	0	0											
Social Worker 2	29	3	26	3	20		5		1					
TOTAL	**30**	**3**	**27**	**3**	**21**	**0**	**5**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

WORKFORCE ANALYSIS

MAY 31, 2025

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	2	6	2	5								1	
Application Analyst 1	16	3	13	2	7		2		2	1	2			
Application Analyst 2	31	8	23	7	19	1	1		1		2			
Application Analyst 3	11	2	9	2	8						1			
Application Architect	18	14	4	11	2	1				2	2			
Application Developer 1	3	3	0	1						2				
Application Developer 2	4	4	0	3				1						
Application Developer 3	10	5	5	4	4			1			1			
Biomedical Cybersecurity Engin	1	1	0	1										
Business System Analyst	13	8	5	7	4			1			1			
Digital Marketing Specialist	1	0	1				1							
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	26	26	0	21		4				1				
Instructional Design Spec	5	2	3	2	2		1							
IT Project Manager	8	6	2	5				1	1		1			
Legal Contract Specialist 2	4	0	4		4									
Legal Contract Specialist 3	1	0	1		1									
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	2	2	0	2										
Social Media Specialist	1	0	1		1									
Systems Manager	9	6	3	5	3			1						
Technical Analyst 1	14	12	2	6		3	1	3	1					
Technical Analyst 2	12	9	3	9	3									
Technical Analyst 3	7	6	1	4	1	1		1						
Training Specialist	1	0	1				1							
Web Communication Officer 1	1	0	1								1			
Web Communication Officer 2	1	0	1		1									
TOTAL	**234**	**130**	**104**	**104**	**78**	**10**	**7**	**10**	**6**	**6**	**12**	**0**	**1**	**0**

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 Nurse Anesthetist	1	0	1		1									
Lead Nurse Practitioner	10	1	9		7			1	1		1			
Nurse Practitioner	91	6	85	6	71		7		2		5			
TOTAL	**102**	**7**	**95**	**6**	**79**	**0**	**7**	**1**	**3**	**0**	**6**	**0**	**0**	**0**

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
Office Assistant	60	6	53		30	3	11	2	9	1			3	1
TOTAL	**60**	**6**	**53**	**0**	**30**	**3**	**11**	**2**	**9**	**1**	**0**	**0**	**3**	**1**

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	24	0	24		10		4		9		1			
Patient Services Representative	82	2	80	1	46		8		21	1	4		1	
TOTAL	**108**	**2**	**106**	**1**	**58**	**0**	**12**	**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	4	0	4		2		1		1					
Clerk Typist	19	2	16	2	4		3		7		2			1
TOTAL	**23**	**2**	**20**	**2**	**6**	**0**	**4**	**0**	**8**	**0**	**2**	**0**	**0**	**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
Accounts Receivable Collector	14	1	12		3		4	1	5					1
Adm Fiscal Assistant	25	4	21	3	15		3	1	2		1			
E.D. Admissions Specialist	12	1	11		3		3		4	1	1			
Executive Assistant	23	0	23		18				4		1			1
Fiscal Admin Asst	1	1	0	1										
Fiscal Assistant	5	0	5		3				1		1			
Head Clerk	1	0	1				1							
Human Resources Assistant	1	0	1						1					
Lead ED Admissions Specialist	2	0	2				1		1					
Mail Handler	2	2	0	1				1						
Medical Records Clerk	19	1	18		14	1	3		1					
Secretary 2	1	0	1		1									
Spec Secretary (Medical)	2	0	2		2									
Supply Coordinator	11	3	8		5	1	1	1	2	1				
Telecom Operator	83	4	79	4	43		18		18					1
UCH Communications Operator	12	3	9	1	4		4	2	1					
UCH Ld Communications Operator	1	0	1		1									
Univ Helper	2	1	1	1	1									
TOTAL	**219**	**21**	**195**	**11**	**113**	**2**	**38**	**6**	**40**	**2**	**4**	**0**	**0**	**3**

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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 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

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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	54	1	53	1	35		5		10		3			
TOTAL	**54**	**1**	**53**	**1**	**35**	**0**	**5**	**0**	**10**	**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	209	2	206		101		27		69	1	4	1	5	1
TOTAL	**209**	**2**	**206**	**0**	**101**	**0**	**27**	**0**	**69**	**1**	**4**	**1**	**5**	**1**

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
Clinical Coordinator 2	9	0	9		6		1		1		1			
Clinical Research Technician	1	0	1		1									
Community Health Specialist	7	1	6		2			1	4					
Community Health Worker	10	2	8		3	1		1	5					
Credentialed Trainer	2	0	2		1		1							
MH Asst 1	1	0	1						1					
Nurse Aide	25	10	14	3	9	4	3	3	1		1			1
Pulmonary Coordinator	1	0	1		1									
Pulmonary Function Spec	1	0	1						1					
TOTAL	**57**	**13**	**43**	**3**	**23**	**5**	**5**	**5**	**13**	**0**	**2**	**0**	**0**	**1**

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
Audio Visual (AV) Specialist	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	8	1	7	1	6						1			
Cast Technician	5	2	3		2			2	1					
Cntrl Sterile Proc Instr Spec	10	5	5	2	4	1		2	1					
Computed Tomography (CT) Tech2	8	2	6	2	5				1					
Computed Tomography Tech 1	1	0	1		1									
Diagnostic Rad Tech	28	11	17	7	14		1	4	1		1			
DM Sonography Technlgst 1	3	0	2		1				1					1
DM Sonography Technlgst 2	16	1	15	1	11		1		2		1			
Embalmer/Coordinator	1	1	0	1										
Intrventnl/Spec Procedure Tech	3	2	1	2	1									
Ld Mag Resonance Imagng Tech 2	1	0	1		1									
Lead Cardiac/Vascular Sngraphr	2	1	1	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	5	2	3	2	2		1							
Lead Respiratory Therapist	1	0	1				1							
Mag Resonance Imaging Tech 2	4	2	2	1	1	1					1			
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	2	12	2	10				2					
OR/Anesthesia Tech	3	1	2		2	1								
Pathology Technician	1	0	0											1
Phlebotomy/Central Proc Coord	2	0	1				1							1
Radiation Therapy Supervisor	1	1	0	1										
Radiation Therapy Technologist	7	1	6		4					1	2			
Research Technician	2	1	1	1							1			
Respiratory Therapist Supv	1	0	1				1							

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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
Safety & QA Officer	5	2	3	2	3									
Spec Dental Lab Tech	3	2	1	2	1									
Surgical Technologist 2	4	3	1	1	1	2								
Veterinary Technologist	1	0	1		1									
TOTAL	**176**	**54**	**118**	**36**	**90**	**6**	**10**	**9**	**9**	**3**	**9**	**0**	**0**	**4**

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
Coding Reimbursement Spec	16	0	16		8		1		5		2			
Dental Auxiliary Instructor	7	0	7		5				2					
Dental Simulation Lab Coord	1	0	1		1									
Diagnostic Imaging Assistant	9	4	4		2	2		2	2					1
EHS Specialist 1	2	2	0	2										
EHS Specialist 2	2	2	0	2										
Laboratory Assistant	1	0	1						1					
Laboratory Assistant 2	7	0	6		4		1		1					1
Laboratory Assistant 3	1	1	0	1										
Med Rec Spec 1	3	0	3		1		1				1			
Pharmacy Technician	34	7	25	3	17	1	2	2	4	1	2			2
Pharmacy Technician Coord	7	4	3	3	2		1			1				
Phlebotomist - 1199	31	4	24	4	5		5		13		1			3
Preclinical Educ Specialist	1	1	0	1										
Purchasing and Inventory Spec	3	1	2	1	1						1			
TOTAL	**125**	**26**	**92**	**17**	**46**	**3**	**11**	**4**	**28**	**2**	**7**	**0**	**0**	**7**

UCONN HEALTH

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MAY 31, 2025

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	271	11	257	3	125	3	35	3	83	2	12		2	3
TOTAL	**271**	**11**	**257**	**3**	**125**	**3**	**35**	**3**	**83**	**2**	**12**	**0**	**2**	**3**

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
Academic Computing Spec III	1	1	0	1										
Account Careers Trainee	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	6	1			6			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		10		3		1					
Lead Med Records Coding Tech	2	0	2		2									
Library Technician 1	3	1	2		2							1		
Library Technician 2	2	1	1	1	1									
Medical Records Coding Tech 1	7	1	6	1	5						1			
Medical Records Coding Tech 2	4	0	4		3		1							
Multimedia Specialist 1	2	2	0	2										
Multimedia Specialist 2	2	2	0	2										
Payroll Coordinator	1	0	1		1									
Program Manager-Risk Mngmnt	1	0	1				1							
Research Database Manager	2	0	2		2									
Systems Coordinator	4	1	3		3			1						
UCH Paralegal Specialist	1	0	1		1									
TOTAL	**91**	**32**	**56**	**23**	**39**	**3**	**5**	**3**	**8**	**1**	**1**	**2**	**3**	**3**

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
Dental Assistant	41	1	40		21		3	1	15		1			
Dental Hygienist	6	1	5	1	4		1							
Lead Dental Assistant	6	0	6		4		1		1					
TOTAL	**53**	**2**	**51**	**1**	**29**	**0**	**5**	**1**	**16**	**0**	**1**	**0**	**0**	**0**

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
Qual Crft Wrkr-A&E Mech	1	1	0	1										
Qual Crft Wrkr-Carpenter	5	5	0	3		1		1						
Qual Crft Wrkr-Elect	5	5	0	5										
Qual Crft Wrkr-HVACR	9	9	0	8				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	4	4	0	2				2						
TOTAL	**35**	**34**	**1**	**27**	**1**	**2**	**0**	**5**	**0**	**0**	**0**	**0**	**0**	**0**

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
Building & Grounds Patrol Officer	1	1	0					1					
TOTAL	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

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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
Custodian	51	11	40	1	23	3	2	7	13		2			
Lead Custodian	2	2	0					2						
Supervising Custodian	7	4	3	1	3	1		2						
TOTAL	**60**	**17**	**43**	**2**	**26**	**4**	**2**	**11**	**13**	**0**	**2**	**0**	**0**	**0**

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WORKFORCE ANALYSIS

MAY 31, 2025

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
Animal Care Supervisor	1	0	1		1									
Animal Care Tech	9	1	8	1	7				1					
Animal Care Washroom Tech	3	2	1	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	2	0	2		1						1			
Lab Animal Tech Svcs Spec	1	0	1		1									
Landscape Technician	6	6	0	6										
LD Ctl St Sup Ad (RC)	1	1	0	1										
Lead Stationary Engineer	1	1	0	1										
Lead Transport Aide	1	1	0			1								
Lead Transport Aide (RC)	1	1	0					1						
Maintainer	3	3	0	1				2						
Maintenance Supv 2 (Grounds)	1	1	0	1										
Mat Stor Supv 2	2	2	0	2										
Material Mngmnt Supervisor	2	2	0	1				1						
Material Storage Specialist	1	1	0			1								
MTCE Spv 1 HVA	5	5	0	5										
MTCE Spv 2 Car	1	1	0	1										
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					
Storekeeper	15	12	3	5		1		5	3	1				
Storekeeper Assistant	19	16	3	9	2	3		3	1	1				
Transport Aide	6	2	4	1	3		1	1						
TOTAL	**104**	**78**	**26**	**53**	**17**	**9**	**1**	**14**	**7**	**2**	**1**	**0**	**0**	**0**

WORKFORCE ANALYSIS

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	**890**	405	478	263	313	17	25	29	37	95	98	1	5	7
STATE	**2290**	484	1786	342	1222	42	154	50	261	45	132	5	17	20
LOCAL	**885**	165	714	98	394	20	101	39	189	7	21	1	9	6
TOTAL	**4065**	**1054**	**2978**	**703**	**1929**	**79**	**280**	**118**	**487**	**147**	**251**	**7**	**31**	**33**

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	**264**	72	192	61	157	7	13	3	10	1	10	0	2	0
FACULTY	**626**	333	286	202	156	10	12	26	27	94	88	1	3	7
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	**890**	**405**	**478**	**263**	**313**	**17**	**25**	**29**	**37**	**95**	**98**	**1**	**5**	**7**

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	2	4	2	4									
Academic Program Coord	1	0	1								1			
Administrative Director	15	3	12	3	6		3		2				1	
Administrative Manager	7	0	7		6				1					
Associate Director	14	3	11	2	9		2	1						
Associate Director, Radiology	1	0	1				1							
Associate Healthcare Counsel	1	0	1										1	
Associate Vice President	9	4	5	4	4		1							
Asst Dir, Procurement Systems	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, Logistics Mngmt	1	1	0			1								
Asst Director, Multimedia Svcs	1	0	1		1									
Asst Director/Supply Chain Ops	1	1	0	1										
Asst Vice President	13	6	7	6	7									
Business Services Manager	22	1	21	1	19				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	7	0	7		5		1		1					
Clinical Practice Manager 2	10	0	10		7		1		1		1			
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	10	3	7	3	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	5	1	4	1	2				1		1			
Information Tech Manager (RC)	3	2	1	1	1	1								

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
Manager Coding	1	0	1		1									
Manager, HIM Coding	2	0	2		1						1			
Manager, Patient Access	3	0	3		2				1					
Manager, Respiratory Svcs	1	0	1		1									
Medical Physicist	1	0	1		1									
Mgr, Patient Financial Svcs	5	2	3	1	2			1			1			
Nurse Manager	21	1	20	1	19		1							
Nursing Director	7	0	7		6		1							
Operations Mngr-Facilities Svc	2	2	0	2										
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	1	0	1		1									
UHPC-4/Dept Manager	1	1	0	1										
Univ Asst Director	1	0	1		1									
Univ Director	57	22	35	19	31	3			2		2			
Vice President	2	1	1	1			1							
VP, Ambulatory Care Admin	1	0	1		1									
VP, Quality & Patient Services	1	0	1		1									
TOTAL	**264**	**72**	**192**	**61**	**157**	**7**	**13**	**3**	**10**	**1**	**10**	**0**	**2**	**0**
FACULTY														
Assoc Prof/Basic Sci	61	34	27	19	17		1	2	1	12	8	1		
Assoc Prof/Clinical	84	48	36	30	20	2	2	2	3	14	11			
Assoc Prof/Visiting	4	2	2	2	1						1			
Asst Prof/Basic Sci	75	35	37	17	21		1	2	4	16	11			3
Asst Prof/Clinical	221	101	117	62	58	4	4	11	13	24	39		3	3
Head of Dept/Basic Sci	6	5	1	4	1					1				
Head of Dept/Clinical	13	12	1	10	1			1		1				
Instructor/Basic Sci	15	9	6	2	1			1		6	5			
Instructor/Clinical	12	2	9	1	5			1	4					1
Professor/Basic Sci	60	38	22	25	17			1	1	12	4			
Professor/Clinical	73	45	28	29	14	3	4	5	1	8	9			
Professor/Visiting	1	1	0	1										
University Professor	1	1	0			1								

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
TOTAL	**626**	**333**	**286**	**202**	**156**	**10**	**12**	**26**	**27**	**94**	**88**	**1**	**3**	**7**
GRAND TOTAL	**890**	**405**	**478**	**263**	**313**	**17**	**25**	**29**	**37**	**95**	**98**	**1**	**5**	**7**

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	**0**	0	0											
FACULTY	**0**	0	0											
PROFESSIONAL/ NON-FACULTY	**1517**	346	1169	259	870	22	83	25	104	37	100	3	12	2
SECRETARIAL/ CLERICAL	**0**	0	0											
TECHNICAL/ PARAPROFESSIONAL	**773**	138	617	83	352	20	71	25	157	8	32	2	5	18
SKILLED CRAFT	**0**	0	0											
PROTECTIVE SERVICES	**0**	0	0											
SERVICE/ MAINTENANCE	**0**	0	0											
TOTAL	**2290**	**484**	**1786**	**342**	**1222**	**42**	**154**	**50**	**261**	**45**	**132**	**5**	**17**	**20**

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			
Adm Program Coordinator	161	7	154	5	120	1	7		17	1	7		3	
Admin & Clin Sys Coord	8	2	6	2	5								1	
Admin and Clin Research Coord	1	0	1		1									
Administrative Officer	28	2	25	2	22		1				2			1
Application Analyst 1	16	3	13	2	7		2		2	1	2			
Application Analyst 2	31	8	23	7	19	1	1		1		2			
Application Analyst 3	11	2	9	2	8						1			
Application Architect	18	14	4	11	2	1				2	2			
Application Developer 1	3	3	0	1						2				
Application Developer 2	4	4	0	3				1						
Application Developer 3	10	5	5	4	4			1			1			
Assistant Privacy Officer	3	1	2	1	1				1					
Assoc Compliance Officer	2	0	2		2									
Asst Nursing Manager	26	3	23	3	21				2					
Asst Radiation Safety Officer	2	2	0	2										
Athletic Trainer	4	2	2	2	1				1					
Behavioral Health Program Mgr	1	0	1		1									
Biomedical Cybersecurity Engin	1	1	0	1										
Budget & Financial Specialist	1	0	1		1									
Business System Analyst	13	8	5	7	4			1			1			
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 Pharmacist Spec (Specialt	5	3	2	1	2					1		1		
Clin Simulation CTR Coordinato	1	1	0	1										
Clin Sys/Informatics Analyst	1	0	1				1							
Clinical Case Manager	31	2	29	2	23		1		3		1		1	
Clinical Documentation Spec	3	0	3		2						1			
Clinical Lab Supervisor	10	4	6	2	6	2								
Clinical Nurse Consultant	1	0	1		1									
Clinical Patient Navigator	5	0	5		3				1		1			
Clinical Perfusionist	2	1	1	1	1									
Clinical Perfusionist Coord	1	0	1		1									
Clinical Program Coordinator	10	1	9	1	7		1				1			
Clinical Radiologic Supvr	4	0	4		4									

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 Assoc 1	15	2	13	1	7	1	2		4					
Clinical Research Assoc 2	11	3	8	1	5		2		1	2				
Clinical Research Asst 1	17	3	14	2	7		3	1	4					
Clinical Research Asst 2	12	1	11	1	5		1		2		3			
Clinical Research Asst 3	15	2	13		11			1	2	1				
Coding Trainer	10	0	10		9		1							
Comm Based Educ Spec	3	0	3				1		1		1			
Community Health Prog Supvr	2	0	2				1		1					
Compliance Specialist	2	0	2		2									
Cytology General Supervisor	1	0	1		1									
Cytotechnologist	1	1	0	1										
Diabetes Educator	3	1	2	1	1				1					
Digital Marketing Specialist	1	0	1				1							
Educ & Development Spec.	2	0	2						2					
EEO Investigator	1	0	1				1							
Electrical Engineer	1	1	0	1										
Employee Assistance Counselor	2	1	1	1	1									
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	4	0	4		4									
Financial Aid Officer	2	1	1	1									1	
Fiscal Admin Off	1	1	0	1										
Fiscal Coordinator	6	2	4	1	2		1	1	1					
Grants & Contracts Specialist	1	0	1								1			
Healthcare Data Analyst	3	3	0	1		1				1				
Histology Supervisor	2	1	1	1	1									
Histotechnologist	12	5	7	4	6					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	11	2	9		6		2		1	2				
Human Resources Specialist 3	6	2	4	2	3						1			
Infection Control Specialist 2	2	0	2		2									
Infrastructure Architect	26	26	0	21		4				1				
Instructional Design Spec	5	2	3	2	2		1							
Interpreter Services Coord	1	0	1		1									

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
Inv Drug Pharm/Med Safty Pharm	1	0	1						1					
IT Project Manager	8	6	2	5				1	1		1			
Labor Relations Coordinator	1	0	1				1							
Labor Relations Specialist	2	0	2		2									
Lactation Nurse	1	0	1		1									
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	5	1	4	1	3								1	
Legal Contract Specialist 2	4	0	4		4									
Legal Contract Specialist 3	1	0	1		1									
Librarian 2	5	1	4	1	3		1							
Librarian 3	2	1	1	1	1									
Librarian 4	3	1	2		2					1				
Marketing Associate II	5	2	2	1	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		2	2	2				1			
Medical Technologist 2	32	6	26	4	20				1	2	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	10	4	6	4	3		1		1		1			
Nurse Practitioner	91	6	85	6	71		7		2		5			
Nursing Professional Dev Spec	15	0	15		13				2					
Occupational Therapist 2-UHP	8	1	7	1	7									
Pathologists' Assistant	1	0	1		1									
Patient Instructor Trainer	1	0	1		1									
Patient Svcs Accounts Coord	7	1	6		4				2	1				
Performance Improvement Spec	1	0	1		1									
Pharmacist-UHP	20	3	17	3	10		1				6			
Pharmacy Clinical Coord	12	2	10	2	6				2		2			
Pharmacy Quality Specialist	1	0	1		1									
Physical Therapist 1 - UHP	2	1	1	1	1									
Physical Therapist 2 - UHP	20	9	11	8	9			1			1		1	
Physician Assistant	56	21	35	18	30		1	2	2	1	2			
Poison Information Spec	9	2	7	1	6				1	1				
Practice Relations Liaison	1	0	1				1							

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
Principal Trainer	10	3	7	2	6			1	1					
Procurement & Inv Pharmacist	1	0	1		1									
Procurement Contract Spec	7	1	6	1	5		1							
Procurement Financial Officer	1	1	0	1										
Program Manager	3	0	3		3									
Project Manager 2, Campus Plan	5	3	2	3	1						1			
Project Planning Coordinator	2	2	0	2										
Quality Assurance Specialist	11	1	10	1	8				1		1			
Rehabilitation Services Supvr	4	4	0	4										
Reimbursement Analyst 1	12	2	10		7	1	3	1						
Reimbursement Analyst 2	12	2	10	2	8		2							
Research Analyst	1	0	1		1									
Research Assistant 1	17	4	13	2	8			1	2	1	2		1	
Research Assistant 2	15	4	11	4	4				1		6			
Research Assistant 3	11	3	8	2	4					1	4			
Research Associate 1	23	10	13	3	8					7	5			
Research Associate 2	18	4	14	3	7	1	2		1		4			
Research Compliance Monitor 1	5	0	5		4				1					
Research Compliance Monitor 2	5	2	3	1	3			1						
Research Facilitator	2	1	1		1					1				
Research Nurse	2	0	2		2									
Social Media Specialist	1	0	1		1									
Social Work Supervisor	3	0	3		3									
Social Worker 2	29	3	26	3	20		5		1					
Speech Pathologist	3	0	3		3									
Sponsored Program Specialist	9	0	9		7				1		1			
Spvr, Medical Coding &Training	1	0	1		1									
Sr Labor Relations Specialist	1	0	1						1					
Staff Accountant 1	5	0	5		3				1		1			
Staff Accountant 2	5	0	5		4								1	
Staff Accountant 3	7	2	5	1	2	1			1		2			
Staff Nurse CN1	6	0	6		1				1		4			
Staff Nurse CN2	109	22	87	18	59	1	10		8	2	9	1	1	
Staff Nurse CN2 - Outpatient	72	8	64	3	44	1	5	2	11	1	4	1		
Staff Nurse CN3	21	4	17	4	14		3							
Staff Nurse CN3 - Outpatient	15	0	15		13		2							
Staff Nurse CN4	1	0	1		1									
Strategic Planner	1	1	0	1										
Student Affairs Officer	2	0	2		2									

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
Supervising Accountant - UHP	4	0	4		4									
Supervisor, Patient Access	2	0	2		2									
Supv Patient Svcs Accts	6	1	5		4			1	1					
Supvr, Clinical Case Manager	2	0	2		2									
Systems Manager	9	6	3	5	3			1						
Talent Acquisition Specialist	3	0	3		2		1							
Technical Analyst 1	14	12	2	6		3	1	3	1					
Technical Analyst 2	12	9	3	9	3									
Technical Analyst 3	7	6	1	4	1	1		1						
Therapeutic Recreation Spec	1	1	0	1										
Training Specialist	1	0	1				1							
UCH Communications Specialist	2	1	1	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	**1517**	**346**	**1169**	**259**	**870**	**22**	**83**	**25**	**104**	**37**	**100**	**3**	**12**	**2**
TECHNICAL/PARAPROFESSIONAL														
Academic Computing Spec III	1	1	0	1										
Account Careers Trainee	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										
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	8	1	7	1	6						1			
Cast Technician	5	2	3		2			2	1					
Clinical Coordinator	18	4	14	2	6	1			6			1	2	
Clinical Coordinator 2	9	0	9		6		1		1		1			
Clinical Research Technician	1	0	1		1									
Cntrl Sterile Proc Instr Spec	10	5	5	2	4	1		2	1					
Coding Reimbursement Spec	16	0	16		8		1		5		2			
Community Health Specialist	7	1	6		2			1	4					
Community Health Worker	10	2	8		3	1		1	5					
Computed Tomography (CT) Tech2	8	2	6	2	5				1					

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
Computed Tomography Tech 1	1	0	1		1									
Credentialed Trainer	2	0	2		1		1							
Dental Asst	41	1	40		21		3	1	15		1			
Dental Auxiliary Instructor	7	0	7		5				2					
Dental Hygienist	6	1	5	1	4		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	2		2	2					1
Diagnostic Rad Tech	28	11	17	7	14		1	4	1		1			
DM Sonography Technlgst 1	3	0	2		1				1					1
DM Sonography Technlgst 2	16	1	15	1	11		1		2		1			
EHS Specialist 1	2	2	0	2										
EHS Specialist 2	2	2	0	2										
Embalmer/Coordinator	1	1	0	1										
HR Coordinator	1	0	1		1									
Human Resources Associate	14	0	14		10		3		1					
Intrventnl/Spec Procedure Tech	3	2	1	2	1									
Laboratory Assistant	1	0	1						1					
Laboratory Assistant 2	7	0	6		4		1		1					1
Laboratory Assistant 3	1	1	0	1										
Ld Mag Resonance Imagng Tech 2	1	0	1		1									
Lead Cardiac/Vascular Sngraphr	2	1	1	1	1									
Lead Computed Tomography Tech	1	0	1		1									
Lead Dental Asst	6	0	6		4		1		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	5	2	3	2	2		1							
Lead Respiratory Therapist	1	0	1				1							
Library Technician 1	3	1	2		2							1		
Library Technician 2	2	1	1	1	1									
Mag Resonance Imaging Tech 2	4	2	2	1	1	1					1			
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			
Medical Assistant	271	11	257	3	125	3	35	3	83	2	12		2	3

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
Medical Laboratory Technician	3	1	2		1	1					1			
Medical Records Coding Tech 1	7	1	6	1	5						1			
Medical Records Coding Tech 2	4	0	4		3		1							
MH Asst 1	1	0	1						1					
Multimedia Specialist 1	2	2	0	2										
Multimedia Specialist 2	2	2	0	2										
Neurodiagnostic Tech	6	2	4		2		1	1		1	1			
Nuclear Medicine Technologist	2	0	2		1		1							
Nurse Aide	25	10	14	3	9	4	3	3	1		1			1
Ophthalmology Technician	14	2	12	2	10				2					
OR/Anesthesia Tech	3	1	2		2	1								
Pathology Technician	1	0	0											1
Payroll Coordinator	1	0	1		1									
Pharmacy Technician	34	7	25	3	17	1	2	2	4	1	2			2
Pharmacy Technician Coord	7	4	3	3	2		1			1				
Phlebotomist - 1199	31	4	24	4	5		5		13		1			3
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 Coordinator	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	7	1	6		4					1	2			
Research Database Manager	2	0	2		2									
Research Technician	2	1	1	1							1			
Respiratory Therapist Supv	1	0	1				1							
Safety & QA Officer	5	2	3	2	3									
Spec Dental Lab Tech	3	2	1	2	1									
Surgical Technologist 2	4	3	1	1	1	2								
Systems Coordinator	4	1	3		3			1						
UCH Paralegal Specialist	1	0	1		1									
Veterinary Technologist	1	0	1		1									
TOTAL	**773**	**137**	**617**	**83**	**352**	**20**	**71**	**25**	**157**	**8**	**32**	**2**	**5**	**18**
GRAND TOTAL	**2290**	**483**	**1786**	**342**	**1222**	**42**	**154**	**50**	**261**	**45**	**132**	**5**	**17**	**20**

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	**0**	0	0											
FACULTY	**0**	0	0											
PROFESSIONAL/ NON-FACULTY	**0**	0	0											
SECRETARIAL/ CLERICAL	**685**	35	644	16	350	5	98	8	169	5	18	1	9	6
TECHNICAL/ PARAPROFESSIONAL	**0**	0	0											
SKILLED CRAFT	**35**	34	1	27	1	2	0	5	0	0	0	0	0	0
PROTECTIVE SERVICES	**1**	1	0	0	0	0	0	1	0	0	0	0	0	0
SERVICE/ MAINTENANCE	**164**	95	69	55	43	13	3	25	20	2	3	0	0	0
TOTAL	**885**	**165**	**714**	**98**	**394**	**20**	**101**	**39**	**189**	**7**	**21**	**1**	**9**	**6**

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
SECRETARIAL/CLERICAL														
Accounts Receivable Collector	14	1	12		3		4	1	5					1
Adm Fiscal Assistant	25	4	21	3	15		3	1	2		1			
Adm Program Assistant 1	12	1	11	1	7		1		3					
Adm Program Assistant 2	54	1	53	1	35		5		10		3			
Clerk	4	0	4		2		1		1					
Clerk Typist	19	2	16	2	4		3		7		2			1
Clinic Office Assistant	209	2	206		101		27		69	1	4	1	5	1
E.D. Admissions Specialist	12	1	11		3		3		4	1	1			
Executive Assistant	24	0	23		18				4		1			1
Fiscal Admin Asst	1	1	0	1										
Fiscal Assistant	5	0	5		3				1		1			
Head Clerk	1	0	1				1							
Human Resources Assistant	1	0	1						1					
Lead ED Admissions Specialist	2	0	2				1		1					
Lead Patient Svcs Rep	2	0	2		2									
Mail Handler	2	2	0	1				1						
Medical Records Clerk	19	1	18		14	1	3		1					
Office Assistant	60	6	53		30	3	11	2	9	1			3	1
Patient Access Representative	24	0	24		10		4		9		1			
Patient Svcs Representative	82	2	80	1	46		8		21	1	4		1	
Secretary 2	1	0	1		1									
Spec Secretary (Medical)	2	0	2		2									
Supply Coordinator	11	3	8		5	1	1	1	2	1				
Telecom Operator	84	4	79	4	43		18		18					1
UCH Communications Operator	12	3	9	1	4		4	2	1					
UCH Ld Communications Operator	1	0	1		1									
Univ Helper	2	1	1	1	1									
TOTAL	**685**	**35**	**644**	**16**	**350**	**5**	**98**	**8**	**169**	**5**	**18**	**1**	**9**	**6**
SKILLED CRAFT														
Qual Crft Wrkr-A&E Mech	1	1	0	1										
Qual Crft Wrkr-Carpenter	5	5	0	3		1		1						
Qual Crft Wrkr-Elect	5	5	0	5										
Qual Crft Wrkr-HVACR	9	9	0	8				1						
Qual Crft Wrkr-Lock	2	2	0	2										
Qual Crft Wrkr-Painter	3	2	1	1	1	1								

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
Qual Crft Wrkr-Plumber	6	6	0	5				1						
Skilled Maintainer	4	4	0	2				2						
TOTAL	**35**	**34**	**1**	**27**	**1**	**2**	**0**	**5**	**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	9	1	8	1	7				1					
Animal Care Washroom Tech	3	2	1	1	1	1								
Asst Supervisor of CSSS	1	1	0	1										
Cent Sterile Proc & Dist Aide	4	2	2		1	2			1					
Custodian	51	11	40	1	23	3	2	7	13		2			
Environmntl Contrl Maintainer	12	12	0	11				1						
General Trades Worker	1	1	0	1										
Lab Aide	2	0	2		1						1			
Lab Animal Tech Svcs Spec	1	0	1		1									
Landscape Technician	6	6	0	6										
LD Ctl St Sup Ad (RC)	1	1	0	1										
Lead Custodian	2	2	0					2						
Lead Stationary Engineer	1	1	0	1										
Lead Transport Aide	1	1	0			1								
Lead Transport Aide (RC)	1	1	0					1						
Maintainer	3	3	0	1				2						
Maintenance Supv 2 (Grounds)	1	1	0	1										
Mat Stor Supv 2	2	2	0	2										
Material Mngmnt Supervisor	2	2	0	1				1						
Material Storage Specialist	1	1	0			1								
MTCE Spv 1 HVA	5	5	0	5										
MTCE Spv 2 Car	1	1	0	1										
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					
Storekeeper	15	12	3	5		1		5	3	1				

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
Storekeeper Assistant	19	16	3	9	2	3		3	1	1				
Supervising Custodian	7	4	3	1	3	1		2						
Transport Aide	6	2	4	1	3		1	1						
TOTAL	**164**	**95**	**69**	**55**	**43**	**13**	**3**	**25**	**20**	**2**	**3**	**0**	**0**	**0**
GRAND TOTAL	**885**	**165**	**714**	**98**	**394**	**20**	**101**	**39**	**189**	**7**	**21**	**1**	**9**	**6**

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	**2**	2	0	2	0	0	0	0	0	0	0	0	0	0
FACULTY	**140**	61	78	41	48	2	8	4	2	14	20	0	0	1
PROFESSIONAL/ NON-FACULTY	**698**	71	622	50	488	5	36	6	47	9	48	1	3	5
SECRETARIAL/ CLERICAL	**112**	14	97	3	48	4	26	4	17	3	6	0	0	1
TECHNICAL/ PARAPROFESSIONAL	**282**	31	248	11	109	3	74	14	53	2	6	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	**27**	9	17	3	7	3	1	3	7	0	1	0	1	1
TOTAL	**1261**	**188**	**1062**	**110**	**700**	**17**	**145**	**31**	**126**	**28**	**81**	**2**	**10**	**11**

PART-TIME

UCONN HEALTH

WORKFORCE ANALYSIS

MAY 31, 2025

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														
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	5	4	1	2			1			2				
Assoc Prof/Clinical	14	4	10	3	6					1	4			
Asst Prof/Basic Sci	9	4	5		1		1	1		3	3			
Asst Prof/Clinical	86	32	54	23	34	2	6	3	1	4	13			
Head of Dept/Clinical	1	1	0	1										
Instructor/Basic Sci	1	1	0	1										
Instructor/Clinical	3	1	2	1	2									
Professor/Basic Sci	1	1	0	1										
Professor/Clinical	20	13	6	9	5				1	4				1
TOTAL	**140**	**61**	**78**	**41**	**48**	**2**	**8**	**4**	**2**	**14**	**20**	**0**	**0**	**1**
PROFESSIONAL/NON-FACULTY														
Adm Program Coordinator	4	1	3		3	1								
Administrative Supv, Nursing	6	0	6		6									
Application Analyst 2	2	0	2		2									
Application Analyst 3	2	0	2						1		1			
Asst Nursing Manager	23	3	20	1	14	1	3	1	3					
Childcare Teacher	1	0	1		1									
Clinical Case Manager	5	0	5		2		1		1				1	
Clinical Documentation Spec	2	0	2		1				1					
Clinical Research Assoc 1	2	0	2		2									
Clinical Research Assoc 2	5	0	5		4		1							
Clinical Research Asst 1	3	0	3		3									
Clinical Research Asst 2	4	0	4		3						1			
Clinical Research Asst 3	2	1	1	1	1									
Comm Based Educ Spec	1	0	1										1	
Educ & Development Spec.	1	0	1		1									
Lactation Nurse	3	0	3		3									
Lead Nurse Practitioner	3	0	3		3									
Lead Physician Assistant	1	0	1								1			
Medical Technologist 2	4	2	2	1	2					1				
Mental Health Clinician	3	0	3		2				1					
Nurse Anesthetist	3	1	2	1	2									
Nurse Practitioner	27	0	27		25				2					

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
Nursing Professional Dev Spec	3	0	3		2						1			
Occupational Therapist 2-UHP	1	0	1						1					
Pathologists' Assistant	1	0	1		1									
Pharmacist-UHP	3	1	2	1	2									
Physical Therapist 2 - UHP	6	0	6		5						1			
Physician Assistant	8	1	7	1	6		1							
PI Project Leader	1	0	1		1									
Poison Information Spec	4	1	3	1	3									
Procurement Contract Spec	1	0	1		1									
Quality Assurance Specialist	1	0	1		1									
Research Analyst	1	0	1		1									
Research Assistant 1	3	2	1	1						1	1			
Research Assistant 2	2	0	2		1						1			
Research Assistant 3	3	0	3		3									
Research Associate 1	9	0	9		4				1		4			
Research Associate 2	1	0	1		1									
Research Nurse	3	0	3		2						1			
Social Worker 2	3	1	2	1	2									
Speech Pathologist	1	0	1		1									
Staff Nurse CN1	13	2	10	1	9					1	1			1
Staff Nurse CN2	446	53	389	39	296	3	27	5	32	5	33	1	1	4
Staff Nurse CN2 - Outpatient	15	1	14		13				1	1				
Staff Nurse CN3	53	1	52	1	44		3		3		2			
Staff Nurse CN3 - Outpatient	6	0	6		6									
Staff Nurse CN4	3	0	3		3									
Staff Nurse CN4	0	0	0											
TOTAL	**698**	**71**	**622**	**50**	**488**	**5**	**36**	**6**	**47**	**9**	**48**	**1**	**3**	**5**
SECRETARIAL/CLERICAL														
Adm Fiscal Assistant	1	0	1		1									
Adm Program Assistant 1	2	0	2		1				1					
Adm Program Assistant 2	6	1	5	1	5									
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	9	0	9		7		1				1			
Executive Assistant	1	0	1		1									
Human Resources Assistant	1	0	1		1									

PART-TIME

UCONN HEALTH

WORKFORCE ANALYSIS

MAY 31, 2025

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
Office Assistant	73	10	62	1	24	4	21	4	14	1	3			1
Patient Access Representative	3	0	3		2		1							
Patient Svcs Representative	1	0	1		1									
Telecom Operator	4	0	4		1				2		1			
Unit Supervisor	1	0	1		1									
Univ Helper	1	1	0	1										
TOTAL	**112**	**14**	**97**	**3**	**48**	**4**	**26**	**4**	**17**	**3**	**6**	**0**	**0**	**1**
TECHNICAL/ PARAPROFESSIONAL														
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	2	1	0	1										1
Computed Tomography Tech 1	1	0	1						1					
Diagnostic Imaging Assistant	9	4	5		2	1	2	3	1					
Diagnostic Rad Tech	5	1	4	1	4									
DM Sonography Technlgst 2	3	0	2		2									1
Information Specialist	1	0	1		1									
Interpreter Deaf/Hard of Hear	2	0	2		1				1					
Laboratory Assistant 2	2	0	2		2									
Lead Respiratory Therapist	1	1	0	1										
Mag Resonance Imaging Tech 2	5	2	3	1		1			2		1			
Mammography Technologist 2	1	0	1				1							
Medical Assistant	19	1	18	1	13				5					
Nuclear Medicine Technologist	1	0	1		1									
Nurse Aide	180	15	164	4	60	1	63	10	31		4		6	1
Nurse Aide (Per Diem)	12	1	11		4		3	1	4					
Ophthalmology Technician	1	1	0	1										
Pharmacy Technician	1	0	1				1							
Phlebotomist - 1199	4	0	4		2		2							
Pulmonary Function Spec	3	0	3		3									
Respiratory Therapist	23	3	20	1	10		2		7	1	1	1		
TOTAL	**282**	**31**	**248**	**11**	**109**	**3**	**74**	**14**	**53**	**2**	**6**	**1**	**6**	**3**
SKILLED CRAFT														
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
PROTECTIVE SERVICES														

PART-TIME

UCONN HEALTH

MAY 31, 2025

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
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
SERVICE/MAINTENANCE														
Custodian	13	3	10		7	3			3					
Lab Aide	1	0	1								1			
Lead Transport Aide	1	1	0					1						
Maintainer	1	1	0	1										
Storekeeper Assistant	1	0	1				1							
Transport Aide	10	4	5	2				2	4				1	1
TOTAL	**27**	**9**	**17**	**3**	**7**	**3**	**1**	**3**	**7**	**0**	**1**	**0**	**1**	**1**
GRAND TOTAL	**1261**	**188**	**1062**	**110**	**700**	**17**	**145**	**31**	**126**	**28**	**81**	**2**	**10**	**11**

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
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

MAY 31, 2025

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	**7**	2	5	0	5	1	0	1	0	0	0	0	0	0
FACULTY	**11**	3	8	1	6	1	0	0	1	1	1	0	0	0
PROFESSIONAL/ NON-FACULTY	**67**	19	47	15	38	1	5	1	3	2	0	0	1	1
SECRETARIAL/ CLERICAL	**31**	0	31	0	16	0	4	0	9	0	0	0	2	0
TECHNICAL/ PARAPROFESSIONAL	**46**	10	35	6	18	1	4	3	11	0	2	0	0	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	**6**	1	5	1	5	0	0	0	0	0	0	0	0	0
TOTAL	**168**	**35**	**131**	**23**	**88**	**4**	**13**	**5**	**24**	**3**	**3**	**0**	**3**	**2**

UCONN HEALTH

WORKFORCE ANALYSIS

MAY 31, 2025

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	0	10	18	34	39	34	65	44	18	2	**264**
FACULTY	0	0	4	39	90	105	83	84	74	64	38	45	**626**
PROFESSIONAL/ NON-FACULTY	0	16	148	177	181	184	191	220	196	138	58	8	**1517**
SECRETARIAL/ CLERICAL	0	9	42	64	81	75	93	111	102	75	25	8	**685**
TECHNICAL/ PARAPROFESSIONAL	0	18	66	108	101	92	112	109	106	47	14	0	**773**
PROTECTIVE SERVICES	0	0	0	0	0	0	0	0	1	0	0	0	**1**
SKILLED CRAFT	0	0	1	2	7	2	7	2	9	4	0	1	**35**
SERVICE/ MAINTENANCE	0	4	8	8	14	17	28	31	28	22	4	0	**164**
TOTAL	**0**	**47**	**269**	**408**	**492**	**509**	**553**	**591**	**581**	**394**	**157**	**64**	**4065**

AVAILABILITY ANALYSIS

(Section 46a-68-84)

September 2025

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 is used for professional non-faculty and technical-paraprofessional categories. Local labor markets are used for secretarial-clerical, qualified craft workers, protective services, and service maintenance categories.

Beginning with this *Plan*, Two or More Race data was utilized for calculations and analysis for the Two or More Race race/gender category. From the *American Community Survey (ACS) 2014-2018 EEO Tables,* the "Balance of not Hispanic or Latino" for both male and female is used for Two or More Races, as instructed by CHRO. Please see **Exhibit 1** for email instructions. *IPEDS* and *NCAA Race and Gender Demographics Report* include data labeled Two or More Races.

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 categories, national census data is utilized to calculate availability. *The Integrated Postsecondary Education Data System (IPEDS) from The U. S. Department of Education National Center for Educational Statistics* is 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.

As of 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 2** 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 3.**

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 used:

- United States Census Bureau 2014-2018 EEO Tables (ACS 5-Year Data) EEO-ALL01R Tables (National, Connecticut and Hartford Residence Geography), **Exhibit #4**
- 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 2023* tables: **Exhibit #5**
    - 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*.

From: Madison, Gary
To: Prytko, Hanna
Subject: Fw: Availability and census question
Date: Monday, February 3, 2025 4:38:03 PM
Attachments: image001.png

Message sent from a system outside of UConn.

Get Outlook for iOS

From: Tolliver, Johnette D <Johnette.D.Tolliver@ct.gov>
Sent: Friday, January 31, 2025 11:01:53 AM
To: Madison, Gary <Gary.Madison@ct.gov>; Hill, Spencer <Spencer.Hill@ct.gov>; Olavarria, Jase <Jase.Olavarria@ct.gov>
Subject: RE: Availability and census question

Hello Gary.

In response to below, please inform Hanna that "yes" you can set goals for Two or More races by using the Balance of Not Hispanic or Latino Row, which is for all "other" identified races outside of White, Black, Hispanic/Latino, Asian, American Indian/Alaska Native or Hawaiian/Pacific Islander. This has been a practice that CHRO recommends EEO Professionals use when writing their agency's Affirmative Action Plan.

Thanks Gary.

From: Madison, Gary <Gary.Madison@ct.gov>
Sent: Friday, January 31, 2025 10:50 AM
To: Tolliver, Johnette D <Johnette.D.Tolliver@ct.gov>; Hill, Spencer <Spencer.Hill@ct.gov>; Olavarria, Jase <Jase.Olavarria@ct.gov>
Subject: Fw: Availability and census question

Good morning,
I forwarded the email below regarding goal setting for two or more races. I want to gather everyone's input before I respond to it.
Thanks

From: Prytko, Hanna <hanna.prytko@uconn.edu>
Sent: Thursday, January 30, 2025 3:31:02 PM
To: Madison, Gary <Gary.Madison@ct.gov>; Olavarria, Jase <Jase.Olavarria@ct.gov>
Subject: Availability and census question

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Jase and Gary,

I hope all is well. First, I wanted to thank you for the presentation yesterday. It was very informative, and the discussion was great. Wonderful job! And lunch was delicious also.

I have a question on Availability and Utilization. From what I understand from yesterday's examples, we can set goals for Two or More Races. Is that correct? We have not done this previously so I wanted to do so for our Plan due in March.

If so, I cannot find census data for Two or More Races in EEO tables of the census that we use. There is a category that says Balance of not Hispanic or Latino.

United States EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography (Universe: Civilian labor force 16 years and over)
Note: Race categories with grey background indicate "Not Hispanic or Latino, One Race."

		Total All Groups	Hispanic or Latino	White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino
Total, all occupations : 00-0000 / 0000	Total	162,248,195	27,543,140	101,741,575	19,212,390	911,350	9,250,275	269,225	3,320,240
Total, all occupations : 00-0000 / 0000	Male	85,351,345	15,451,485	53,855,515	8,963,850	456,765	4,808,790	139,330	1,675,610
Total, all occupations : 00-0000 / 0000	Female	76,896,850	12,091,655	47,886,060	10,248,540	454,585	4,441,485	129,895	1,644,630
Total, all occupations : 00-0000 / 0000	Percent Total	100.0%	17.0%	62.7%	11.8%	0.6%	5.7%	0.2%	2.0%
Total, all occupations : 00-0000 / 0000	Percent Male	52.6%	9.5%	33.2%	5.5%	0.3%	3.0%	0.1%	1.0%
Total, all occupations : 00-0000 / 0000	Percent Female	47.4%	7.5%	29.5%	6.3%	0.3%	2.7%	0.1%	1.0%
Top executives : 11-10XX / 0010	Total	2,182,165	173,605	1,750,745	102,350	8,500	109,255	1,820	35,885
Top executives : 11-10XX / 0010	Male	1,583,175	122,000	1,291,210	62,085	5,130	78,165	1,180	23,405
Top executives : 11-10XX / 0010	Female	598,990	51,605	459,535	40,265	3,370	31,090	640	12,480
Top executives : 11-10XX / 0010	Percent Total	100.0%	8.0%	80.2%	4.7%	0.4%	5.0%	0.1%	1.6%
Top executives : 11-10XX / 0010	Percent Male	72.6%	5.6%	59.2%	2.8%	0.2%	3.6%	0.1%	1.1%
Top executives : 11-10XX / 0010	Percent Female	27.4%	2.4%	21.1%	1.8%	0.2%	1.4%	0.0%	0.6%
Advertising, marketing, promotions, public relations, and sales	Total	1,100,155	95,500	861,030	55,960	2,795	62,675	770	21,425
Advertising, marketing, promotions, public relations, and sales	Male	573,115	49,290	454,010	26,635	1,345	30,955	415	10,465

But this one according to the definitions that I found also includes some other race alone in addition to multiple races. Since this category isn't strictly multiple races, is there another one somewhere? IPEDS has a Two or more Races category so I can use that for the applicable categories. And we have internal employees for promotional pools.

Thanks for your help!
Hanna

Hanna Prytko
EEO & Search Compliance Manager
Pronouns: She – Her – Hers

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263 Farmington Avenue, MC 5310 | Farmington, CT 06030-5310
Office: 860.679.3563 | Fax: 860.679.6512

Website: www.equity.uconn.edu
e-mail: hanna.prytko@uconn.edu

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 endeavorsspecified 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 forthe 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 thefollowing 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.

[1]See 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											2
2000	Assistant Professor	1											1
2001	Assistant Professor	1	1						1				3
2002	Assistant Professor								2				2
2003	Assistant Professor					1	1						2
2004	Assistant Professor	1											1
2005	Assistant Professor		1										1
2006	Assistant Professor		1										1
2007	Assistant Professor	1											1
2008	Assistant Professor		1						2				3
2009	Assistant Professor	2							3				5
2010	Assistant Professor	3	1						1				5
2011	Assistant Professor		1						1		1		3
2012	Assistant Professor	2	1			1		1					5
2013	Assistant Professor	2	2						1				5
2014	Assistant Professor	3	1			1	1						6
2015	Assistant Professor	1	4		1		1	1	1				9
2016	Assistant Professor	4	7	2	1		3	2	3				22
2017	Assistant Professor	3	5			1		1	1				11
2018	Assistant Professor	9	5			2			3				19
2019	Assistant Professor	3	4					4	4				15
2020	Assistant Professor	6	7		1	1		5	4				24
Subtotal	**Tenure Eligible**	**45**	**44**	**2**	**3**	**7**	**6**	**14**	**27**	**0**	**1**	**0**	**149**
2021	Assistant Professor	4	9	1			1	7	6		1		29
2022	Assistant Professor	7	4			1	2	7	6		1	1	29
2023	Assistant Professor	10	10		2	2	2	4	4		1	2	37
2024	Assistant Professor	12	8	1		3	5	8	6			3	46
2025	Assistant Professor	1	4				1						6
Subtotal	**Non Tenure Eligible**	**34**	**35**	**2**	**2**	**6**	**11**	**26**	**22**		**3**	**6**	**147**
Grand Total	**Tenure + Non Tenure**	**79**	**79**	**4**	**5**	**13**	**17**	**40**	**49**	**0**	**4**	**6**	**296**

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	Two or More Race Male	Two or More Race Female
Administrative services and facilities managers : 11-3010 / 0101	151690	73350	42465	7860	5350	9590	6680	3550	2845	1670	1155
Architectural and engineering managers : 11-9041 / 0300	159870	115480	10510	4185	980	8650	1025	16665	2375	2350	365
Computer and information systems managers : 11-3021 / 0110	598285	312375	123955	21370	14450	28615	10305	66540	20675	8335	3995
Dentists : 29-1020 / 3010	163589	89690	30115	2645	2960	5555	4075	15204	13345	1790	1385
Education and childcare administrators : 11-9030 / 0230	928715	245495	428570	37935	83960	31005	63595	13005	25150	6375	12260
Emergency management directors : 11-9161 / 0425	8754	4495	1820	655	420	725	295	204	140	205	65
Financial managers : 11-3031 / 0120	1180055	414910	443165	34310	60135	60770	74860	44630	47275	9120	11255
Lawyers, judges, and related workers : 23-1000 / 2100	1146640	627245	331825	26955	35340	37565	30990	26565	30155	10215	9780
Logisticians : 13-1081 / 0700	138465	58865	30030	13680	7625	12165	6505	5325	4270	2115	900
Medical and health services managers : 11-9111 / 0350	684465	138300	349640	22045	62725	20110	49315	14860	27470	3540	8130
Other managers : 11-91XX / 0440	3778780	1900345	946560	145470	131005	258420	131135	166460	99385	41070	29210
Physicians and surgeons: 29-12XX / 3090	913855	409270	201845	22785	23870	37550	22955	112770	82810	13625	9440
Postsecondary teachers : 25-1000 / 2205	1436575	523120	521745	40015	54765	50690	53530	109625	83085	16735	17500
Purchasing managers : 11-3061 / 0150	199725	81425	71660	7570	9905	8825	8045	6235	6060	1935	1840
Top executives : 11-10XX / 0010	2146275	1291210	459535	62085	40265	122000	51605	84475	35100	23405	12480
Transportation, storage, and distribution managers : 11-3071 / 0160	242310	140745	32585	19220	4685	29110	6125	7520	2320	3120	600
Veterinarians : 29-1131 / 3250	82099	29180	44610	395	965	1530	2000	1375	2044	345	1020

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	Two or More Race Male	Two or More Race Female
Accountants and auditors : 13-2011 / 0800	28680	10905	11590	955	1175	740	1065	830	1095	90	235
Bioengineers, biomedical and agricultural engineers : 17-20XX / 1340	195	125	55	15	0	0	0	0	0	0	0
Biological scientists : 19-1020 / 1610	875	335	395	0	30	0	0	30	65	10	10
Budget analysts : 13-2031 / 0820	345	75	240	0	0	10	10	0	10	0	0
Business operations specialists, all other : 13-1199 / 0750	3170	1085	1210	10	60	100	395	145	55	95	15
Compliance officers : 13-1041 / 0565	3115	1205	1435	35	65	100	170	55	30	0	20
Computer and information research scientists and analysts : 15-12XX / 1005	8170	3465	2150	290	195	350	165	1020	415	60	60
Computer and information systems managers : 11-3021 / 0110	10430	5145	2135	415	105	400	220	1420	465	100	25
Counselors, social workers, and other community and social service specialists : 21-10XX / 2001	32064	4275	15525	2155	4515	1215	3350	109	375	145	400
Database and network administrators and architects : 15-1240 / 1065	4998	2735	970	145	45	220	4	605	200	70	4
Dentists : 29-1020 / 3010	2345	1285	405	85	10	65	70	220	185	20	0
Drafters, engineering technicians, and mapping technicians : 17-3000 / 1541	7390	4875	940	350	155	460	60	345	105	75	25
Education and childcare administrators : 11-9030 / 0230	13949	4070	7020	445	535	440	730	205	264	155	85
Electrical and electronics engineers : 17-2070 / 1410	2469	1735	90	280	0	75	10	200	45	30	4
Financial managers : 11-3031 / 0120	20014	9105	6990	335	530	845	890	720	364	85	150
First-line supervisors of office and administrative support workers : 43-1011 / 5000	15195	4060	7790	665	670	420	855	275	290	70	100
Human resources workers : 13-1070 / 0630	9954	2180	5555	150	855	220	640	14	230	35	75
Industrial engineers, including health and safety : 17-2110 / 1430	3760	2380	450	145	10	320	155	225	30	30	15
Information and record clerks, except customer service representatives : 43-4XXX / 5200	29125	3415	15605	665	3005	930	3860	285	865	85	410
Lawyers, judges, and related workers : 23-1000 / 2100	18245	11435	5415	275	230	250	175	205	140	75	45
Legal support workers : 23-2000 / 2145	7010	680	5265	45	320	85	515	30	40	0	30

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	Two or More Race Male	Two or More Race Female
Librarians, curators, and archivists : 25-4000 / 2400	5070	830	3670	65	175	80	65	30	125	0	30
Life, physical, and social science technicians : 19-4000 / 1900	3865	1735	1210	230	25	75	175	195	155	15	50
Medical records specialists : 29-2072 / 3515	1795	135	1025	0	340	10	175	0	55	0	55
Mathematical science occupations : 15-2000 / 1200	4380	1920	1365	75	20	75	50	345	405	80	45
Medical and health services managers : 11-9111 / 0350	9890	2200	5105	275	755	230	735	90	335	35	130
Miscellaneous healthcare diagnosing or treating practitioners : 29-1290 / 3261	3000	95	2355	10	60	10	235	40	150	0	45
Nursing, psychiatric, and home health aides : 31-1100 / 3601	52075	2550	16305	3500	16520	1335	9085	100	970	200	1510
Occupational health and safety specialists and technicians : 19-5010 / 1980	870	390	255	55	10	65	45	0	40	0	10
Other computer occupations : 15-12YY / 1050	18670	9715	2995	1025	385	1325	265	1865	550	385	160
Other financial specialists : 13-20XX / 0810	19450	9600	6565	520	515	610	585	455	340	100	160
Other healthcare practitioners and technical occupations : 29-9000 / 3550	945	390	380	15	50	30	50	15	15	0	0
Other healthcare support occupations : 31-9000 / 3630	17740	1290	9015	390	1705	335	3995	170	340	45	455
Other health technologists and technicians : 29-20XX / 3300	27339	3030	14150	1225	3905	870	2390	435	839	25	470
Other media and communication equipment workers : 27-40XX / 2905	944	780	25	20	0	100	4	15	0	0	0
Other media and communication workers : 27-30XX / 2805	3845	1370	1745	120	60	200	245	10	80	15	0
Other office and administrative support workers : 43-9000 / 5810	37084	5585	20840	905	3285	1100	3145	344	925	185	770
Other nurses : 29-11XX / 3256	2800	150	2030	30	305	35	150	20	65	0	15
Other social scientists and related workers, including urban and regional planners : 19-30XX / 1840	570	220	245	0	0	10	10	55	15	0	15

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	Two or More Race Male	Two or More Race Female
Other teachers and instructors, education, training, and library workers : 25-XXXX / 2350	15935	3740	8005	405	990	530	1235	285	460	50	235
Other therapists : 29-112X / 3150	5635	540	3955	65	445	40	390	35	125	0	40
Pharmacists : 29-1051 / 3050	3500	1115	1405	85	120	25	110	215	285	60	80
Physical therapists : 29-1123 / 3160	3724	755	2670	0	15	4	100	40	95	15	30
Physicians and surgeons : 29-12XX / 3090	14030	6065	3290	230	385	530	300	1440	1565	145	80
Physician assistants : 29-1071 / 3110	1879	345	1170	60	70	45	90	4	50	0	45
Preschool and kindergarten teachers : 25-2010 / 2300	8410	60	6090	10	820	90	1125	0	130	0	85
Project management specialists : 13-1082 / 0705	10120	4725	3585	180	315	280	330	485	165	20	35
Purchasing agents, except wholesale, retail, and farm products : 13-1023 / 0530	3589	1460	1400	135	200	185	80	55	4	40	30
Radiation therapists : 29-1124 / 3200	185	45	140	0	0	0	0	0	0	0	0
Registered nurses : 29-1141 / 3255	39505	2225	28875	545	3100	455	1960	340	1600	75	330
Religious workers : 21-2000 / 2040	4485	2070	1400	465	90	190	65	120	20	55	10
Secretaries and administrative assistants : 43-6010 / 5710	42070	1520	32255	230	2670	375	3600	155	735	40	490
Software and web developers, programmers, and testers : 15-1250 / 1010	23460	10190	3390	710	305	870	270	5640	1545	345	195
Speech-language pathologists : 29-1127 / 3230	2229	50	1955	15	25	0	150	0	30	0	4
Teaching assistants : 25-9040 / 2545	20080	1740	11615	605	2390	295	2005	415	620	150	245
Training and development specialists : 13-1151 / 0650	1440	490	680	75	100	35	0	0	20	0	40

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	Two or More Race Male	Two or More Race Female
Bookkeeping, accounting, and auditing clerks : 43-3031 / 5120	3375	310	2430	55	240	60	250	0	30	0	30
Building cleaning workers : 37-2010 / 4220	Male	3005	1815	1025	600	2090	2255	60	100	150	130
Carpenters : 47-2031 / 6230	3675	2870	85	250	0	450	20	0	0	20	0
Electricians : 47-2111 / 6355	2300	1835	0	280	0	165	20	0	0	15	0
Financial clerks, except bookkeeping, accounting, and auditing clerks : 43-30XX / 5100	3675	415	2285	20	315	30	380	40	190	0	95
First-line supervisors of landscaping, lawn service, and groundskeeping workers : 37-1012 / 4210	575	520	0	20	0	35	0	0	0	0	0
First-line supervisors of mechanics, installers, and repairers : 49-1011 / 7000	448	330	15	4	4	75	0	20	0	0	0
First-line supervisors of office and administrative support workers : 43-1011 / 5000	4415	1180	2140	75	340	220	325	60	75	45	0
Helpers, construction trades : 47-3010 / 6600	25	25	0	0	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	10	140
Material recording, scheduling, dispatching, and distributing workers : 43-5XXX / 5500	4570	1640	965	700	100	545	545	45	30	65	20
Medical records specialists : 29-2072 / 3515	405	25	185	0	140	0	55	0	0	0	4
Other healthcare support occupations : 31-9000 / 3630	4530	355	2050	45	575	100	1225	35	145	10	140
Other installation, maintenance, and repair workers : 49-XXXX / 7010	6505	4150	145	705	50	1100	150	180	25	85	0
Other office and administrative support workers : 43-9000 / 5810	10484	1650	5290	500	1265	355	985	165	274	35	235
Other transportation workers : 53-6000 / 9350	925	380	45	105	50	255	20	40	30	40	0
Painters and paperhangers : 47-2140 / 6410	1285	740	45	80	0	420	0	0	0	4	0
Pipelayers, plumbers, pipefitters, and steamfitters : 47-2150 / 6441	1030	775	0	140	0	115	0	0	0	40	0
Private detectives, investigators, security guards and gaming surveillance officers : 33-90XX / 3910	2985	1160	360	705	130	485	115	30	0	55	10

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	Two or More Race Male	Two or More Race Female
Secretaries and administrative assistants : 43-6010 / 5710	9730	350	7150	45	735	75	1095	55	225	15	195
Supervisors of transportation and material moving workers : 53-1000 / 9005	499	190	55	135	0	105	0	4	10	10	0
Vehicle and mobile equipment mechanics, installers, and repairers : 49-3000 / 7140	4254	2965	70	305	0	805	40	65	4	45	0

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	2+ Races
Males	**2,119,442**	**1,537,735**	**182,820**	**183,746**	**215,141**	**34,421**
Faculty (instruction/research/public service)	**648,042**	486,912	43,158	43,923	74,049	8,577
Instruction	**600,297**	453,814	41,138	40,761	64,584	7,800
Research	**33,435**	22,739	1,155	2,207	7,334	572
Public service	**14,310**	10,359	865	955	2,131	205
Graduate assistants	**103,653**	69,092	6,812	11,927	15,822	4,002
Librarians, curators, and archivists	**10,637**	8,496	652	901	588	158
Student and academic affairs and other education services	**49,100**	33,885	6,511	5,757	2,947	1,043
Management	**108,794**	83,304	11,040	8,273	6,177	1,511
Business and financial operations	**60,367**	42,613	6,206	6,785	4,763	1,161
Computer, engineering, and science	**127,363**	91,483	8,426	11,964	15,490	2,595
Community, social service, legal, arts, design, entertainment, sports, and media	**82,046**	60,236	11,098	7,447	3,265	1,730
Healthcare practitioners and technicians	**28,179**	18,209	2,547	2,968	4,455	563
Service occupations	**116,342**	64,780	25,673	19,800	6,089	1,795
Sales and related occupations	**3,236**	2,132	545	391	168	98
Office and administrative support	**61,651**	36,927	9,147	10,900	4,677	1,638
Natural resources, construction, and maintenance	**58,669**	43,947	5,721	7,029	1,972	758
Production, transportation, and material moving	**13,321**	8,807	2,126	1,758	630	215
Females	**2,639,330**	**1,834,615**	**308,364**	**259,214**	**237,137**	**52,627**
Faculty (instruction/research/public service)	**699,233**	512,417	68,897	49,615	68,304	11,952
Instruction	**653,254**	481,913	65,529	45,801	60,011	10,894
Research	**29,427**	19,050	1,730	2,587	6,060	739
Public service	**16,552**	11,454	1,638	1,227	2,233	319
Graduate assistants	**128,924**	84,686	11,480	15,526	17,232	5,618
Librarians, curators, and archivists	**24,914**	19,246	2,099	1,814	1,755	494
Student and academic affairs and other education services	**111,117**	75,178	16,278	13,425	6,236	2,535
Management	**154,506**	111,043	20,633	14,151	8,679	2,686
Business and financial operations	**165,862**	111,057	20,908	19,523	14,374	3,488
Computer, engineering, and science	**89,500**	57,564	7,759	9,061	15,116	2,045
Community, social service, legal, arts, design, entertainment, sports, and media	**108,811**	75,948	13,206	13,315	6,342	2,875
Healthcare practitioners and technicians	**75,276**	49,337	9,201	7,955	8,783	1,346

Service occupations	**89,373**	41,978	21,826	20,066	5,503	1,444
Sales and related occupations	**6,493**	3,939	1,284	927	343	237
Occupation	**Total**	**White**	**Black**	**Hispanic**	**AAIANHNPI**	**2+ Races**
Office and administrative support	**277,831**	174,487	44,413	43,178	15,753	5,785
Natural resources, construction, and maintenance	**5,314**	3,558	798	672	286	98
Production, transportation, and material moving	**2,943**	1,760	685	371	127	72
SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Spring 2023, Human Resources component. (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 2023

Occupation	Total	White	Black	Hispanic	AAIANHNPI	2+ Races
Males	**381,827**	**279,766**	**20,851**	**24,469**	**56,741**	**5,069**
Professors	115,345	88,282	4,421	5,145	17,497	866
Associate professors	78,155	56,770	4,268	4,602	12,515	928
Assistant professors	67,089	45,341	4,859	4,860	12,029	1,227
Instructors	38,130	28,210	2,779	4,128	3,013	625
Lecturers	18,477	14,530	1,055	1,488	1,404	288
Other faculty	64,631	46,633	3,469	4,246	10,283	1,135
Females	**368,245**	**268,504**	**29,776**	**25,879**	**44,086**	**6,508**
Professors	69,089	53,365	3,733	3,493	8,498	730
Associate professors	73,219	53,535	5,398	4,335	9,951	1,095
Assistant professors	82,347	58,283	8,265	5,848	9,951	1,882
Instructors	51,842	37,404	4,987	5,212	4,239	974
Lecturers	24,169	18,399	1,434	2,144	2,192	389
Other faculty	67,579	47,518	5,959	4,847	9,255	1,438

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Spring 2022 through Spring 2024 Human Resources component, Spring Staff section. (This table was prepared December 2024.)

Table 324.30. Doctor's degrees conferred to males by postsecondary institutions, by race/ethnicity and field of study: Academic year 2021-22

	Total	White	Black	Hispanic	AAIANHNPI	2+ Races
All fields, total	**71,638**	**48,540**	**5,928**	**7,275**	**9,895**	**2,584**
Agriculture and natural resources	**999**	814	42	89	54	39
Architecture and related services	**57**	35	7	4	11	4
Area, ethnic, cultural, gender, and group studies	**89**	42	25	15	7	2
Biological and biomedical sciences	**2,819**	2,000	139	306	374	114
Business	**1,760**	923	552	140	145	24
Communication, journalism, and related programs	**140**	120	2	10	8	6
Communications technologies	**0**	0	0	0	0	0
Computer and information sciences and support services	**827**	504	110	61	152	32
Education	**3,970**	2,450	872	456	192	107
Engineering	**3,271**	2,351	137	275	508	150
Engineering technologies	**68**	34	14	2	18	4
English language and literature/letters	**383**	316	17	34	16	6
Family and consumer sciences/human sciences	**45**	32	9	1	3	0
Foreign languages, literatures, and linguistics	**259**	198	5	41	15	9
Health professions and related programs	**30,892**	19,450	2,013	2,969	6,460	1,147
Homeland security, law enforcement, and firefighting	**122**	70	33	15	4	2
Legal professions and studies	**15,430**	11,486	994	1,872	1,078	543
Liberal arts and sciences, general studies, and humanities	**36**	28	4	3	1	0
Library science	**5**	4	1	0	0	0
Mathematics and statistics	**701**	530	26	55	90	38
Military technologies and applied sciences	**0**	0	0	0	0	0
Multi/interdisciplinary studies	**308**	200	41	30	37	8
Parks, recreation, leisure, fitness, and kinesiology	**116**	91	12	5	8	5
Philosophy and religious studies	**339**	277	19	24	19	13
Physical sciences and science technologies	**2,318**	1,817	59	216	226	94
Precision production	**0**	0	0	0	0	0
Psychology	**1,420**	1,008	150	167	95	57
Public administration and social services	**393**	229	113	34	17	7
Social sciences and history	**1,407**	1,076	76	150	105	51

Social sciences	**1,088**	816	60	120	92	39
	Total	**White**	**Black**	**Hispanic**	**AAIANHNPI**	**2+ Races**
History	**319**	260	16	30	13	12
Theology and religious vocations	**1,450**	888	350	99	113	41
Transportation and materials moving	**13**	12	0	1	0	0
Visual and performing arts	**594**	479	30	51	34	30
Other and not classified	**0**	0	0	0	0	0

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Fall 2022, Completions component. (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						
	Total	**White**	**Black**	**Hispanic**	**AAIANHNPI**	**2+ Races**
All fields, total	**103,534**	**66,157**	**12,785**	**10,679**	**13,913**	**3,744**
Agriculture and natural resources	**3,164**	2,610	93	291	170	129
Architecture and related services	**58**	30	7	8	13	3
Area, ethnic, cultural, gender, and group studies	**181**	91	31	37	22	15
Biological and biomedical sciences	**3,468**	2,407	203	410	448	128
Business	**1,871**	811	790	137	133	49
Communication, journalism, and related programs	**258**	194	29	15	20	14
Communications technologies	**0**	0	0	0	0	0
Computer and information sciences and support services	**287**	173	44	13	57	8
Education	**9,742**	5,670	2,551	1,066	455	272
Engineering	**1,406**	931	76	144	255	80
Engineering technologies	**39**	26	6	0	7	0
English language and literature/letters	**632**	496	49	44	43	27
Family and consumer sciences/human sciences	**169**	107	34	17	11	4
Foreign languages, literatures, and linguistics	**351**	248	9	69	25	9
Health professions and related programs	**51,259**	31,864	5,229	4,521	9,645	1,792
Homeland security, law enforcement, and firefighting	**139**	92	28	12	7	4
Legal professions and studies	**18,346**	12,247	1,896	2,618	1,585	746
Liberal arts and sciences, general studies, and humanities	**61**	43	9	6	3	3
Library science	**8**	7	0	1	0	0
Mathematics and statistics	**252**	189	6	17	40	12
Military technologies and applied sciences	**2**	2	0	0	0	0
Multi/interdisciplinary studies	**495**	342	57	47	49	21
Parks, recreation, leisure, fitness, and kinesiology	**123**	100	11	9	3	5
Philosophy and religious studies	**174**	129	23	17	5	3
Physical sciences and science technologies	**1,365**	1,056	56	108	145	42
Precision production	**0**	0	0	0	0	0
Psychology	**4,642**	3,114	623	582	323	197
Public administration and social services	**959**	446	335	117	61	23
Social sciences and history	**1,441**	1,026	147	142	126	55

Social sciences	**1,171**	814	124	118	115	45
History	**270**	212	23	24	11	10
	Total	**White**	**Black**	**Hispanic**	**AAIANHNPI**	**2+ Races**
Theology and religious vocations	**604**	263	273	29	39	18
Transportation and materials moving	**4**	4	0	0	0	0
Visual and performing arts	**593**	413	23	60	97	30
Other and not classified	**0**	0	0	0	0	0

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Fall 2022, Completions component. (This table was prepared September 2023.)

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	53.3	0.05	2.7	46.7	0.05	2.3	41.6	0.05	2.1	33.4	0.05	1.7	3.1	0.05	0.2	4.9	0.05	0.2
Promotable Pool	32.5	0.35	11.4	67.5	0.35	23.6	27.4	0.35	9.6	54.7	0.35	19.1	3.4	0.35	1.2	6.0	0.35	2.1
National Education Data	41.2	0.60	24.7	58.8	0.60	35.3	31.1	0.60	18.7	41.5	0.60	24.9	4.1	0.60	2.5	7.7	0.60	4.6
FINAL AVAIL. FACTOR			*38.8*			*61.2*			*30.4*			*45.7*			*3.9*			*6.9*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	4.7	0.05	0.2	4.8	0.05	0.2	3.1	0.05	0.2	2.7	0.05	0.1	0.8	0.05	0.0	0.9	0.05	0.0
Promotable Pool	1.7	0.35	0.6	3.4	0.35	1.2	0.0	0.35	0.0	2.6	0.35	0.9	0.0	0.35	0.0	0.9	0.35	0.3
National Education Data	3.1	0.60	1.9	5.3	0.60	3.2	2.3	0.60	1.4	3.2	0.60	1.9	0.6	0.60	0.3	1.0	0.60	0.6
FINAL AVAIL. FACTOR			*2.7*			*4.6*			*1.6*			*2.9*			*0.3*			*0.9*

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)	5%	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	35%	Weight based on national scope of recruitment in this category.
Promotable Pool	Promotions occur from employees in University Director category	60%	Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Education and childcare administrators : 11-9030 / 0230	947350	333815	613535	245495	428570	37935	83960	31005	63595	13005	25150	6375	12260
Financial managers : 11-3031 / 0120	1200430	563740	636690	414910	443165	34310	60135	60770	74860	44630	47275	9120	11255
Medical and health services managers : 11-9111 / 0350	696135	198855	497280	138300	349640	22045	62725	20110	49,315	14860	27470	3540	8130
Top executives : 11-10XX / 0010	2182160	1583175	598985	1291210	459535	62085	40265	122000	51605	84475	35100	23405	12480
TOTAL	5026075	2679585	2346490	2089915	1680910	156375	247085	233885	239375	156970	134995	42440	44125
PERCENTAGE	**100.0**	**53.3**	**46.7**	**41.6**	**33.4**	**3.1**	**4.9**	**4.7**	**4.8**	**3.1**	**2.7**	**0.8**	**0.9**

Promotable Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
University Director Category	117	38	79	32	64	4	7	2	4	0	3	0	1
TOTAL	117	38	79	32	64	4	7	2	4	0	3	0	1
PERCENTAGE	**100.0**	**32.5**	**67.5**	**27.4**	**54.7**	**3.4**	**6.0**	**1.7**	**3.4**	**0.0**	**2.6**	**0.0**	**0.9**

	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
National Education Data Table 314.40 - Spring 2023, Management	267497	110305	157192	83304	111043	11040	20633	8273	14151	6177	8679	1511	2686
Total	267497	110305	157192	83304	111043	11040	20633	8273	14151	6177	8679	1511	2686
PERCENTAGE	**100.0**	**41.2**	**58.8**	**31.1**	**41.5**	**4.1**	**7.7**	**3.1**	**5.3**	**2.3**	**3.2**	**0.6**	**1.0**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	59.5	0.05	3.0	40.5	0.05	2.0	45.3	0.05	2.3	28.8	0.05	1.4	3.5	0.05	0.2	4.0	0.05	0.2
Promotable Pool	25.9	0.40	10.4	74.1	0.40	29.6	18.5	0.40	7.4	55.6	0.40	22.2	0.0	0.40	0.0	0.0	0.40	0.0
National Education Data	41.2	0.55	22.7	58.8	0.55	32.3	31.1	0.55	17.1	41.5	0.55	22.8	4.1	0.55	2.3	7.7	0.55	4.2
FINAL AVAIL. FACTOR			*36.1*			*63.9*			*26.8*			*46.4*			*2.5*			*4.4*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	5.6	0.05	0.3	3.9	0.05	0.2	4.2	0.05	0.2	2.9	0.05	0.1	1.0	0.05	0.0	0.8	0.05	0.0
Promotable Pool	7.4	0.40	3.0	11.1	0.40	4.4	0.0	0.40	0.0	7.4	0.40	3.0	0.0	0.40	0.0	0.0	0.40	0.0
National Education Data	3.1	0.55	1.7	5.3	0.55	2.9	2.3	0.55	1.3	3.2	0.55	1.8	0.6	0.55	0.3	1.0	0.55	0.6
FINAL AVAIL. FACTOR			*5.0*			*7.5*			*1.5*			*4.9*			*0.3*			*0.6*

TOTAL 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)	5%	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 Academic Administrative Manager, IT Project Manager, and Nurse Manager titles.	55%	Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	58.9	0.05	2.9	41.1	0.05	2.1	44.0	0.05	2.2	29.0	0.05	1.5	3.6	0.05	0.2	4.1	0.05	0.2
Promotable Pool	5.6	0.80	4.5	94.4	0.80	75.5	4.3	0.80	3.4	75.5	0.80	60.4	0.4	0.80	0.3	3.9	0.80	3.1
National Education Data	41.2	0.15	6.2	58.8	0.15	8.8	31.1	0.15	4.7	41.5	0.15	6.2	4.1	0.15	0.6	7.7	0.15	1.2
FINAL AVAIL. FACTOR			*13.6*			*86.4*			*10.3*			*68.1*			*1.1*			*4.5*

FACTOR	*HISPANIC MALE*			*HISPANIC FEMALE*			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	5.8	0.05	0.3	4.1	0.05	0.2	4.6	0.05	0.2	3.0	0.05	0.1	1.0	0.05	0.0	0.8	0.05	0.0
Promotable Pool	0.4	0.80	0.3	9.0	0.80	7.2	0.4	0.80	0.3	4.7	0.80	3.8	0.0	0.80	0.0	1.3	0.80	1.0
National Education Data	3.1	0.15	0.5	5.3	0.15	0.8	2.3	0.15	0.3	3.2	0.15	0.5	0.6	0.15	0.1	1.0	0.15	0.2
FINAL AVAIL. FACTOR			*1.1*			*8.2*			*0.8*			*4.4*			*0.1*			*1.2*

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 Nation (List of sources attached)	5%	Lower value weight, since data is less specific to occupations in category.
Promotable Pool	Promotions occur from employee titles listed below	80%	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	15%	Weight based on national scope of recruitment in this category.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Administrative services and facilities managers : 11-3010 / 0101	154515	96020	58495	73350	42465	7860	5350	9590	6680	3550	2845	1670	1155
Architectural and engineering managers : 11-9041 / 0300	162585	147330	15255	115480	10510	4185	980	8650	1025	16665	2375	2350	365
Computer and information systems managers : 11-3021	610615	437235	173380	312375	123955	21370	14450	28615	10305	66540	20675	8335	3995
Financial managers : 11-3031 / 0120	1200430	563740	636690	414910	443165	34310	60135	60770	74860	44630	47275	9120	11255
Logisticians : 13-1081 / 0700	141480	92150	49330	58865	30030	13680	7625	12165	6505	5325	4270	2115	900
Medical and health services managers : 11-9111 / 0350	696135	198855	497280	138300	349640	22045	62725	20110	49315	14860	27470	3540	8130
Other managers : 11-91XX / 0440	3849060	2511765	1337295	1900345	946560	145470	131005	258420	131135	166460	99385	41070	29210
Purchasing managers : 11-3061 / 0150	203500	105990	97510	81425	71660	7570	9905	8825	8045	6235	6060	1935	1840
Veterinarians : 29-1131 / 3250	83464	32825	50639	29180	44610	395	965	1530	2000	1375	2044	345	1020
TOTAL	7101784	4185910	2915874	3124230	2062595	256885	293140	408675	289870	325640	212399	70480	57870
PERCENTAGE	**100.0**	**58.9**	**41.1**	**44.0**	**29.0**	**3.6**	**4.1**	**5.8**	**4.1**	**4.6**	**3.0**	**1.0**	**0.8**

Promotable Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Administrative Officer	27	2	25	2	22	0	1	0	0	0	2	0	0
Administrative Program Coordinator	161	7	154	5	120	1	7	0	17	1	7	0	3
Clinical Coordinator 2	9	0	9	0	6	0	1	0	1	0	1	0	0
Lead Nurse Practioner	10	1	9	0	7	0	0	1	1	0	1	0	0
Asst Nursing Manager	26	3	23	3	21	0	0	0	2	0	0	0	0
TOTAL	233	13	220	10	176	1	9	1	21	1	11	0	3
PERCENTAGE	**100.0**	**5.6**	**94.4**	**4.3**	**75.5**	**0.4**	**3.9**	**0.4**	**9.0**	**0.4**	**4.7**	**0.0**	**1.3**

	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
National Education Data Table 314.40 - Spring 2023, Management	267497	110305	157192	83304	111043	11040	20633	8273	14151	6177	8679	1511	2686

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**
AVAILABILITY ANALYSIS COMPUTATION FORM

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	64.4	0.05	3.2	35.6	0.05	1.8	45.2	0.05	2.3	21.0	0.05	1.1	2.3	0.05	0.1	2.4	0.05	0.1
Promotable Pool	62.4	0.65	40.6	37.6	0.65	24.4	40.6	0.65	26.4	23.3	0.65	15.2	2.3	0.65	1.5	3.0	0.65	2.0
National Education Data	62.5	0.30	18.7	37.5	0.30	11.3	47.5	0.30	14.2	28.7	0.30	8.6	2.4	0.30	0.7	2.0	0.30	0.6
FINAL AVAIL. FACTOR			*62.5*			*37.5*			*42.9*			*24.9*			*2.3*			*2.7*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.9	0.05	0.2	2	0.05	0.1	11.6	0.05	0.6	8.7	0.05	0.4	1.4	0.05	0.1	1.0	0.05	0.0
Promotable Pool	4.5	0.65	2.9	1.5	0.65	1.0	15.0	0.65	9.8	9.8	0.65	6.4	0.0	0.65	0.0	0.0	0.65	0.0
National Education Data	2.8	0.30	0.8	1.9	0.30	0.6	9.4	0.30	2.8	4.6	0.30	1.4	0.5	0.30	0.1	0.4	0.30	0.1
FINAL AVAIL. FACTOR			*3.9*			*1.7*			*13.2*			*8.2*			*0.2*			*0.1*

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 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.	65%	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	30%	Weight based on national scope of recruitment in this category.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Dentists : 29-1020 / 3010	166764	114884	51880	89690	30115	2645	2960	5555	4075	15204	13345	1790	1385
Physicians and surgeons : 29-12XX / 3090	936920	596000	340920	409270	201845	22785	23870	37550	22955	112770	82810	13625	9440
TOTAL	1103684	710884	392800	498960	231960	25430	26830	43105	27030	127974	96155	15415	10825
PERCENTAGE	**100.0**	**64.4**	**35.6**	**45.2**	**21.0**	**2.3**	**2.4**	**3.9**	**2.4**	**11.6**	**8.7**	**1.4**	**1.0**

Promotable Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Professor/Basic Sciences	60	38	22	25	17	0	0	1	1	12	4	0	0
Professor/Clinical	73	45	28	29	14	3	4	5	1	8	9	0	0
TOTAL	133	83	50	54	31	3	4	6	2	20	13	0	0
PERCENTAGE	**100.0**	**62.4**	**37.6**	**40.6**	**23.3**	**2.3**	**3.0**	**4.5**	**1.5**	**15.0**	**9.8**	**0.0**	**0.0**

	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Professors	186030	116211	69819	88282	53365	4421	3733	5145	3493	17497	8498	866	730
TOTAL	186030	116211	69819	88282	53365	4421	3733	5145	3493	17497	8498	866	730
PERCENTAGE	**100.0**	**62.5**	**37.5**	**47.5**	**28.7**	**2.4**	**2.0**	**2.8**	**1.9**	**9.4**	**4.6**	**0.5**	**0.4**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**
AVAILABILITY ANALYSIS COMPUTATION FORM

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	64.4	0.05	3.2	35.6	0.05	1.8	45.2	0.05	2.3	21.0	0.05	1.1	2.3	0.05	0.1	2.4	0.05	0.1
Promotable Pool	56.6	0.85	48.1	43.4	0.85	36.9	33.8	0.85	28.7	25.5	0.85	21.7	1.4	0.85	1.2	2.1	0.85	1.8
National Education Data	62.5	0.10	6.2	37.5	0.10	3.8	47.5	0.10	4.7	28.7	0.10	2.9	2.4	0.10	0.2	2.0	0.10	0.2
FINAL AVAIL. FACTOR			*57.5*			*42.5*			*35.7*			*25.7*			*1.5*			*2.1*
FACTOR	**HISPANIC MALE**			**HISPANIC FEMALE**			**AAIANHNPI MALE**			**AAIANHNPI FEMALE**			**2+ RACES MALE**			**2+ RACES FEMALE**		
	RS	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**
Employment	3.9	0.05	0.2	2.4	0.05	0.1	11.6	0.05	0.6	8.7	0.05	0.4	1.4	0.05	0.1	1.0	0.05	0.0
Promotable Pool	2.8	0.85	2.3	2.8	0.85	2.3	17.9	0.85	15.2	13.1	0.85	11.1	0.7	0.85	0.6	0.0	0.85	0.0
National Education Data	2.8	0.10	0.3	1.9	0.10	0.2	9.4	0.10	0.9	4.6	0.10	0.5	0.5	0.10	0.0	0.4	0.10	0.0
FINAL AVAIL. FACTOR			*2.8*			*2.6*			*16.7*			*12.0*			*0.7*			*0.0*
																		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 Nation (List of sources attached)	5%	Lower weight, since data is less specific to occupations in category.
Promotable Pool	Candidates eligible for promotion from Associate Professor titles.	85%	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	10%	Educational Statistics have higher weight since specific degrees are required to fill positions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Dentists : 29-1020 / 3010	166764	114884	51880	89690	30115	2645	2960	5555	4075	15204	13345	1790	1385
Physicians and surgeons : 29-12XX / 3090	936920	596000	340920	409270	201845	22785	23870	37550	22955	112770	82810	13625	9440
TOTAL	1103684	710884	392800	498960	231960	25430	26830	43105	27030	127974	96155	15415	10825
PERCENTAGE	100.0	**64.4**	**35.6**	**45.2**	**21.0**	**2.3**	**2.4**	**3.9**	**2.4**	**11.6**	**8.7**	**1.4**	**1.0**

Promotable Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Assoc Prof/Basic Sciences	61	34	27	19	17	0	1	2	1	12	8	1	0
Assoc Prof/Clinical	84	48	36	30	20	2	2	2	3	14	11	0	0
TOTAL	145	82	63	49	37	2	3	4	4	26	19	1	0
PERCENTAGE	100.0	**56.6**	**43.4**	**33.8**	**25.5**	**1.4**	**2.1**	**2.8**	**2.8**	**17.9**	**13.1**	**0.7**	**0.0**

	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Professors	186030	116211	69819	88282	53365	4421	3733	5145	3493	17497	8498	866	730
TOTAL	186030	116211	69819	88282	53365	4421	3733	5145	3493	17497	8498	866	730
PERCENTAGE	100.0	**62.5**	**37.5**	**47.5**	**28.7**	**2.4**	**2.0**	**2.8**	**1.9**	**9.4**	**4.6**	**0.5**	**0.4**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**
AVAILABILITY ANALYSIS COMPUTATION FORM

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	64.4	0.05	3.2	35.6	0.05	1.8	45.2	0.05	2.3	21.0	0.05	1.1	2.3	0.05	0.1	2.4	0.05	0.1
Promotable Pool	45.6	0.80	36.5	54.4	0.80	43.5	30.2	0.80	24.2	29.5	0.80	23.6	1.3	0.80	1.1	2.0	0.80	1.6
National Education Data	51.6	0.15	7.7	48.4	0.15	7.3	37.0	0.15	5.6	34.9	0.15	5.2	2.8	0.15	0.4	3.5	0.15	0.5
FINAL AVAIL. FACTOR			*47.4*			*52.6*			*32.1*			*29.9*			*1.6*			*2.2*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.9	0.05	0.2	2.4	0.05	0.1	11.6	0.05	0.6	8.7	0.05	0.4	1.4	0.05	0.1	1.0	0.05	0.0
Promotable Pool	4.7	0.80	3.8	4.0	0.80	3.2	9.4	0.80	7.5	18.1	0.80	14.5	0.0	0.80	0.0	0.7	0.80	0.5
National Education Data	3.0	0.15	0.5	2.8	0.15	0.4	8.2	0.15	1.2	6.5	0.15	1.0	0.6	0.15	0.1	0.7	0.15	0.1
FINAL AVAIL. FACTOR			*4.5*			*3.7*			*9.3*			*15.9*			*0.2*			*0.6*

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 Assistant Professor titles.	80%	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

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	AM	AF	TM	TF
Dentists : 29-1020 / 3010	166764	114884	51880	89690	30115	2645	2960	5555	4075	15204	13345	1790	1385
Physicians and surgeons : 29-12XX / 3090	936920	596000	340920	409270	201845	22785	23870	37550	22955	112770	82810	13625	9440
TOTAL	1103684	710884	392800	498960	231960	25430	26830	43105	27030	127974	96155	15415	10825
PERCENTAGE	**100.0**	**64.4**	**35.6**	**45.2**	**21.0**	**2.3**	**2.4**	**3.9**	**2.4**	**11.6**	**8.7**	**1.4**	**1.0**

Promotable Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Tenure Eligible Asst Professor	149	68	81	45	44	2	3	7	6	14	27	0	1
TOTAL	149	68	81	45	44	2	3	7	6	14	27	0	1
PERCENTAGE	**100.0**	**45.6**	**54.4**	**30.2**	**29.5**	**1.3**	**2.0**	**4.7**	**4.0**	**9.4**	**18.1**	**0.0**	**0.7**

	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Associate Professors	153397	79083	74314	56770	53535	4268	5398	4602	4335	12515	9951	928	1095
TOTAL	153397	79083	74314	56770	53535	4268	5398	4602	4335	12515	9951	928	1095
PERCENTAGE	**100.0**	**51.6**	**48.4**	**37.0**	**34.9**	**2.8**	**3.5**	**3.0**	**2.8**	**8.2**	**6.5**	**0.6**	**0.7**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**
AVAILABILITY ANALYSIS COMPUTATION FORM

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	64.4	0.05	3.2	35.6	0.05	1.8	45.2	0.05	2.3	21.0	0.05	1.1	2.3	0.05	0.1	2.4	0.05	0.1
Promotable Pool	42.3	0.05	2.1	57.7	0.05	2.9	11.5	0.05	0.6	23.1	0.05	1.2	0.0	0.05	0.0	0.0	0.05	0.0
National Education Data	40.6	0.90	36.6	59.4	0.90	53.4	26.2	0.90	23.6	36.5	0.90	32.8	2.8	0.90	2.5	5.5	0.90	4.9
FINAL AVAIL. FACTOR			*41.9*			*58.1*			*26.5*			*35.1*			*2.6*			*5.0*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.9	0.05	0.2	2.4	0.05	0.1	11.6	0.05	0.6	8.7	0.05	0.4	1.4	0.05	0.1	1.0	0.05	0.0
Promotable Pool	7.7	0.05	0.4	15.4	0.05	0.8	23.1	0.05	1.2	19.2	0.05	1.0	0.0	0.05	0.0	0.0	0.05	0.0
National Education Data	3.2	0.90	2.9	4.2	0.90	3.8	7.5	0.90	6.7	11.8	0.90	10.6	1.0	0.90	0.9	1.5	0.90	1.3
FINAL AVAIL. FACTOR			*3.5*			*4.7*			*8.5*			*12.0*			*1.0*			*1.3*

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 Nation (List of sources attached)	5%	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	90%	Educational Statistics have higher weight as specific degrees are required to fill positions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Dentists : 29-1020 / 3010	166764	114884	51880	89690	30115	2645	2960	5555	4075	15204	13345	1790	1385
Physicians and surgeons : 29-12XX / 3090	936920	596000	340920	409270	201845	22785	23870	37550	22955	112770	82810	13625	9440
TOTAL	1103684	710884	392800	498960	231960	25430	26830	43105	27030	127974	96155	15415	10825
PERCENTAGE	**100.0**	**64.4**	**35.6**	**45.2**	**21.0**	**2.3**	**2.4**	**3.9**	**2.4**	**11.6**	**8.7**	**1.4**	**1.0**

Promotable Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Instructor/Basic Sciences	15	9	6	2	1	0	0	1	0	6	5	0	0
Instructor/Clinical	11	2	9	1	5	0	0	1	4	0	0	0	0
TOTAL	26	11	15	3	6	0	0	2	4	6	5	0	0
PERCENTAGE	**100.0**	**42.3**	**57.7**	**11.5**	**23.1**	**0.0**	**0.0**	**7.7**	**15.4**	**23.1**	**19.2**	**0.0**	**0.0**

	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Assistant Professors	152545	68316	84229	45341	58283	4859	8265	4860	5848	12029	9951	1227	1882
Educational Statistics - IPEDS report Fall 2022 Table 324.30 & 324.35 - Health professions and related programs	94548	32039	62509	19450	31864	2013	5229	2969	4521	6460	19103	1147	1792
TOTAL	247093	100355	146738	64791	90147	6872	13494	7829	10369	18489	29054	2374	3674
PERCENTAGE	**100.0**	**40.6**	**59.4**	**26.2**	**36.5**	**2.8**	**5.5**	**3.2**	**4.2**	**7.5**	**11.8**	**1.0**	**1.5**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	64.4	0.65	41.9	35.6	0.65	23.1	45.2	0.65	29.4	21.0	0.65	13.7	2.3	0.65	1.5	2.4	0.65	1.6
National Education Data	38.0	0.35	13.3	62.0	0.35	21.7	25.6	0.35	9.0	37.2	0.35	13.0	2.6	0.35	0.9	5.5	0.35	1.9
FINAL AVAIL. FACTOR			*55.2*			*44.8*			*38.4*			*26.7*			*2.4*			*3.5*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.9	0.65	2.5	2.4	0.65	1.6	11.6	0.65	7.5	8.7	0.65	5.7	1.4	0.65	0.9	1.0	0.65	0.6
National Education Data	3.8	0.35	1.3	5.2	0.35	1.8	5.1	0.35	1.8	12.5	0.35	4.4	1.0	0.35	0.3	1.5	0.35	0.5
FINAL AVAIL. FACTOR			*3.8*			*3.4*			*9.3*			*10.1*			*1.2*			*1.1*

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)	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

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	AM	AF	TM	TF
Dentists : 29-1020 / 3010	166764	114884	51880	89690	30115	2645	2960	5555	4075	15204	13345	1790	1385
Physicians and surgeons : 29-12XX / 3090	936920	596000	340920	409270	201845	22785	23870	37550	22955	112770	82810	13625	9440
TOTAL	1103684	710884	392800	498960	231960	25430	26830	43105	27030	127974	96155	15415	10825
PERCENTAGE	**100.0**	**64.4**	**35.6**	**45.2**	**21.0**	**2.3**	**2.4**	**3.9**	**2.4**	**11.6**	**8.7**	**1.4**	**1.0**

	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Educational Statistics - IPEDS report Fall 2022 Table 315.20 - Instructors	91571	38755	52816	28210	37404	2779	4987	4128	5212	3013	4239	625	974
Educational Statistics - IPEDS report Fall 2022 Table 324.30 & 324.35 - Health professions and related programs	94548	32039	62509	19450	31864	2013	5229	2969	4521	6460	19103	1147	1792
TOTAL	186119	70794	115325	47660	69268	4792	10216	7097	9733	9473	23342	1772	2766
PERCENTAGE	**100.0**	**38.0**	**62.0**	**25.6**	**37.2**	**2.6**	**5.5**	**3.8**	**5.2**	**5.1**	**12.5**	**1.0**	**1.5**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	9.2	1.00	9.2	90.8	1.00	90.8	5.6	1.00	5.6	73.1	1.00	73.1	1.4	1.00	1.4	7.8	1.00	7.8
FINAL AVAIL. FACTOR			*9.2*			*90.8*			*5.6*			*73.1*			*1.4*			*7.8*
FACTOR	**HISPANIC MALE**			**HISPANIC FEMALE**			**AAIANHNPI MALE**			**AAIANHNPI FEMALE**			**2+ RACES MALE**			**2+ RACES FEMALE**		
	RS	**VW**	**WF**	**RS**	**VW**	**WF**	**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	0.2	1.00	0.2	0.8	1.00	0.8
FINAL AVAIL. FACTOR			*1.2*			*5.0*			*0.9*			*4.1*			*0.2*			*0.8*
																		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)	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

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	AM	AF	TM	TF
Registered nurses : 29-1141 / 3255	39505	3640	35865	2225	28875	545	3100	455	1960	340	1600	75	330
TOTAL	39505	3640	35865	2225	28875	545	3100	455	1960	340	1600	75	330
PERCENTAGE	**100.0**	**9.2**	**90.8**	**5.6**	**73.1**	**1.4**	**7.8**	**1.2**	**5.0**	**0.9**	**4.1**	**0.2**	**0.8**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	13.1	0.55	7.2	86.9	0.55	47.8	9.0	0.55	4.9	68.8	0.55	37.8	1.7	0.55	0.9	7.8	0.55	4.3
Promotable Pool	15.6	0.45	7.0	84.4	0.45	38.0	11.5	0.45	5.2	60.1	0.45	27.0	0.9	0.45	0.4	9.2	0.45	4.1
FINAL AVAIL. FACTOR			*14.2*			*85.8*			*10.1*			*64.8*			*1.3*			*8.4*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	1.4	0.55	0.8	5.5	0.55	3.0	0.9	0.55	0.5	3.9	0.55	2.2	0.2	0.55	0.1	0.9	0.55	0.5
Promotable Pool	0.9	0.45	0.4	8.7	0.45	3.9	1.4	0.45	0.6	6.0	0.45	2.7	0.9	0.45	0.4	0.5	0.45	0.2
FINAL AVAIL. FACTOR			*1.2*			*6.9*			*1.1*			*4.9*			*0.5*			*0.7*

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)	55% Recruitment is on the state level.
Promotion/Transfer	Promotions filled from positions within the university typically from Staff Nurse CN2 - CN4 levels.	45% Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Registered nurses : 29-1141 / 3255	39505	3640	35865	2225	28875	545	3100	455	1960	340	1600	75	330
Medical and health services managers : 11-9111 / 0350	9890	2830	7060	2200	5105	275	755	230	735	90	335	35	130
TOTAL	49395	6470	42925	4425	33980	820	3855	685	2695	430	1935	110	460
PERCENTAGE	**100.0**	**13.1**	**86.9**	**9.0**	**68.8**	**1.7**	**7.8**	**1.4**	**5.5**	**0.9**	**3.9**	**0.2**	**0.9**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Staff Nurse CN2-CN4	218	34	184	25	131	2	20	2	19	3	13	2	1
Total	218	34	184	25	131	2	20	2	19	3	13	2	1
PERCENTAGE	**100.0**	**15.6**	**84.4**	**11.5**	**60.1**	**0.9**	**9.2**	**0.9**	**8.7**	**1.4**	**6.0**	**0.9**	**0.5**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	0.70	6.4	90.9	0.70	63.7	5.7	0.70	4.0	73.8	0.70	51.6	1.4	0.70	1.0	8.1	0.70	5.7
Promotable Pool	15.3	0.30	4.6	84.7	0.30	25.4	11.4	0.30	3.4	60.7	0.30	18.2	0.9	0.30	0.3	8.7	0.30	2.6
FINAL AVAIL. FACTOR			*11.0*			*89.1*			*7.4*			*69.8*			*1.3*			*8.3*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	1.2	0.70	0.8	5.0	0.70	3.5	0.9	0.70	0.6	4.0	0.70	2.8	0.0	0.70	0.0	0.0	0.70	0.0
Promotable Pool	0.9	0.30	0.3	8.7	0.30	2.6	1.3	0.30	0.4	6.1	0.30	1.8	0.9	0.30	0.3	0.4	0.30	0.1
FINAL AVAIL. FACTOR			*1.1*			*6.1*			*1.0*			*4.6*			*0.3*			*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 State (List of sources attached)	70% 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.	30% Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Other nurses : 29-11XX / 3256	2800	235	2565	150	2030	30	305	35	150	20	65	0	15
Registered nurses : 29-1141 / 3255	39505	3640	35865	2225	28875	545	3100	455	1960	340	1600	75	330
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**	**0.0**	**0.0**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Staff Nurse CN2-CN4	218	34	184	25	131	2	20	2	19	3	13	2	1
Quality Assurance Specialist	11	1	10	1	8	0	0	0	1	0	1	0	0
Total	229	35	194	26	139	2	20	2	20	3	14	2	1
PERCENTAGE	**100.0**	**15.3**	**84.7**	**11.4**	**60.7**	**0.9**	**8.7**	**0.9**	**8.7**	**1.3**	**6.1**	**0.9**	**0.4**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	28.6	0.40	11.4	71.4	0.40	28.6	22.2	0.40	8.9	51.6	0.40	20.6	2.8	0.40	1.1	7.6	0.40	3.1
Promotable Pool	16.7	0.60	10.0	83.3	0.60	50.0	13.6	0.60	8.2	63.6	0.60	38.2	0.0	0.60	0.0	9.1	0.60	5.5
FINAL AVAIL. FACTOR			*21.4*			*78.6*			*17.1*			*58.8*			*1.1*			*8.6*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	2.3	0.40	0.9	7.4	0.40	3.0	0.9	0.40	0.4	3.4	0.40	1.4	0.4	0.40	0.1	1.3	0.40	0.5
Promotable Pool	0.0	0.60	0.0	3.0	0.60	1.8	3.0	0.60	1.8	7.6	0.60	4.5	0.0	0.60	0.0	0.0	0.60	0.0
FINAL AVAIL. FACTOR			*0.9*			*4.8*			*2.2*			*5.9*			*0.1*			*0.5*

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)	40% Recruitment is on the state level.
Promotion/Transfer	Promotions filled from positions within the university, from the list of job titles that are attached.	60% Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Medical and health services managers : 11-9111 / 0350	9890	2830	7060	2200	5105	275	755	230	735	90	335	35	130
TOTAL	9890	2830	7060	2200	5105	275	755	230	735	90	335	35	130
PERCENTAGE	**1.0**	**28.6**	**71.4**	**22.2**	**51.6**	**2.8**	**7.6**	**2.3**	**7.4**	**0.9**	**3.4**	**0.4**	**1.3**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Lead Radiologic Technologist	5	2	3	2	2	0	1	0	0	0	0	0	0
Medical Technologist 2	32	6	26	4	20	0	0	0	1	2	5	0	0
Social Worker 2	29	3	26	3	20	0	5	0	1	0	0	0	0
TOTAL	66	11	55	9	42	0	6	0	2	2	5	0	0
PERCENTAGE	**100**	**16.7**	**83.3**	**13.6**	**63.6**	**0.0**	**9.1**	**0.0**	**3.0**	**3.0**	**7.6**	**0.0**	**0.0**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	17.2	0.95	16.3	82.8	0.95	78.7	13.5	0.95	12.8	68.3	0.95	64.9	1.2	0.95	1.1	4.5	0.95	4.3
Promotable Pool	15.5	0.05	0.8	84.5	0.05	4.2	11.4	0.05	0.6	60.5	0.05	3.0	0.9	0.05	0.0	9.1	0.05	0.5
FINAL AVAIL. FACTOR			*17.1*			*82.9*			*13.4*			*67.9*			*1.1*			*4.8*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	0.7	0.95	0.7	5.3	0.95	5.1	1.5	0.95	1.5	3.5	0.95	3.3	0.3	0.95	0.3	1.1	0.95	1.1
Promotable Pool	0.9	0.05	0.0	8.6	0.05	0.4	1.4	0.05	0.1	5.9	0.05	0.3	0.9	0.05	0.0	0.5	0.05	0.0
FINAL AVAIL. FACTOR			*0.7*			*5.5*			*1.6*			*3.6*			*0.3*			*1.1*

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)	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

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	AM	AF	TM	TF
Miscellaneous healthcare diagnosing or treating practitioners : 29-1290 / 3261	3000	155	2845	95	2355	10	60	10	235	40	150	0	45
Other nurses : 29-11XX / 3256	2800	235	2565	150	2030	30	305	35	150	20	65	0	15
Other therapists : 29-112X / 3150	5635	680	4955	540	3955	65	445	40	390	35	125	0	40
Pharmacists : 29-1051 / 3050	3500	1500	2000	1115	1405	85	120	25	110	215	285	60	80
Physical therapists : 29-1123 / 3160	3724	814	2910	755	2670	0	15	4	100	40	95	15	30
Physician assistants : 29-1071 / 3110	1879	454	1425	345	1170	60	70	45	90	4	50	0	45
Radiation therapists : 29-1124 / 3200	185	45	140	45	140	0	0	0	0	0	0	0	0
Speech-language pathologists : 29-1127 / 3230	2229	65	2164	50	1955	15	25	0	150	0	30	0	4
TOTAL	22952	3948	19004	3095	15680	265	1040	159	1225	354	800	75	259
PERCENTAGE	**100.00**	**17.2**	**82.8**	**13.5**	**68.3**	**1.2**	**4.5**	**0.7**	**5.3**	**1.5**	**3.5**	**0.3**	**1.1**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Research Nurse	2	0	2	0	2	0	0	0	0	0	0	0	0
Staff Nurse CN2-CN4	218	34	184	25	131	2	20	2	19	3	13	2	1
TOTAL	220	34	186	25	133	2	20	2	19	3	13	2	1
PERCENTAGE	**100**	**15.5**	**84.5**	**11.4**	**60.5**	**0.9**	**9.1**	**0.9**	**8.6**	**1.4**	**5.9**	**0.9**	**0.5**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	42.9	0.90	38.6	57.1	0.90	51.4	38.3	0.90	34.5	45.1	0.90	40.6	0.0	0.90	0.0	3.4	0.90	3.1
Promotable Pool	25.0	0.10	2.5	75.0	0.10	7.5	25.0	0.10	2.5	0.0	0.10	0.0	0.0	0.10	0.0	0.0	0.10	0.0
FINAL AVAIL. FACTOR			*41.1*			*58.9*			*37.0*			*40.6*			*0.0*			*3.1*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	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	3.4	0.90	3.1	7.4	0.90	6.7	1.1	0.90	1.0	1.1	0.90	1.0
Promotable Pool	0.0	0.10	0.0	50.0	0.10	5.0	0.0	0.10	0.0	25.0	0.10	2.5	0.0	0.10	0.0	0.0	0.10	0.0
FINAL AVAIL. FACTOR			*0.0*			*5.0*			*3.1*			*9.2*			*1.0*			*1.0*

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)	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

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	AM	AF	TM	TF
Biological scientists : 19-1020 / 1610	875	375	500	335	395	0	30	0	0	30	65	10	10
TOTAL	875	375	500	335	395	0	30	0	0	30	65	10	10
PERCENTAGE	**100.00**	**42.9**	**57.1**	**38.3**	**45.1**	**0.0**	**3.4**	**0.0**	**0.0**	**3.4**	**7.4**	**1.1**	**1.1**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Research Technican	2	1	1	1	0	0	0	0	0	0	1	0	0
Educ & Develop Spec	2	0	2	0	0	0	0	0	2	0	0	0	0
TOTAL	4	1	3	1	0	0	0	0	2	0	1	0	0
PERCENTAGE	**100**	**25.0**	**75.0**	**25.0**	**0.0**	**0.0**	**0.0**	**0.0**	**50.0**	**0.0**	**25.0**	**0.0**	**0.0**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	20.4	1.00	20.4	79.6	1.00	79.6	11.1	1.00	11.1	51.8	1.00	51.8	4.5	1.00	4.5	14.3	1.00	14.3
FINAL AVAIL. FACTOR			*20.4*			*79.6*			*11.1*			*51.8*			*4.5*			*14.3*
FACTOR	**HISPANIC MALE**			**HISPANIC FEMALE**			**AAIANHNPI MALE**			**AAIANHNPI FEMALE**			**2+ RACES MALE**			**2+ RACES FEMALE**		
	RS	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**
Employment	3.2	1.00	3.2	8.7	1.00	8.7	1.6	1.00	1.6	3.1	1.00	3.1	0.1	1.00	0.1	1.7	1.00	1.7
FINAL AVAIL. FACTOR			*3.2*			*8.7*			*1.6*			*3.1*			*0.1*			*1.7*
																		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)	100% Recruitment is on the state level.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Other health technologists and technicians : 29-20XX / 3300	27339	5585	21754	3030	14150	1225	3905	870	2390	435	839	25	470
TOTAL	27339	5585	21754	3030	14150	1225	3905	870	2390	435	839	25	470
PERCENTAGE	**100.0**	**20.4**	**79.6**	**11.1**	**51.8**	**4.5**	**14.3**	**3.2**	**8.7**	**1.6**	**3.1**	**0.1**	**1.7**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	51.3	0.55	28.2	48.7	0.55	26.8	42.5	0.55	23.4	38.0	0.55	20.9	3.0	0.55	1.7	3.5	0.55	1.9
Promotable Pool	6.4	0.45	2.9	93.6	0.45	42.1	2.0	0.45	0.9	51.2	0.45	23.1	1.5	0.45	0.7	14.8	0.45	6.7
FINAL AVAIL. FACTOR			*31.1*			*68.9*			*24.3*			*44.0*			*2.4*			*8.6*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	2.8	0.55	1.5	3.4	0.55	1.9	2.7	0.55	1.5	3.0	0.55	1.6	0.4	0.55	0.2	0.8	0.55	0.4
Promotable Pool	2.0	0.45	0.9	22.7	0.45	10.2	1.0	0.45	0.4	3.0	0.45	1.3	0.0	0.45	0.0	2.0	0.45	0.9
FINAL AVAIL. FACTOR			*2.4*			*12.1*			*1.9*			*2.9*			*0.2*			*1.3*

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 State (List of sources attached)	55% Recruitment is on the state level.
Promotion/Transfer	Promotions filled from positions within the university, from the list of job titles that are attached.	45% Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Accountants and auditors : 13-2011 / 0800	28680	13520	15160	10905	11590	955	1175	740	1065	830	1095	90	235
Budget analysts : 13-2031 / 0820	345	85	260	75	240	0	0	10	10	0	10	0	0
Other financial specialists : 13-20XX / 0810	19450	11285	8165	9600	6565	520	515	610	585	455	340	100	160
TOTAL NUMBER	48475	24890	23585	20580	18395	1475	1690	1360	1660	1285	1445	190	395
PERCENTAGE	**100.0**	**51.3**	**48.7**	**42.5**	**38.0**	**3.0**	**3.5**	**2.8**	**3.4**	**2.7**	**3.0**	**0.4**	**0.8**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Office Assistant	59	6	53	0	30	3	11	2	9	1	0	0	3
Accts Rec Collector	13	1	12	0	3	0	4	1	5	0	0	0	0
Patient Access Rep.	24	0	24	0	10	0	4	0	9	0	1	0	0
Adm. Fiscal Assistant	25	4	21	3	15	0	3	1	2	0	1	0	0
Patient Services Rep.	82	2	80	1	46	0	8	0	21	1	4	0	1
TOTAL	203	13	190	4	104	3	30	4	46	2	6	0	4
PERCENTAGE	**100.0**	**6.4**	**93.6**	**2.0**	**51.2**	**1.5**	**14.8**	**2.0**	**22.7**	**1.0**	**3.0**	**0.0**	**2.0**

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AVAILABILITY ANALYSIS COMPUTATION FORM

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	29.4	0.50	14.7	70.6	0.50	35.3	22.9	0.50	11.4	54.7	0.50	27.4	2.7	0.50	1.3	6.6	0.50	3.3
Promotable Pool	4.0	0.50	2.0	96.0	0.50	48.0	2.9	0.50	1.4	74.3	0.50	37.1	0.6	0.50	0.3	5.7	0.50	2.9
FINAL AVAIL. FACTOR			*16.7*			*83.3*			*12.8*			*64.5*			*1.6*			*6.2*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	2.4	0.50	1.2	6.9	0.50	3.4	1.0	0.50	0.5	1.6	0.50	0.8	0.4	0.50	0.2	0.9	0.50	0.4
Promotable Pool	0.0	0.50	0.0	10.3	0.50	5.1	0.6	0.50	0.3	4.0	0.50	2.0	0.0	0.50	0.0	1.7	0.50	0.9
FINAL AVAIL. FACTOR			*1.2*			*8.5*			*0.8*			*2.8*			*0.2*			*1.3*

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)	50% 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.	50% Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Business operations specialists, all other : 13-1199 / 0750	3170	1435	1735	1085	1210	10	60	100	395	145	55	95	15
Compliance officers : 13-1041 / 0565	3115	1395	1720	1205	1435	35	65	100	170	55	30	0	20
Counselors, social workers, and other community and social service specialists : 21-10XX / 2001	32064	7899	24165	4275	15525	2155	4515	1215	3350	109	375	145	400
Education and childcare administrators : 11-9030 /	13949	5315	8634	4070	7020	445	535	440	730	205	264	155	85
First-line supervisors of office and administrative support workers : 43-1011 / 5000	15195	5490	9705	4060	7790	665	670	420	855	275	290	70	100
Human resources workers : 13-1070 / 0630	9954	2599	7355	2180	5555	150	855	220	640	14	230	35	75
Lawyers, judges, and related workers : 23-1000 / 2100	18245	12240	6005	11435	5415	275	230	250	175	205	140	75	45
Librarians, curators, and archivists : 25-4000 / 2400	5070	1005	4065	830	3670	65	175	80	65	30	125	0	30
Occupational health and safety specialists and technicians : 19-5010 / 1980	870	510	360	390	255	55	10	65	45	0	40	0	10
Other media and communication workers : 27-30XX / 2805	3845	1715	2130	1370	1745	120	60	200	245	10	80	15	0
Preschool and kindergarten teachers : 25-2010 / 2300	8410	160	8250	60	6090	10	820	90	1125	0	130	0	85
Project management specialists : 13-1082 / 0705	10120	5690	4430	4725	3585	180	315	280	330	485	165	20	35
Purchasing agents, except wholesale, retail, and farm products : 13-1023 / 0530	3589	1875	1714	1460	1400	135	200	185	80	55	4	40	30

Secretaries and administrative assistants : 43-6010 / 5710	42070	2320	39750	1520	32255	230	2670	375	3600	155	735	40	490
Training and development specialists : 13-1151 / 0650	1440	600	840	490	680	75	100	35	0	0	20	0	40
TOTAL	171106	50248	120858	39155	93630	4605	11280	4055	11805	1743	2683	690	1460
PERCENTAGE	**100.0**	**29.4**	**70.6**	**22.9**	**54.7**	**2.7**	**6.6**	**2.4**	**6.9**	**1.0**	**1.6**	**0.4**	**0.9**

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Admin. Program Coord.	161	7	154	5	120	1	7	0	17	1	7	0	3
Human Resources Assoc.	14	0	14	0	10	0	3	0	1	0	0	0	0
TOTAL	175	7	168	5	130	1	10	0	18	1	7	0	3
PERCENTAGE	**100.0**	**4.0**	**96.0**	**2.9**	**74.3**	**0.6**	**5.7**	**0.0**	**10.3**	**0.6**	**4.0**	**0.0**	**1.7**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	22.1	0.35	7.7	77.9	0.35	27.3	18.1	0.35	6.3	63.1	0.35	22.1	1.2	0.35	0.4	5.1	0.35	1.8
Promotable Pool	4.9	0.65	3.2	95.1	0.65	61.8	3.9	0.65	2.5	66.7	0.65	43.3	0.0	0.65	0.0	7.8	0.65	5.1
FINAL AVAIL. FACTOR			*10.9*			*89.1*			*8.8*			*65.4*			*0.4*			*6.9*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	1.6	0.35	0.6	6.8	0.35	2.4	1.0	0.35	0.3	1.8	0.35	0.6	0.2	0.35	0.1	1.1	0.35	0.4
Promotable Pool	1.0	0.65	0.6	15.7	0.65	10.2	0.0	0.65	0.0	4.9	0.65	3.2	0.0	0.65	0.0	0.0	0.65	0.0
FINAL AVAIL. FACTOR			*1.2*			*12.6*			*0.3*			*3.8*			*0.1*			*0.4*

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 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

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 3. PROFESSIONAL/NON-FACULTY
TITLE: 3J. ADMINITRATIVE PROGRAM COORDINATOR

2014-2018 Census	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Secretaries and administrative assistants : 43-6010 / 5710	42070	2320	39750	1520	32255	230	2670	375	3600	155	735	40	490
Budget analysts : 13-2031 / 0820	345	85	260	75	240	0	0	10	10	0	10	0	0
Other financial specialists : 13-20XX / 0810	19450	11285	8165	9600	6565	520	515	610	585	455	340	100	160
TOTAL	61865	13690	48175	11195	39060	750	3185	995	4195	610	1085	140	650
PERCENTAGE	**100.0**	**22.1**	**77.9**	**18.1**	**63.1**	**1.2**	**5.1**	**1.6**	**6.8**	**1.0**	**1.8**	**0.2**	**1.1**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Adm Fiscal Assistant	25	4	21	3	15	0	3	1	2	0	1	0	0
Admin. Program Asst. 2	54	1	53	1	35	0	5	0	10	0	3	0	0
Executive Assistant	23	0	23	0	18	0	0	0	4	0	1	0	0
TOTAL	102	5	97	4	68	0	8	1	16	0	5	0	0
PERCENTAGE	**100.0**	**4.9**	**95.1**	**3.9**	**66.7**	**0.0**	**7.8**	**1.0**	**15.7**	**0.0**	**4.9**	**0.0**	**0.0**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	13.3	1.00	13.3	48.4	1.00	48.4	6.7	1.00	6.7	14.1	1.00	14.1
FINAL AVAIL. FACTOR			*24.6*			*75.4*			*13.3*			*48.4*			*6.7*			*14.1*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.8	1.00	3.8	10.4	1.00	10.4	0.3	1.00	0.3	1.2	1.00	1.2	0.5	1.00	0.5	1.2	1.00	1.2
FINAL AVAIL. FACTOR			*3.8*			*10.4*			*0.3*			*1.2*			*0.5*			*1.2*

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)	100% Recruitment is on the state level.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Counselors, social workers, and other community and social service specialists : 21-10XX / 2001	32064	7899	24165	4275	15525	2155	4515	1215	3350	109	375	145	400
TOTAL	32064	7899	24165	4275	15525	2155	4515	1215	3350	109	375	145	400
PERCENTAGE	**100.0**	**24.6**	**75.4**	**13.3**	**48.4**	**6.7**	**14.1**	**3.8**	**10.4**	**0.3**	**1.2**	**0.5**	**1.2**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	61.0	0.60	36.6	39.0	0.60	23.4	40.9	0.60	24.5	28.1	0.60	16.8	3.0	0.60	1.8	2.8	0.60	1.7
Promotable Pool	69.0	0.40	27.6	31.0	0.40	12.4	48.3	0.40	19.3	20.7	0.40	8.3	6.9	0.40	2.8	6.9	0.40	2.8
FINAL AVAIL. FACTOR			*64.2*			*35.8*			*43.8*			*25.1*			*4.6*			*4.5*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.6	0.60	2.2	3.0	0.60	1.8	12.7	0.60	7.6	4.4	0.60	2.6	0.9	0.60	0.5	0.8	0.60	0.5
Promotable Pool	6.9	0.40	2.8	0.0	0.40	0.0	6.9	0.40	2.8	0.0	0.40	0.0	0.0	0.40	0.0	3.4	0.40	1.4
FINAL AVAIL. FACTOR			*5.0*			*1.8*			*10.4*			*2.6*			*0.5*			*1.9*

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)	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

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	AM	AF	TM	TF
Computer and information research scientists and analysts : 15-12XX / 1005	8170	5185	2985	3465	2150	290	195	350	165	1020	415	60	60
Computer and information systems managers : 11-3021 / 0110	10430	7480	2950	5145	2135	415	105	400	220	1420	465	100	25
Database and network administrators and architects : 15-1240 / 1065	4998	3775	1223	2735	970	145	45	220	4	605	200	70	4
Other teachers and instructors, education, training, and library workers : 25-XXXX / 2350	15935	5010	10925	3740	8005	405	990	530	1235	285	460	50	235
Project management specialists : 13-1082 / 0705	10120	5690	4430	4725	3585	180	315	280	330	485	165	20	35
Software and web developers, programmers, and testers : 15-1250 / 1010	23460	17755	5705	10190	3390	710	305	870	270	5640	1545	345	195
Training and development specialists : 13-1151 / 0650	1440	600	840	490	680	75	100	35	0	0	20	0	40
TOTAL	74553	45495	29058	30490	20915	2220	2055	2685	2224	9455	3270	645	594
PERCENTAGE	**100.0**	**61.0**	**39.0**	**40.9**	**28.1**	**3.0**	**2.8**	**3.6**	**3.0**	**12.7**	**4.4**	**0.9**	**0.8**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Credentialed Trainer	2	0	2	0	1	0	1	0	0	0	0	0	0
Desktop Technician 1	6	5	1	3	1	2	0	0	0	0	0	0	0
Desktop Technician 2	14	12	2	9	1	0	0	2	0	1	0	0	1
Biomedical Technician 1	2	1	1	0	0	0	1	0	0	1	0	0	0
Biomedical Technician 2	5	2	3	2	3	0	0	0	0	0	0	0	0
TOTAL	29	20	9	14	6	2	2	2	0	2	0	0	1
PERCENTAGE	**100.0**	**69.0**	**31.0**	**48.3**	**20.7**	**6.9**	**6.9**	**6.9**	**0.0**	**6.9**	**0.0**	**0.0**	**3.4**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	0.90	7.6	91.6	0.90	82.4	5.4	0.90	4.8	72.5	0.90	65.3	1.1	0.90	1.0	10.9	0.90	9.8
Promotable Pool	13.4	0.10	1.3	86.6	0.10	8.7	13.4	0.10	1.3	70.1	0.10	7.0	0.0	0.10	0.0	3.0	0.10	0.3
FINAL AVAIL. FACTOR			*8.9*			*91.1*			*6.1*			*72.3*			*1.0*			*10.1*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	1.3	0.90	1.1	5.4	0.90	4.8	0.7	0.90	0.6	2.3	0.90	2.1	0.0	0.90	0.0	0.5	0.90	0.5
Promotable Pool	0.0	0.10	0.0	9.0	0.10	0.9	0.0	0.10	0.0	3.0	0.10	0.3	0.0	0.10	0.0	1.5	0.10	0.1
FINAL AVAIL. FACTOR			*1.1*			*5.7*			*0.6*			*2.4*			*0.0*			*0.6*

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 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

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	AM	AF	TM	TF
Other Nurses : 29-11XX / 3256	2800	235	2565	150	2030	30	305	35	150	20	65	0	15
TOTAL	2800	235	2565	150	2030	30	305	35	150	20	65	0	15
PERCENTAGE	**100.0**	**8.4**	**91.6**	**5.4**	**72.5**	**1.1**	**10.9**	**1.3**	**5.4**	**0.7**	**2.3**	**0.0**	**0.5**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Asst Nursing Manager	26	3	23	3	21	0	0	0	2	0	0	0	0
Clinical Case Manager	31	2	29	2	23	0	1	0	3	0	1	0	1
Nurse Anesthesist	10	4	6	4	3	0	1	0	1	0	1	0	0
Total	67	9	58	9	47	0	2	0	6	0	2	0	1
PERCENTAGE	**100.0**	**13.4**	**86.6**	**13.4**	**70.1**	**0.0**	**3.0**	**0.0**	**9.0**	**0.0**	**3.0**	**0.0**	**1.5**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	25.2	0.80	20.1	74.8	0.80	59.9	15.3	0.80	12.3	49.2	0.80	39.4	4.6	0.80	3.7	11.8	0.80	9.4
Promotable Pool	9.1	0.20	1.8	90.9	0.20	18.2	9.1	0.20	1.8	27.3	0.20	5.5	0.0	0.20	0.0	18.2	0.20	3.6
FINAL AVAIL. FACTOR			*21.9*			*78.1*			*14.1*			*44.9*			*3.7*			*13.0*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.3	0.80	2.6	9.2	0.80	7.3	1.5	0.80	1.2	2.5	0.80	2.0	0.3	0.80	0.3	2.2	0.80	1.7
Promotable Pool	0.0	0.20	0.0	36.4	0.20	7.3	0.0	0.20	0.0	9.1	0.20	1.8	0.0	0.20	0.0	0.0	0.20	0.0
FINAL AVAIL. FACTOR			*2.6*			*14.6*			*1.2*			*3.8*			*0.3*			*1.7*

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	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

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	AM	AF	TM	TF
Other office and administrative support workers : 43-9000 / 5810	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
TOTAL	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
PERCENTAGE	**100.0**	**25.2**	**74.8**	**15.3**	**49.2**	**4.6**	**11.8**	**3.3**	**9.2**	**1.5**	**2.5**	**0.3**	**2.2**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Clerk	4	0	4	0	2	0	1	0	1	0	0	0	0
Clerk Typist	18	2	16	2	4	0	3	0	7	0	2	0	0
Total	22	2	20	2	6	0	4	0	8	0	2	0	0
PERCENTAGE	**100.0**	**9.1**	**90.9**	**9.1**	**27.3**	**0.0**	**18.2**	**0.0**	**36.4**	**0.0**	**9.1**	**0.0**	**0.0**

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AVAILABILITY ANALYSIS COMPUTATION FORM

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	25.2	0.60	15.1	74.8	0.60	44.9	15.3	0.60	9.2	49.2	0.60	29.5	4.6	0.60	2.8	11.8	0.60	7.1
Promotable Pool	3.0	0.40	1.2	97.0	0.40	38.8	0.0	0.40	0.0	49.1	0.40	19.6	1.1	0.40	0.4	14.2	0.40	5.7
FINAL AVAIL. FACTOR			*16.3*			*83.7*			*9.2*			*49.1*			*3.2*			*12.8*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.3	0.60	2.0	9.2	0.60	5.5	1.5	0.60	0.9	2.5	0.60	1.5	0.3	0.60	0.2	2.2	0.60	1.3
Promotable Pool	0.7	0.40	0.3	29.2	0.40	11.7	0.7	0.40	0.3	1.5	0.40	0.6	0.4	0.40	0.1	3.0	0.40	1.2
FINAL AVAIL. FACTOR			*2.3*			*17.2*			*1.2*			*2.1*			*0.3*			*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)	60%	Recruitment is on the county 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

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	AM	AF	TM	TF
Other office and administrative support workers : 43-9000 / 5810	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
TOTAL	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
PERCENTAGE	**100.0**	**25.2**	**74.8**	**15.3**	**49.2**	**4.6**	**11.8**	**3.3**	**9.2**	**1.5**	**2.5**	**0.3**	**2.2**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Clinic Office Assistant	208	2	206	0	101	0	27	0	69	1	4	1	5
Office Assistant	59	6	53	0	30	3	11	2	9	1	0	0	3
TOTAL	267	8	259	0	131	3	38	2	78	2	4	1	8
PERCENTAGE	**100.0**	**3.0**	**97.0**	**0.0**	**49.1**	**1.1**	**14.2**	**0.7**	**29.2**	**0.7**	**1.5**	**0.4**	**3.0**

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AVAILABILITY ANALYSIS COMPUTATION FORM

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	25.2	0.80	20.1	74.8	0.80	59.9	15.3	0.80	12.3	49.2	0.80	39.4	4.6	0.80	3.7	11.8	0.80	9.4
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			*30.1*			*69.9*			*22.3*			*49.4*			*3.7*			*9.4*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.3	0.80	2.6	9.2	0.80	7.3	1.5	0.80	1.2	2.5	0.80	2.0	0.3	0.80	0.3	2.2	0.80	1.7
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	0.0	0.20	0.0	0.0	0.20	0.0
FINAL AVAIL. FACTOR			*2.6*			*7.3*			*1.2*			*2.0*			*0.3*			*1.7*

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

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	AM	AF	TM	TF
Other office and administrative support workers : 43-9000 / 5810	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
TOTAL	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
PERCENTAGE	**100.0**	**25.2**	**74.8**	**15.3**	**49.2**	**4.6**	**11.8**	**3.3**	**9.2**	**1.5**	**2.5**	**0.3**	**2.2**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Univ Helper	2	1	1	1	1	0	0	0	0	0	0	0	0
TOTAL	2	1	1	1	1	0	0	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**	**0.0**	**0.0**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	21.6	0.75	16.2	78.4	0.75	58.8	13.0	0.75	9.8	53.6	0.75	40.2	3.9	0.75	2.9	9.3	0.75	7.0
Promotable Pool	3.1	0.25	0.8	96.9	0.25	24.2	0.9	0.25	0.2	51.3	0.25	12.8	0.7	0.25	0.2	12.9	0.25	3.2
FINAL AVAIL. FACTOR			*17.0*			*83.0*			*10.0*			*53.0*			*3.1*			*10.2*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.4	0.75	2.5	10.7	0.75	8.1	0.9	0.75	0.7	2.2	0.75	1.7	0.4	0.75	0.3	2.5	0.75	1.9
Promotable Pool	0.5	0.25	0.1	27.5	0.25	6.9	0.7	0.25	0.2	3.1	0.25	0.8	0.2	0.25	0.1	2.1	0.25	0.5
FINAL AVAIL. FACTOR			*2.6*			*15.0*			*0.9*			*2.5*			*0.4*			*2.4*

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)	75%	Recruitment is on the county level.
Promotion/Transfer	Promotions filled from positions within the university, from the list of job titles that are attached.	25%	Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Bookkeeping, accounting, and auditing clerks : 43-3031 / 5120	3405	425	2980	310	2430	55	240	60	250	0	30	0	30
Financial clerks, except bookkeeping, accounting, and auditing clerks : 43-30XX / 5100	3770	505	3265	415	2285	20	315	30	380	40	190	0	95
Information and record clerks, except customer service representatives : 43-4XXX / 5200	7475	1585	5890	925	3530	265	1000	305	1065	80	155	10	140
Material recording, scheduling, dispatching, and distributing workers : 43-5XXX / 5500	4655	2995	1660	1640	965	700	100	545	545	45	30	65	20
Medical records specialists : 29-2072 / 3515	409	25	384	25	185	0	140	0	55	0	0	0	4
Other office and administrative support workers : 43-9000 / 5810	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
Secretaries and administrative assistants : 43-6010 / 5710	10260	565	9695	350	7150	45	735	75	1095	55	225	40	490
TOTAL	40728	8805	31923	5315	21835	1585	3795	1370	4375	385	904	150	1014
PERCENTAGE	**100.0**	**21.6**	**78.4**	**13.0**	**53.6**	**3.9**	**9.3**	**3.4**	**10.7**	**0.9**	**2.2**	**0.4**	**2.5**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Clerk	4	0	4	0	2	0	1	0	1	0	0	0	0
Clerk Typist	18	2	16	2	4	0	3	0	7	0	2	0	0
Office Assistant	59	6	53	0	30	3	11	2	9	1	0	0	3
Clinic Office Asst.	208	2	206	0	101	0	27	0	69	1	4	1	5
Adm Program Assistant 2	54	1	53	1	35	0	5	0	10	0	3	0	0
Patient Services Representative	82	2	80	1	46	0	8	0	21	1	4	0	1
TOTAL	425	13	412	4	218	3	55	2	117	3	13	1	9
PERCENTAGE	**100.0**	**3.1**	**96.9**	**0.9**	**51.3**	**0.7**	**12.9**	**0.5**	**27.5**	**0.7**	**3.1**	**0.2**	**2.1**

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AVAILABILITY ANALYSIS COMPUTATION FORM

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	25.2	0.70	17.6	74.8	0.70	52.4	15.3	0.70	10.7	49.2	0.70	34.4	4.6	0.70	3.3	11.8	0.70	8.2
Promotable Pool	9.1	0.30	2.7	90.9	0.30	27.3	9.1	0.30	2.7	27.3	0.30	8.2	0.0	0.30	0.0	18.2	0.30	5.5
FINAL AVAIL. FACTOR			*20.3*			*79.7*			*13.4*			*42.6*			*3.3*			*13.7*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.3	0.70	2.3	9.2	0.70	6.4	1.5	0.70	1.1	2.5	0.70	1.8	0.3	0.70	0.2	2.2	0.70	1.5
Promotable Pool	0.0	0.30	0.0	36.4	0.30	10.9	0.0	0.30	0.0	9.1	0.30	2.7	0.0	0.30	0.0	0.0	0.30	0.0
FINAL AVAIL. FACTOR			*2.3*			*17.3*			*1.1*			*4.5*			*0.2*			*1.5*

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)	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

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	AM	AF	TM	TF
Other office and administrative support workers : 43-9000 / 5810	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
TOTAL	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
PERCENTAGE	**100.00**	**25.2**	**74.8**	**15.3**	**49.2**	**4.6**	**11.8**	**3.3**	**9.2**	**1.5**	**2.5**	**0.3**	**2.2**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Clerk	4	0	4	0	2	0	1	0	1	0	0	0	0
Clerk Typist	18	2	16	2	4	0	3	0	7	0	2	0	0
TOTAL	**22**	**2**	**20**	**2**	**6**	**0**	**4**	**0**	**8**	**0**	**2**	**0**	**0**
PERCENTAGE	**100.00**	**9.1**	**90.9**	**9.1**	**27.3**	**0.0**	**18.2**	**0.0**	**36.4**	**0.0**	**9.1**	**0.0**	**0.0**

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AVAILABILITY ANALYSIS COMPUTATION FORM

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	25.2	0.40	10.1	74.8	0.40	29.9	15.3	0.40	6.1	49.2	0.40	19.7	4.6	0.40	1.9	11.8	0.40	4.7
Promotable Pool	2.8	0.60	1.7	97.2	0.60	58.3	0.9	0.60	0.5	48.9	0.60	29.4	0.5	0.60	0.3	12.5	0.60	7.5
FINAL AVAIL. FACTOR			*11.8*			*88.2*			*6.6*			*49.1*			*2.2*			*12.2*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.3	0.40	1.3	9.2	0.40	3.7	1.5	0.40	0.6	2.5	0.40	1.0	0.3	0.40	0.1	2.2	0.40	0.9
Promotable Pool	0.5	0.60	0.3	30.9	0.60	18.5	0.7	0.60	0.4	3.5	0.60	2.1	0.2	0.60	0.1	1.4	0.60	0.8
FINAL AVAIL. FACTOR			*1.6*			*22.2*			*1.0*			*3.1*			*0.2*			*1.7*

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)	40% Recruitment is on the county level.
Promotion/Transfer	Promotions filled from positions within the university, from the list of job titles that are attached.	60% Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Other office and administrative support workers : 43-9000 / 5810	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
TOTAL	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
PERCENTAGE	**100.0**	**25.2**	**74.8**	**15.3**	**49.2**	**4.6**	**11.8**	**3.3**	**9.2**	**1.5**	**2.5**	**0.3**	**2.2**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Admin. Program Asst. 1	12	1	11	1	7	0	1	0	3	0	0	0	0
Patient Svcs Rep	82	2	80	1	46	0	8	0	21	1	4	0	1
Clinic Office Assistant	208	2	206	0	101	0	27	0	69	1	4	1	5
Medical Assistant	268	11	257	3	125	3	35	3	83	2	12	0	2
TOTAL	570	16	554	5	279	3	71	3	176	4	20	1	8
PERCENTAGE	**100.0**	**2.8**	**97.2**	**0.9**	**48.9**	**0.5**	**12.5**	**0.5**	**30.9**	**0.7**	**3.5**	**0.2**	**1.4**

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AVAILABILITY ANALYSIS COMPUTATION FORM

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	11.6	0.85	9.9	88.4	0.85	75.1	7.6	0.85	6.4	43.8	0.85	37.2	1.0	0.85	0.8	12.3	0.85	10.4
Promotable Pool	7.3	0.15	1.1	92.7	0.15	13.9	3.7	0.15	0.5	48.2	0.15	7.2	1.8	0.15	0.3	20.1	0.15	3.0
FINAL AVAIL. FACTOR			*11.0*			*89.0*			*6.9*			*44.4*			*1.1*			*13.4*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	2.1	0.85	1.8	26.2	0.85	22.2	0.7	0.85	0.6	3.1	0.85	2.6	0.2	0.85	0.2	3.0	0.85	2.5
Promotable Pool	1.2	0.15	0.2	21.3	0.15	3.2	0.6	0.15	0.1	1.2	0.15	0.2	0.0	0.15	0.0	1.8	0.15	0.3
FINAL AVAIL. FACTOR			*2.0*			*25.4*			*0.7*			*2.8*			*0.2*			*2.8*

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 Hartford County (List of sources attached)	85% Recruitment is on the county level.
Promotion/Transfer	Promotions filled from positions within the university, from the list of job titles that are attached.	15% Based on the history of promotions.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Other healthcare support occupations : 31-9000 / 3630	4680	545	4135	355	2050	45	575	100	1225	35	145	10	140
TOTAL	4680	545	4135	355	2050	45	575	100	1225	35	145	10	140
PERCENTAGE	**100.0**	**11.6**	**88.4**	**7.6**	**43.8**	**1.0**	**12.3**	**2.1**	**26.2**	**0.7**	**3.1**	**0.2**	**3.0**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Clerk	4	0	4	0	2	0	1	0	1	0	0	0	0
Clerk Typist	18	2	16	2	4	0	3	0	7	0	2	0	0
Office Assistant	59	6	53	0	30	3	11	2	9	1	0	0	3
Telecommunication Operator	83	4	79	4	43	0	18	0	18	0	0	0	0
TOTAL	164	12	152	6	79	3	33	2	35	1	2	0	3
PERCENTAGE	**100.0**	**7.3**	**92.7**	**3.7**	**48.2**	**1.8**	**20.1**	**1.2**	**21.3**	**0.6**	**1.2**	**0.0**	**1.8**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	0.65	12.9	80.1	0.65	52.1	11.1	0.65	7.2	51.8	0.65	33.7	4.7	0.65	3.0	12.8	0.65	8.3
Promotable Pool	6.0	0.35	2.1	94.0	0.35	32.9	3.0	0.35	1.1	52.0	0.35	18.2	1.0	0.35	0.4	8.0	0.35	2.8
FINAL AVAIL. FACTOR			*15.0*			*85.0*			*8.3*			*51.9*			*3.4*			*11.1*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	3.0	0.65	1.9	12.3	0.65	8.0	0.9	0.65	0.6	2.0	0.65	1.3	0.2	0.65	0.1	1.1	0.65	0.7
Promotable Pool	0.0	0.35	0.0	27.0	0.35	9.5	1.0	0.35	0.4	4.0	0.35	1.4	1.0	0.35	0.4	3.0	0.35	1.1
FINAL AVAIL. FACTOR			*1.9*			*17.5*			*1.0*			*2.7*			*0.5*			*1.8*

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)	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

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	AM	AF	TM	TF
Counselors, social workers, and other community and social service specialists : 21-10XX / 2001	32064	7899	24165	4275	15525	2155	4515	1215	3350	109	375	145	400
Other healthcare support occupations : 31-9000 / 3630	17250	2185	15065	1290	9015	390	1705	335	3995	170	340	0	10
Other health technologists and technicians : 29-20XX / 3300	27339	5585	21754	3030	14150	1225	3905	870	2390	435	839	25	470
Other therapists : 29-112X / 3150	5635	680	4955	540	3955	65	445	40	390	35	125	0	40
TOTAL	82288	16349	65939	9135	42645	3835	10570	2460	10125	749	1679	170	920
PERCENTAGE	**100.0**	**19.9**	**80.1**	**11.1**	**51.8**	**4.7**	**12.8**	**3.0**	**12.3**	**0.9**	**2.0**	**0.2**	**1.1**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Clinical Coordinator	18	4	14	2	6	1	0	0	6	0	0	1	2
Patient Svcs Rep	82	2	80	1	46	0	8	0	21	1	4	0	1
TOTAL	100	6	94	3	52	1	8	0	27	1	4	1	3
PERCENTAGE	**100.0**	**6.0**	**94.0**	**3.0**	**52.0**	**1.0**	**8.0**	**0.0**	**27.0**	**1.0**	**4.0**	**1.0**	**3.0**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	18.0	0.90	16.2	82.0	0.90	73.8	10.2	0.90	9.2	51.2	0.90	46.0	3.5	0.90	3.2	12.3	0.90	11.1
Promotable Pool	4.1	0.10	0.4	95.9	0.10	9.6	1.1	0.10	0.1	46.6	0.10	4.7	1.1	0.10	0.1	13.1	0.10	1.3
FINAL AVAIL. FACTOR			*16.6*			*83.4*			*9.3*			*50.7*			*3.3*			*12.4*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	2.7	0.90	2.4	14.0	0.90	12.6	1.3	0.90	1.2	2.6	0.90	2.3	0.2	0.90	0.1	2.0	0.90	1.8
Promotable Pool	1.1	0.10	0.1	31.0	0.10	3.1	0.7	0.10	0.1	4.5	0.10	0.4	0.0	0.10	0.0	0.7	0.10	0.1
FINAL AVAIL. FACTOR			*2.5*			*15.7*			*1.3*			*2.7*			*0.1*			*1.9*

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)	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

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	AM	AF	TM	TF
Other healthcare practitioners and technical occupations : 29-9000 / 3550	945	450	495	390	380	15	50	30	50	15	15	0	0
Other healthcare support occupations : 31-9000 / 3630	17740	2230	15510	1290	9015	390	1705	335	3995	170	340	45	455
Other health technologists and technicians : 29-20XX / 3300	27339	5585	21754	3030	14150	1225	3905	870	2390	435	839	25	470
TOTAL	46024	8265	37759	4710	23545	1630	5660	1235	6435	620	1194	70	925
PERCENTAGE	**100.0**	**18.0**	**82.0**	**10.2**	**51.2**	**3.5**	**12.3**	**2.7**	**14.0**	**1.3**	**2.6**	**0.2**	**2.0**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Medical Assistant	268	11	257	3	125	3	35	3	83	2	12	0	2
TOTAL	268	11	257	3	125	3	35	3	83	2	12	0	2
PERCENTAGE	**100.0**	**4.1**	**95.9**	**1.1**	**46.6**	**1.1**	**13.1**	**1.1**	**31.0**	**0.7**	**4.5**	**0.0**	**0.7**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	12.1	0.90	10.9	51.3	0.90	46.1	3.3	0.90	3.0	11.8	0.90	10.6
Promotable Pool	1.5	0.10	0.1	98.5	0.10	9.9	0.0	0.10	0.0	50.7	0.10	5.1	0.4	0.10	0.0	12.3	0.10	1.2
FINAL AVAIL. FACTOR			*18.3*			*81.7*			*10.9*			*51.2*			*3.0*			*11.8*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	2.6	0.90	2.3	12.3	0.90	11.1	1.8	0.90	1.6	2.7	0.90	2.4	0.4	0.90	0.3	1.8	0.90	1.6
Promotable Pool	0.4	0.10	0.0	31.7	0.10	3.2	0.4	0.10	0.0	1.9	0.10	0.2	0.4	0.10	0.0	1.9	0.10	0.2
FINAL AVAIL. FACTOR			*2.3*			*14.3*			*1.6*			*2.6*			*0.3*			*1.8*

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

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5C. HEALTH CARE SUPPORT

2014-2018 Census	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Industrial engineers, including health and safety : 17-2110 / 1430	3760	3100	660	2380	450	145	10	320	155	225	30	30	15
Medical records specialists : 29-2072 / 3515	1795	145	1650	135	1025	0	340	10	175	0	55	0	55
Other healthcare support occupations : 31-9000 / 3630	17740	2230	15510	1290	9015	390	1705	335	3995	170	340	45	455
Other health technologists and technicians : 29-20XX / 3300	27339	5585	21754	3030	14150	1225	3905	870	2390	435	839	25	470
Teaching assistants : 25-9040 / 2545	20080	3205	16875	1740	11615	605	2390	295	2005	415	620	150	245
TOTAL	70714	14265	56449	8575	36255	2365	8350	1830	8720	1245	1884	250	1240
PERCENTAGE	**100.0**	**20.2**	**79.8**	**12.1**	**51.3**	**3.3**	**11.8**	**2.6**	**12.3**	**1.8**	**2.7**	**0.4**	**1.8**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Clinic Office Assistant	208	2	206	0	101	0	27	0	69	1	4	1	5
Medical Records Clerk	19	1	18	0	14	1	3	0	1	0	0	0	0
Dental Assistant	41	1	40	0	21	0	3	1	15	0	1	0	0
TOTAL	268	4	264	0	136	1	33	1	85	1	5	1	5
PERCENTAGE	**100.0**	**1.5**	**98.5**	**0.0**	**50.7**	**0.4**	**12.3**	**0.4**	**31.7**	**0.4**	**1.9**	**0.4**	**1.9**

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AVAILABILITY ANALYSIS COMPUTATION FORM

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	12.6	0.90	11.3	87.4	0.90	78.7	7.3	0.90	6.5	50.8	0.90	45.7	2.2	0.90	2.0	9.6	0.90	8.6
Promotable Pool	1.0	0.10	0.1	99.0	0.10	9.9	0.0	0.10	0.0	48.6	0.10	4.9	0.0	0.10	0.0	13.0	0.10	1.3
FINAL AVAIL. FACTOR			*11.4*			*88.6*			*6.5*			*50.6*			*2.0*			*9.9*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	1.9	0.90	1.7	22.5	0.90	20.3	1.0	0.90	0.9	1.9	0.90	1.7	0.3	0.90	0.2	2.6	0.90	2.3
Promotable Pool	0.0	0.10	0.0	33.2	0.10	3.3	0.5	0.10	0.0	1.9	0.10	0.2	0.5	0.10	0.0	2.4	0.10	0.2
FINAL AVAIL. FACTOR			*1.7*			*23.6*			*0.9*			*1.9*			*0.2*			*2.5*

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	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

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	AM	AF	TM	TF
Other healthcare support occupations : 31-9000 / 3630	17740	2230	15510	1290	9015	390	1705	335	3995	170	340	45	455
TOTAL	17740	2230	15510	1290	9015	390	1705	335	3995	170	340	45	455
PERCENTAGE	**100.0**	**12.6**	**87.4**	**7.3**	**50.8**	**2.2**	**9.6**	**1.9**	**22.5**	**1.0**	**1.9**	**0.3**	**2.6**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Clinic Office Assistant	208	2	206	0	101	0	27	0	69	1	4	1	5
TOTAL	208	2	206	0	101	0	27	0	69	1	4	1	5
PERCENTAGE	**100.0**	**1.0**	**99.0**	**0.0**	**48.6**	**0.0**	**13.0**	**0.0**	**33.2**	**0.5**	**1.9**	**0.5**	**2.4**

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AVAILABILITY ANALYSIS COMPUTATION FORM

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	40.5	0.70	28.3	59.5	0.70	41.7	27.6	0.70	19.3	40.0	0.70	28.0	3.4	0.70	2.3	7.1	0.70	4.9
Promotable Pool	2.7	0.30	0.8	97.3	0.30	29.2	0.6	0.30	0.2	47.5	0.30	14.2	0.6	0.30	0.2	13.0	0.30	3.9
FINAL AVAIL. FACTOR			*29.1*			*70.9*			*19.5*			*42.2*			*2.5*			*8.8*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	4.6	0.70	3.2	8.4	0.70	5.9	4.0	0.70	2.8	2.9	0.70	2.0	0.9	0.70	0.6	1.1	0.70	0.8
Promotable Pool	0.6	0.30	0.2	31.9	0.30	9.6	0.6	0.30	0.2	3.4	0.30	1.0	0.2	0.30	0.1	1.5	0.30	0.4
FINAL AVAIL. FACTOR			*3.4*			*15.5*			*3.0*			*3.0*			*0.7*			*1.2*

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)	70%	Recruitment is on the state 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

AVAILABILITY ANALYSIS WORKSHEET - EMPLOYMENT DATA

OCC. CATEGORY: 5. TECHNICAL/PARAPROFESSIONAL
TITLE: 5E. PARAPROFESSIONAL/ADMINISTRATIVE

2014-2018 Census	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Information and record clerks, except customer service representatives : 43-4XXX / 5200	29125	5380	23745	3415	15605	665	3005	930	3860	285	865	85	410
Medical records specialists : 29-2072 / 3515	1795	145	1650	135	1025	0	340	10	175	0	55	0	55
Other computer occupations : 15-12YY / 1050	18670	14315	4355	9715	2995	1025	385	1325	265	1865	550	385	160
Other healthcare practitioners and technical occupations : 29-9000 / 3550	945	450	495	390	380	15	50	30	50	15	15	0	0
Other media and communication workers : 27-30XX / 2805	3845	1715	2130	1370	1745	120	60	200	245	10	80	15	0
TOTAL	54380	22005	32375	15025	21750	1825	3840	2495	4595	2175	1565	485	625
PERCENTAGE	**100.0**	**40.5**	**59.5**	**27.6**	**40.0**	**3.4**	**7.1**	**4.6**	**8.4**	**4.0**	**2.9**	**0.9**	**1.1**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Clinical Office Assistant	208	2	206	0	101	0	27	0	69	1	4	1	5
Medical Assistant	268	11	257	3	125	3	35	3	83	2	12	0	2
TOTAL	476	13	463	3	226	3	62	3	152	3	16	1	7
PERCENTAGE	**100.0**	**2.7**	**97.3**	**0.6**	**47.5**	**0.6**	**13.0**	**0.6**	**31.9**	**0.6**	**3.4**	**0.2**	**1.5**

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AVAILABILITY ANALYSIS COMPUTATION FORM

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	14.3	1.00	14.3	85.7	1.00	85.7	9.0	1.00	9.0	50.3	1.00	50.3	2.2	1.00	2.2	9.4	1.00	9.4
FINAL AVAIL. FACTOR			*14.3*			*85.7*			*9.0*			*50.3*			*2.2*			*9.4*
FACTOR	**HISPANIC MALE**			**HISPANIC FEMALE**			**AAIANHNPI MALE**			**AAIANHNPI FEMALE**			**2+ RACES MALE**			**2+ RACES FEMALE**		
	RS	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**
Employment	2.0	1.00	2.0	21.6	1.00	21.6	1.0	1.00	1.0	1.9	1.00	1.9	0.2	1.00	0.2	2.4	1.00	2.4
FINAL AVAIL. FACTOR			*2.0*			*21.6*			*1.0*			*1.9*			*0.2*			*2.4*
																		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 State (List of sources attached)	100% Recruitment is on the state level.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Other healthcare practitioners and technical occupations : 29-9000 / 3550	945	450	495	390	380	15	50	30	50	15	15	0	0
Other healthcare support occupations : 31-9000 / 3630	17740	2230	15510	1290	9015	390	1705	335	3995	170	340	45	455
TOTAL	18685	2680	16005	1680	9395	405	1755	365	4045	185	355	45	455
PERCENTAGE	**100.0**	**14.3**	**85.7**	**9.0**	**50.3**	**2.2**	**9.4**	**2.0**	**21.6**	**1.0**	**1.9**	**0.2**	**2.4**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	0.60	57.8	3.6	0.60	2.2	69.3	0.60	41.6	1.8	0.60	1.1	9.7	0.60	5.8	0.3	0.60	0.2
Promotable Pool	100.0	0.40	40.0	0.0	0.40	0.0	50.0	0.40	20.0	0.0	0.40	0.0	0.0	0.40	0.0	0.0	0.40	0.0
FINAL AVAIL. FACTOR			*97.8*			*2.2*			*61.6*			*1.1*			*5.8*			*0.2*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	15.0	0.60	9.0	1.3	0.60	0.8	1.2	0.60	0.7	0.2	0.60	0.1	1.1	0.60	0.7	0.0	0.60	0.0
Promotable Pool	50.0	0.40	20.0	0.0	0.40	0.0	0.0	0.40	0.0	0.0	0.40	0.0	0.0	0.40	0.0	0.0	0.40	0.0
FINAL AVAIL. FACTOR			*29.0*			*0.8*			*0.7*			*0.1*			*0.7*			*0.0*

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)	60% Recruitment is on the county 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

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	AM	AF	TM	TF
Carpenters : 47-2031 / 6230	3695	3590	105	2870	85	250	0	450	20	0	0	20	0
Electricians : 47-2111 / 6355	2315	2295	20	1835	0	280	0	165	20	0	0	15	0
Other installation, maintenance, and repair workers : 49-XXXX / 7010	6590	6220	370	4150	145	705	50	1100	150	180	25	85	0
Painters and paperhangers : 47-2140 / 6410	1289	1244	45	740	45	80	0	420	0	0	0	4	0
Pipelayers, plumbers, pipefitters, and steamfitters : 47-2150 / 6441	1070	1070	0	775	0	140	0	115	0	0	0	40	0
TOTAL	14959	14419	540	10370	275	1455	50	2250	190	180	25	164	0
PERCENTAGE	**100.0**	**96.4**	**3.6**	**69.3**	**1.8**	**9.7**	**0.3**	**15.0**	**1.3**	**1.2**	**0.2**	**1.1**	**0.0**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Maintainer	3	3	0	1	0	0	0	2	0	0	0	0	0
General Trades Worker	1	1	0	1	0	0	0	0	0	0	0	0	0
TOTAL	4	4	0	2	0	0	0	2	0	0	0	0	0
PERCENTAGE	**100.0**	**100.00**	**0.0**	**50.0**	**0.0**	**0.0**	**0.0**	**50.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	79.8	1.00	79.8	20.2	1.00	20.2	38.0	1.00	38.0	11.8	1.00	11.8	23.1	1.00	23.1	4.3	1.00	4.3
FINAL AVAIL. FACTOR			*79.8*			*20.2*			*38.0*			*11.8*			*23.1*			*4.3*
FACTOR	**HISPANIC MALE**			**HISPANIC FEMALE**			**AAIANHNPI MALE**			**AAIANHNPI FEMALE**			**2+ RACES MALE**			**2+ RACES FEMALE**		
	RS	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**	**RS**	**VW**	**WF**
Employment	15.9	1.00	15.9	3.8	1.00	3.8	1.0	1.00	1.0	0.0	1.00	0.0	1.8	1.00	1.8	0.3	1.00	0.3
FINAL AVAIL. FACTOR			*15.9*			*3.8*			*1.0*			*0.0*			*1.8*			*0.3*
																		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)	100% Recruitment is on the county level.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Private detectives, investigators, security guards and gaming surveillance officers : 33-90XX / 3910	3050	2435	615	1160	360	705	130	485	115	30	0	55	10
TOTAL	3050	2435	615	1160	360	705	130	485	115	30	0	55	10
PERCENTAGE	**100.0**	**79.8**	**20.2**	**38.0**	**11.8**	**23.1**	**4.3**	**15.9**	**3.8**	**1.0**	**0.0**	**1.8**	**0.3**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	56.4	0.40	22.5	43.6	0.40	17.5	26.8	0.40	10.7	16.2	0.40	6.5	9.1	0.40	3.7	5.3	0.40	2.1
Part-Time Workforce	23.1	0.60	13.8	76.9	0.60	46.2	0.0	0.60	0.0	53.8	0.60	32.3	23.1	0.60	13.8	0.0	0.60	0.0
FINAL AVAIL. FACTOR			*36.3*			*63.7*			*10.7*			*38.8*			*17.5*			*2.1*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	18.6	0.40	7.4	20.1	0.40	8.0	0.5	0.40	0.2	0.9	0.40	0.4	1.3	0.40	0.5	1.2	0.40	0.5
Part-Time Workforce	0.0	0.60	0.0	23.1	0.60	13.8	0.0	0.60	0.0	0.0	0.60	0.0	0.0	0.60	0.0	0.0	0.60	0.0
FINAL AVAIL. FACTOR			*7.4*			*21.8*			*0.2*			*0.4*			*0.5*			*0.5*

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)	40% Recruitment is on the county level.
Part-Time Workforce	Custodian title	60% Bases on history of hiring done from part-time titles.

UNIVERSITY OF CONNECTICUT HEALTH
AVAILABILITY ANALYSIS COMPUTATION FORM

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	AM	AF	TM	TF
Building cleaning workers : 37-2010 / 4220	11230	6330	4900	3005	1815	1025	600	2090	2255	60	100	150	130
TOTAL	11230	6330	4900	3005	1815	1025	600	2090	2255	60	100	150	130
PERCENTAGE	**100.0**	**56.4**	**43.6**	**26.8**	**16.2**	**9.1**	**5.3**	**18.6**	**20.1**	**0.5**	**0.9**	**1.3**	**1.2**

	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Part-Time Workforce													
Custodian	13	3	10	0	7	3	0	0	3	0	0	0	0
TOTAL	13	3	10	0	7	3	0	0	3	0	0	0	0
PERCENTAGE	**100.0**	**23.1**	**76.9**	**0.0**	**53.8**	**23.1**	**0.0**	**0.0**	**23.1**	**0.0**	**0.0**	**0.0**	**0.0**

UNIVERSITY OF CONNECTICUT HEALTH **MAY 31, 2025**

AVAILABILITY ANALYSIS COMPUTATION FORM

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	41.0	0.90	36.9	12.2	0.90	11.0	10.5	0.90	9.4	3.3	0.90	3.0
Promotable Pool	50.6	0.10	5.1	49.4	0.10	4.9	30.9	0.10	3.1	28.4	0.10	2.8	4.9	0.10	0.5	2.5	0.10	0.2
FINAL AVAIL. FACTOR			*69.0*			*31.0*			*40.0*			*13.8*			*9.9*			*3.2*

FACTOR	HISPANIC MALE			HISPANIC FEMALE			AAIANHNPI MALE			AAIANHNPI FEMALE			2+ RACES MALE			2+ RACES FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	16.8	0.90	15.1	12.1	0.90	10.9	1.4	0.90	1.3	0.8	0.90	0.7	1.4	0.90	1.3	0.6	0.90	0.6
Promotable Pool	14.8	0.10	1.5	16.0	0.10	1.6	0.0	0.10	0.0	2.5	0.10	0.2	0.0	0.10	0.0	0.0	0.10	0.0
FINAL AVAIL. FACTOR			*16.6*			*12.5*			*1.3*			*0.9*			*1.3*			*0.6*

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)	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

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	AM	AF	TM	TF
Building cleaning workers : 37-2010 / 4220	11230	6330	4900	3005	1815	1025	600	2090	2255	60	100	150	130
First-line supervisors of landscaping, lawn service, and groundskeeping workers : 37-1012 / 4210	575	575	0	520	0	20	0	35	0	0	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	0	0
Material recording, scheduling, dispatching, and distributing workers : 43-5XXX / 5500	4655	2995	1660	1640	965	700	100	545	545	45	30	65	20
Other installation, maintenance, and repair workers : 49-XXXX / 7010	6590	6220	370	4150	145	705	50	1100	150	180	25	85	0
Other transportation workers : 53-6000 / 9350	965	820	145	380	45	105	50	255	20	40	30	40	0
TOTAL	24463	17369	7094	10025	2985	2559	804	4100	2970	345	185	340	150
PERCENTAGE	**100.0**	**71.0**	**29.0**	**41.0**	**12.2**	**10.5**	**3.3**	**16.8**	**12.1**	**1.4**	**0.8**	**1.4**	**0.6**

Promotional Pool	Total	Total M	Total F	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF
Custodian	51	11	40	1	23	3	2	7	13	0	2	0	0
Qual Crft Wrkr-A&E Mech	1	1	0	1	0	0	0	0	0	0	0	0	0
Qual Crft Wrkr-Carpenter	5	5	0	3	0	1	0	1	0	0	0	0	0
Qual Crft Wrkr-Elect	5	5	0	5	0	0	0	0	0	0	0	0	0
Qual Crft Wrkr-HVACR	9	9	0	8	0	0	0	1	0	0	0	0	0
Qual Crft Wrkr-Plumber	6	6	0	5	0	0	0	1	0	0	0	0	0
Skilled Maintainer	4	4	0	2	0	0	0	2	0	0	0	0	0
TOTAL	81	41	40	25	23	4	2	12	13	0	2	0	0
PERCENTAGE	**100.0**	**50.6**	**49.4**	**30.9**	**28.4**	**4.9**	**2.5**	**14.8**	**16.0**	**0.0**	**2.5**	**0.0**	**0.0**

UTILIZATION ANALYSIS and
HIRING AND PROMOTION GOALS
(Section 46a-68-85)
September 2025

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 of 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.

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.

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 underlined number in the hire or promotion goal line.

UCONN HEALTH
UTILIZATION ANALYSIS
Hiring and Promotional Goals

LABOR MARKET AREA: **NATIONAL**
OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE**
POSITION CLASSIFICATION: **1A. EXECUTIVE**

DATE: **May 31, 2025**

		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 %		100.0	50.0	50.0	44.1	41.2	2.9	8.8	0.0	0.0	2.9	0.0	0.0	0.0	0.0	A
WORKFORCE PARITY %		99.8	38.8	61.0	30.4	45.7	3.9	6.9	2.7	4.6	1.6	2.9	0.3	0.9	0.0	B
WORKFORCE #		34	17	17	15	14	1	3	0	0	1	0	0	0	0	C
WORKFORCE PARITY #		33.9	13.2	20.7	10.3	15.5	1.3	2.3	0.9	1.6	0.5	1.0	0.1	0.2	0.0	D
NET UTILIZATION (+/-)		0.1	3.8	-3.7	4.7	-1.5	-0.3	0.7	-0.9	-1.6	0.5	-1.0	-0.1	-0.2	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	3	1	2					1	2						G
	Current Hires	1	1	0	1	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						1				J
	Current Promos	2	1	1	1	1	0	0	0	0	0	0	0	0	0	K
	Current Goals	4	0	4		2				2						L
Promotion Within Category		0	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: **EXECUTIVE/ADMINISTRATIVE**
JOB GROUP: **1B. UNIVERSITY DIRECTOR**

DATE: **May 31, 2025**

		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 %		100.0	32.5	67.5	27.4	54.7	3.4	6.0	1.7	3.4	0.0	2.6	0.0	0.9	0.0	A
WORKFORCE PARITY %		99.9	36.1	63.8	26.8	46.4	2.5	4.4	5.0	7.5	1.5	4.9	0.3	0.6	0.0	B
WORKFORCE #		117	38	79	32	64	4	7	2	4	0	3	0	1	0	C
WORKFORCE PARITY #		116.9	42.2	74.6	31.4	54.3	2.9	5.1	5.9	8.8	1.8	5.7	0.1	0.5	0.0	D
NET UTILIZATION (+/-)		**0.1**	**-4.2**	**4.4**	**0.6**	**9.7**	**1.1**	**1.9**	**-3.9**	**-4.8**	**-1.8**	**-2.7**	**-0.1**	**0.5**	**0.0**	E
PREVIOUS 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**	F
HIRING GOALS	*Previous Goals*	4	3	1					1	1	2					G
	Current Hires	9	6	3	6	1	0	1	0	0	0	1	0	0	0	H
	Current Goals	7	4	3					2	2	2	1				I
PROMO GOALS	*Previous Goals*	6	2	4	1			2	1	1		1				J
	Current Promos	10	2	8	1	5	1	2	0	1	0	0	0	0	0	K
	Current Goals	7	2	5					2	3		2				L
Promotion Within Category		2	0	2	0	2	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: **EXECUTIVE/ADMINISTRATIVE**
JOB GROUP: **1C. MANAGERS**

DATE: **May 31, 2025**

		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 %		100.0	15.0	85.0	12.4	69.9	1.8	2.7	0.9	5.3	0.0	6.2	0.0	0.9	0.0	A
WORKFORCE PARITY %		99.8	13.4	86.4	10.3	68.1	1.1	4.5	1.1	8.2	0.8	4.4	0.1	1.2	0.0	B
WORKFORCE #		113	17	96	14	79	2	3	1	6	0	7	0	1	0	C
WORKFORCE PARITY #		112.8	15.1	97.6	11.6	77.0	1.2	5.1	1.2	9.3	0.9	5.0	0.0	1.2	0.0	D
NET UTILIZATION (+/-)		0.2	1.9	-1.6	2.4	2.0	0.8	-2.1	-0.2	-3.3	-0.9	2.0	0.0	-0.2	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	3	3	0					2		1					G
	Current Hires	4	1	3	1	2	0	1	0	0	0	0	0	0	0	H
	Current Goals	1	1	0							1					I
PROMO GOALS	*Previous Goals*	6	1	5			1	1		3		2				J
	Current Promos	22	4	18	1	12	2	0	1	2	0	4	0	0	0	K
	Current Goals	5	0	5				2		3						L
Promotion Within Category		3	1	2	1	2	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: **2A. HEAD OF DEPARTMENT**

DATE: **May 31, 2025**

		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 %		100.0	89.5	10.5	73.7	10.5	0.0	0.0	5.3	0.0	10.5	0.0	0.0	0.0	0.0	A
WORKFORCE PARITY %		100.1	62.5	37.6	42.9	24.9	2.3	2.7	3.9	1.7	13.2	8.2	0.2	0.1	0.0	B
WORKFORCE #		19	17	2	14	2	0	0	1	0	2	0	0	0	0	C
WORKFORCE PARITY #		19.0	11.9	7.1	8.2	4.7	0.4	0.5	0.7	0.3	2.5	1.6	0.0	0.0	0.0	D
NET UTILIZATION (+/-)		0.0	5.1	-5.1	5.8	-2.7	-0.4	-0.5	0.3	-0.3	-0.5	-1.6	0.0	0.0	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	3	2	1			1	1			1					G
	Current Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
	Current Goals	3	0	3		1		1				1				I
PROMO GOALS	*Previous Goals*	2	1	1		2					1					J
	Current Promos	1	1	0	0	0	0	0	0	0	1	0	0	0	0	K
	Current Goals	5	2	3		2	1				1	1				L
Promotion Within Category		0	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, 2025**

		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 %		100.0	63.0	37.0	40.7	23.0	3.0	3.0	4.4	1.5	14.8	9.6	0.0	0.0	0.0	A
WORKFORCE PARITY %		99.8	57.4	42.4	35.7	25.7	1.5	2.1	2.8	2.6	16.7	12.0	0.7	0.0	0.0	B
WORKFORCE #		135	85	50	55	31	4	4	6	2	20	13	0	0	0	C
WORKFORCE PARITY #		134.7	77.5	57.2	48.2	34.7	2.0	2.8	3.8	3.5	22.5	16.2	0.6	0.0	0.0	D
NET UTILIZATION (+/-)		0.3	7.5	-7.2	6.8	-3.7	2.0	1.2	2.2	-1.5	-2.5	-3.2	-0.6	0.0	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	3	2	1						1	2					G
	Current Hires	1	0	1	0	1	0	0	0	0	0	0	0	0	0	H
	Current Goals	3	1	2		1				1			1			I
PROMO GOALS	*Previous Goals*	6	1	5		7		1		1	1					J
	Current Promos	15	7	8	4	5	0	1	0	0	3	2	0	0	0	K
	Current Goals	10	3	7		3				1	3	3				L
Promotion Within Category		0	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, 2025**

		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 %		100.0	56.4	43.6	34.2	25.5	1.3	2.0	2.7	2.7	17.4	13.4	0.7	0.0	0.0	A
WORKFORCE PARITY %		100.0	47.7	52.3	32.1	29.9	1.6	2.2	4.5	3.7	9.3	15.9	0.2	0.6	0.0	B
WORKFORCE #		149	84	65	51	38	2	3	4	4	26	20	1	0	0	C
WORKFORCE PARITY #		149.0	71.1	77.9	47.8	44.6	2.4	3.3	6.7	5.5	13.9	23.7	0.2	0.4	0.0	D
NET UTILIZATION (+/-)		**0.0**	**12.9**	**-12.9**	**3.2**	**-6.6**	**-0.4**	**-0.3**	**-2.7**	**-1.5**	**12.1**	**-3.7**	**0.8**	**-0.4**	**0.0**	E
PREVIOUS 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**	F
HIRING GOALS	*Previous Goals*	5	1	4		1			1	1		2				G
	Current Hires	5	1	4	1	2	0	0	0	0	0	2	0	0	0	H
	Current Goals	4	1	3		1	1			1		1				I
PROMO GOALS	*Previous Goals*	6	0	6		7				1		7				J
	Current Promos	21	8	13	4	8	0	0	0	0	4	5	0	0	0	K
	Current Goals	13	3	10		6			3	1		3				L
Promotion Within Category		3	2	1	2	0	0	0	0	0	0	1	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, 2025**

		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 %		98.0	45.9	52.0	26.7	26.7	1.4	1.7	4.4	5.7	13.5	16.9	0.0	1.0	2.0	A
WORKFORCE PARITY %		100.2	42.1	58.1	26.5	35.1	2.6	5.0	3.5	4.7	8.5	12.0	1.0	1.3	0.0	B
WORKFORCE #		296	136	154	79	79	4	5	13	17	40	50	0	3	6	C
WORKFORCE PARITY #		297	125	172	78	104	8	15	10	14	25	36	1	2	0	D
NET UTILIZATION (+/-)		-0.6	11.4	-18.0	0.6	-24.9	-3.7	-9.8	2.6	3.1	14.8	14.5	-1.4	1.0	6.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	39	15	24	10	17	5	7								G
	Current Hires	43	22	21	12	9	1	0	3	5	6	7	0	0	3	H
	Current Goals	39	5	34		24	4	10					1			I
PROMO GOALS	*Previous Goals*	3	1	2	1	1										J
	Current Promos	3	2	1	2	1	0	0	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	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, 2025**

		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 %		96.3	40.7	55.6	11.1	22.2	0.0	0.0	7.4	14.8	22.2	18.5	0.0	0.0	3.7	A
WORKFORCE PARITY %		99.9	55.1	44.8	38.4	26.7	2.4	3.5	3.8	3.4	9.3	10.1	1.2	1.1	0.0	B
WORKFORCE #		27	11	15	3	6	0	0	2	4	6	5	0	0	1	C
WORKFORCE PARITY #		27.0	14.9	12.1	10.4	7.2	0.6	0.9	1.0	0.9	2.5	2.7	0.1	0.2	0.0	D
NET UTILIZATION (+/-)		0.0	-3.9	2.9	-7.4	-1.2	-0.6	-0.9	1.0	3.1	3.5	2.3	-0.1	-0.2	1.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	8	7	1	6		1	1								G
	Current Hires	2	1	1	0	0	0	0	0	1	1	0	0	0	1	H
	Current Goals	10	8	2	7	1	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	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, 2025**

		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 %		100.0	15.0	85.0	11.0	59.0	0.9	9.3	0.9	8.8	1.3	7.5	0.9	0.4	0.0	A
WORKFORCE PARITY %		100.1	9.3	90.8	5.6	73.1	1.4	7.8	1.2	5.0	0.9	4.1	0.2	0.8	0.0	B
WORKFORCE #		227	34	193	25	134	2	21	2	20	3	17	2	1	0	C
WORKFORCE PARITY #		227.2	21.1	206.1	12.7	165.9	3.2	17.7	2.7	11.4	2.0	9.3	0.1	1.5	0.0	D
NET UTILIZATION (+/-)		-0.2	12.9	-13.1	12.3	-31.9	-1.2	3.3	-0.7	8.7	1.0	7.7	1.9	-0.5	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	32	3	29		29	2		1							G
	Current Hires	51	6	45	5	30	1	2	0	5	0	7	0	1	0	H
	Current Goals	35	2	33		32	1		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		16	12	4	0	0	12	4	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: **3B. NURSING SUPERVISOR**

DATE: **May 31, 2025**

		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 %		100.0	11.5	88.5	11.5	80.8	0.0	0.0	0.0	7.7	0.0	0.0	0.0	0.0	0.0	A
WORKFORCE PARITY %		99.9	14.2	85.7	10.1	64.8	1.3	8.4	1.2	6.9	1.1	4.9	0.5	0.7	0.0	B
WORKFORCE #		26	3	23	3	21	0	0	0	2	0	0	0	0	0	C
WORKFORCE PARITY #		26.0	3.7	22.3	2.6	16.8	0.3	2.2	0.3	1.8	0.3	1.3	0.0	0.2	0.0	D
NET UTILIZATION (+/-)		0.0	-0.7	0.7	0.4	4.2	-0.3	-2.2	-0.3	0.2	-0.3	-1.3	0.0	-0.2	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	2	1	1				1	1							G
	Current Hires	4	1	3	1	3	0	0	0	0	0	0	0	0	0	H
	Current Goals	2	1	1			1	1								I
PROMO GOALS	*Previous Goals*	2	1	1	1			1								J
	Current Promos	2	0	2	0	2	0	0	0	0	0	0	0	0	0	K
	Current Goals	2	0	2				1				1				L
Promotion Within Category		0	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, 2025**

		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 %		100.0	10.1	89.9	8.9	70.9	0.0	3.8	1.3	8.9	0.0	5.1	0.0	1.3	0.0	A
WORKFORCE PARITY %		100.0	11.1	88.9	7.4	69.8	1.3	8.3	1.1	6.1	1.0	4.6	0.3	0.1	0.0	B
WORKFORCE #		79	8	71	7	56	0	3	1	7	0	4	0	1	0	C
WORKFORCE PARITY #		79.0	8.8	70.2	5.8	55.1	1.0	6.6	0.9	4.8	0.8	3.6	0.0	0.1	0.0	D
NET UTILIZATION (+/-)		0.0	-0.8	0.8	1.2	0.9	-1.0	-3.6	0.1	2.2	-0.8	0.4	0.0	0.9	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	6	2	4			1	4			1					G
	Current Hires	13	1	12	1	10	0	1	0	1	0	0	0	0	0	H
	Current Goals	4	1	3			1	3								I
PROMO GOALS	*Previous Goals*	3	0	3		2		1								J
	Current Promos	4	0	4	0	4	0	0	0	0	0	0	0	0	0	K
	Current Goals	2	1	1				1			1					L
Promotion Within Category		4	0	4	0	4	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: **3D. CLINICAL SUPERVISORS**

DATE: **May 31, 2025**

		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 %		100.0	40.0	60.0	32.0	60.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	A
WORKFORCE PARITY %		100.0	21.4	78.6	17.1	58.8	1.1	8.6	0.9	4.8	2.2	5.9	0.1	0.5	0.0	B
WORKFORCE #		25	10	15	8	15	2	0	0	0	0	0	0	0	0	C
WORKFORCE PARITY #		25.0	5.4	19.7	4.3	14.7	0.3	2.2	0.2	1.2	0.6	1.5	0.0	0.1	0.0	D
NET UTILIZATION (+/-)		0.0	4.7	-4.7	3.7	0.3	1.7	-2.2	-0.2	-1.2	-0.6	-1.5	0.0	-0.1	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	3	1	2				1		1	1					G
	Current Hires	3	0	3	0	3	0	0	0	0	0	0	0	0	0	H
	Current Goals	3	0	3				2		1						I
PROMO GOALS	*Previous Goals*	2	0	2		1		1				1				J
	Current Promos	5	2	3	2	3	0	0	0	0	0	0	0	0	0	K
	Current Goals	3	1	2							1	2				L
Promotion Within Category		1	0	1	0	1	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, 2025**

		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 %		100.0	30.2	69.8	25.1	54.7	0.0	1.1	1.7	5.6	2.8	7.3	1.9	1.6	0.0	A
WORKFORCE PARITY %		100.0	17.1	82.9	13.4	67.9	1.1	4.8	0.7	5.5	1.6	3.6	0.3	1.1	0.0	B
WORKFORCE #		179	54	125	45	98	0	2	3	10	5	13	1	2	0	C
WORKFORCE PARITY #		179.0	30.6	148.4	24.0	121.5	2.0	8.6	1.3	9.8	2.9	6.4	0.2	1.4	0.0	D
NET UTILIZATION (+/-)		0.0	23.4	-23.4	21.0	-23.5	-2.0	-6.6	1.7	0.2	2.1	6.6	0.8	0.6	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	30	2	28		21	2	7								G
	Current Hires	47	14	33	12	26	0	1	2	2	0	2	0	2	0	H
	Current Goals	31	2	29		23	2	6								I
PROMO GOALS	*Previous Goals*	1	0	1		2										J
	Current Promos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	K
	Current Goals	2	0	2		1		1								L
Promotion Within Category		6	1	5	1	3	0	0	0	1	0	1	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, 2025**

		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 %		100.0	23.2	76.8	12.3	43.2	1.3	6.5	1.9	11.0	7.7	15.5	0.0	0.6	0.0	A
WORKFORCE PARITY %		100.0	41.1	58.9	37.0	40.6	0.0	3.1	0.0	5.0	3.1	9.2	1.0	1.0	0.0	B
WORKFORCE #		155	36	119	19	67	2	10	3	17	12	24	0	1	0	C
WORKFORCE PARITY #		155.0	63.7	91.3	57.4	62.9	0.0	4.8	0.0	7.8	4.8	14.3	0.4	1.2	0.0	D
NET UTILIZATION (+/-)		0.0	-27.7	27.7	-38.4	4.1	2.0	5.2	3.0	9.3	7.2	9.7	-0.4	-0.2	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	36	34	2	34	2										G
	Current Hires	26	5	21	1	8	0	1	1	6	3	5	0	1	0	H
	Current Goals	38	37	1	37									1		I
PROMO GOALS	*Previous Goals*	0	0	0		2										J
	Current Promos	1	0	1	0	1	0	0	0	0	0	0	0	0	0	K
	Current Goals	1	1	0	1											L
Promotion Within Category		10	5	5	0	0	5	0	0	1	0	4	0	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, 2025**

		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 %		100.0	26.9	73.1	17.3	53.8	3.8	3.8	0.0	1.9	5.8	11.5	0.0	1.9	0.0	A
WORKFORCE PARITY %		100.1	20.5	79.6	11.1	51.8	4.5	14.3	3.2	8.7	1.6	3.1	0.1	1.7	0.0	B
WORKFORCE #		52	14	38	9	28	2	2	0	1	3	6	0	1	0	C
WORKFORCE PARITY #		52.1	10.7	41.4	5.8	26.9	2.3	7.4	1.7	4.5	0.8	1.6	0.0	0.6	0.0	D
NET UTILIZATION (+/-)		-0.1	3.3	-3.4	3.2	1.1	-0.3	-5.4	-1.7	-3.5	2.2	4.4	0.0	0.4	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	13	3	10			1	6	2	4						G
	Current Hires	6	3	3	0	2	1	1	1	0	1	0	0	0	0	H
	Current Goals	11	2	9				5	2	4						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		2	1	1	1	1	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: **3H. FINANCE GROUP**

DATE: **May 31, 2025**

		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 %		100.0	17.3	82.7	8.0	57.3	2.7	8.0	4.0	8.0	2.7	6.7	0.0	2.7	0.0	A
WORKFORCE PARITY %		100.1	31.2	68.9	24.3	44.0	2.4	8.6	2.4	12.1	1.9	2.9	0.2	1.3	0.0	B
WORKFORCE #		75	13	62	6	43	2	6	3	6	2	5	0	2	0	C
WORKFORCE PARITY #		75.1	23.4	51.7	18.2	33.0	1.8	6.5	1.8	9.1	1.4	2.2	0.0	0.8	0.0	D
NET UTILIZATION (+/-)		-0.1	-10.4	10.3	-12.2	10.0	0.2	-0.5	1.2	-3.1	0.6	2.8	0.0	1.2	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	6	5	1	5					1						G
	Current Hires	6	1	5	1	3	0	0	0	0	0	1	0	1	0	H
	Current Goals	9	9	0	9											I
PROMO GOALS	*Previous Goals*	4	2	2	2			2		3						J
	Current Promos	4	1	3	1	2	0	0	0	1	0	0	0	0	0	K
	Current Goals	7	3	4	3			1		3						L
Promotion Within Category		3	1	2	0	1	1	0	0	1	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: **3I. ADMINISTRATIVE GROUP**

DATE: **May 31, 2025**

		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 %		98.8	15.8	83.0	11.1	63.7	0.6	7.6	1.2	8.2	2.9	3.5	0.0	0.0	1.2	A
WORKFORCE PARITY %		99.9	16.6	83.3	12.8	64.5	1.6	6.2	1.2	8.5	0.8	2.8	0.2	1.3	0.0	B
WORKFORCE #		171	27	142	19	109	1	13	2	14	5	6	0	0	2	C
WORKFORCE PARITY #		170.8	28.4	142.4	21.9	110.3	2.7	10.6	2.1	14.5	1.4	4.8	0.1	1.8	0.0	D
NET UTILIZATION (+/-)		0.2	-1.4	-0.4	-2.9	-1.3	-1.7	2.4	-0.1	-0.5	3.6	1.2	-0.1	-1.8	2.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	7	7	0	6		1									G
	Current Hires	12	3	9	3	8	0	1	0	0	0	0	0	0	0	H
	Current Goals	5	4	1	2		2							1		I
PROMO GOALS	*Previous Goals*	4	2	2	2					3						J
	Current Promos	11	0	11	0	7	0	1	0	2	0	1	0	0	0	K
	Current Goals	4	1	3	1	1				1				1		L
Promotion Within Category		4	1	3	1	3	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: **3J. ADMINISTRATIVE PROGRAM COORDINATOR**

DATE: **May 31, 2025**

		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 %		100.0	4.3	95.7	3.1	74.7	0.6	4.3	0.0	10.5	0.6	4.3	0.0	1.9	0.0	A
WORKFORCE PARITY %		99.9	10.8	89.1	8.8	65.4	0.4	6.9	1.2	12.6	0.3	3.8	0.1	0.4	0.0	B
WORKFORCE #		162	7	155	5	121	1	7	0	17	1	7	0	3	0	C
WORKFORCE PARITY #		161.8	17.5	144.3	14.3	105.9	0.6	11.2	1.9	20.4	0.5	6.2	0.0	0.6	0.0	D
NET UTILIZATION (+/-)		0.2	-10.5	10.7	-9.3	15.1	0.4	-4.2	-1.9	-3.4	0.5	0.8	0.0	2.4	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	5	5	0	5											G
	Current Hires	9	0	9	0	8	0	0	0	1	0	0	0	0	0	H
	Current Goals	7	7	0	5				2							I
PROMO GOALS	*Previous Goals*	8	7	1	3			2	4							J
	Current Promos	16	1	15	1	14	0	0	0	1	0	0	0	0	0	K
	Current Goals	11	4	7	4			4		3						L
Promotion Within Category		0	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, 2025**

		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 %		100.0	10.0	90.0	10.0	70.0	0.0	16.7	0.0	3.3	0.0	0.0	0.0	0.0	0.0	A
WORKFORCE PARITY %		99.9	24.6	75.3	13.3	48.4	6.7	14.1	3.8	10.4	0.3	1.2	0.5	1.2	0.0	B
WORKFORCE #		30	3	27	3	21	0	5	0	1	0	0	0	0	0	C
WORKFORCE PARITY #		30.0	7.4	22.6	4.0	14.5	2.0	4.2	1.1	3.1	0.1	0.4	0.0	0.3	0.0	D
NET UTILIZATION (+/-)		0.0	-4.4	4.4	-1.0	6.5	-2.0	0.8	-1.1	-2.1	-0.1	-0.4	0.0	-0.3	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	7	4	3	1		2		1	2		1				G
	Current Hires	5	0	5	0	4	0	1	0	0	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	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, 2025**

		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 %		100.0	55.6	44.4	44.4	33.3	4.3	3.0	4.3	2.6	2.6	5.1	0.0	0.4	0.0	A
WORKFORCE PARITY %		100.2	64.3	35.9	43.8	25.1	4.6	4.5	5.0	1.8	10.4	2.6	0.5	1.9	0.0	B
WORKFORCE #		234	130	104	104	78	10	7	10	6	6	12	0	1	0	C
WORKFORCE PARITY #		234.5	150.5	84.0	102.5	58.7	10.8	10.5	11.7	4.2	24.3	6.1	0.7	2.0	0.0	D
NET UTILIZATION (+/-)		-0.5	-20.5	20.0	1.5	19.3	-0.8	-3.5	-1.7	1.8	-18.3	5.9	-0.7	-1.0	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	15	15	0							15					G
	Current Hires	16	9	7	6	3	0	0	1	3	2	1	0	0	0	H
	Current Goals	20	18	2			1	2			16		1			I
PROMO GOALS	*Previous Goals*	6	6	0	4			2	1		1					J
	Current Promos	10	4	6	4	4	0	0	0	0	0	1	0	1	0	K
	Current Goals	7	4	3				2	2		2			1		L
Promotion Within Category		7	2	5	2	5	0	0	0	0	0	0	0	0	0	M

*Hiring goals set in lieu of promotional goals due to no eligible employees in the promotional pools.

UCONN HEALTH
UTILIZATION ANALYSIS
Hiring and Promotional Goals

LABOR MARKET AREA: **STATE**
CATEGORY OR CLASS: **PROFESSIONAL/NON-FACULTY**
JOB GROUP: **3M. NURSE PRACTITIONER**

DATE: **May 31, 2025**

		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 %		100.0	6.9	93.1	5.9	77.5	0.0	6.9	1.0	2.9	0.0	5.9	0.0	0.0	0.0	A
WORKFORCE PARITY %		99.9	8.8	91.1	6.1	72.3	1.0	10.1	1.1	5.7	0.6	2.4	0.0	0.6	0.0	B
WORKFORCE #		102	7	95	6	79	0	7	1	3	0	6	0	0	0	C
WORKFORCE PARITY #		101.9	9.0	92.9	6.2	73.7	1.0	10.3	1.1	5.8	0.6	2.4	0.0	0.6	0.0	D
NET UTILIZATION (+/-)		0.1	-2.0	2.1	-0.2	5.3	-1.0	-3.3	-0.1	-2.8	-0.6	3.6	0.0	-0.6	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	11	4	7	2		1	4		3	1					G
	Current Hires	10	2	8	2	8	0	0	0	0	0	0	0	0	0	H
	Current Goals	8	2	6			1	3		2	1			1		I
PROMO GOALS	*Previous Goals*	1	0	1						1						J
	Current Promos	2	0	2	0	0	0	0	0	1	0	1	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	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, 2025**

		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 %		98.3	10.0	88.3	0.0	50.0	5.0	18.3	3.3	15.0	1.7	0.0	0.0	5.0	1.7	A
WORKFORCE PARITY %		99.9	21.9	78.0	14.1	44.9	3.7	13.0	2.6	14.6	1.2	3.8	0.3	1.7	0.0	B
WORKFORCE #		60	6	53	0	30	3	11	2	9	1	0	0	3	1	C
WORKFORCE PARITY #		59.9	13.1	46.8	8.5	26.9	2.2	7.8	1.6	8.8	0.7	2.3	0.0	0.9	0.0	D
NET UTILIZATION (+/-)		0.1	-7.1	6.2	-8.5	3.1	0.8	3.2	0.4	0.2	0.3	-2.3	0.0	2.1	1.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	11	10	1	9						1	1				G
	Current Hires	5	1	4	0	2	1	2	0	0	0	0	0	0	0	H
	Current Goals	9	7	2	7							2				I
PROMO GOALS	*Previous Goals*	2	1	1	1							2				J
	Current Promos	1	0	1	0	1	0	0	0	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	0	M

UCONN HEALTH
UTILIZATION ANALYSIS
Hiring and Promotional Goals

LABOR MARKET AREA: **LOCAL**
CATEGORY OR CLASS: **SECRETARIAL/CLERICAL**
JOB GROUP: **4B. PATIENT SERVICES REPRESENTATIVE**

DATE: **May 31, 2025**

		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 %		100.0	1.9	98.1	0.9	53.7	0.0	11.1	0.0	27.8	0.9	4.6	0.0	0.9	0.0	A
WORKFORCE PARITY %		99.9	16.2	83.7	9.2	49.1	3.2	12.8	2.3	17.2	1.2	2.1	0.3	2.5	0.0	B
WORKFORCE #		108	2	106	1	58	0	12	0	30	1	5	0	1	0	C
WORKFORCE PARITY #		107.9	17.5	90.4	9.9	53.0	3.5	13.8	2.5	18.6	1.3	2.3	0.0	2.7	0.0	D
NET UTILIZATION (+/-)		0.1	-15.5	15.6	-8.9	5.0	-3.5	-1.8	-2.5	11.4	-0.3	2.7	0.0	-1.7	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	13	13	0	10		3									G
	Current Hires	6	0	6	0	1	0	0	0	4	0	1	0	0	1	H
	Current Goals	12	12	0	9		2		1							I
PROMO GOALS	*Previous Goals*	6	4	2			1		3							J
	Current Promos	4	0	4	0	3	0	0	0	1	0	0	0	0	0	K
	Current Goals	8	4	4			2	2	2					2		L
Promotion Within Category		2	0	2	0	2	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: **4C. CLERK AND CLERK TYPIST**

DATE: **May 31, 2025**

		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 %		95.7	8.7	87.0	8.7	26.1	0.0	17.4	0.0	34.8	0.0	8.7	0.0	0.0	4.3	A
WORKFORCE PARITY %		99.9	30.1	69.8	22.3	49.4	3.7	9.4	2.6	7.3	1.2	2.0	0.3	1.7	0.0	B
WORKFORCE #		23	2	20	2	6	0	4	0	8	0	2	0	0	1	C
WORKFORCE PARITY #		23.0	6.9	16.1	5.1	11.4	0.9	2.2	0.6	1.7	0.3	0.5	0.0	0.3	0.0	D
NET UTILIZATION (+/-)		0.0	-4.9	3.9	-3.1	-5.4	-0.9	1.8	-0.6	6.3	-0.3	1.5	0.0	-0.3	1.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	9	4	5	2	5	1		1							G
	Current Hires	12	1	11	0	2	1	4	0	5	0	0	0	0	0	H
	Current Goals	9	4	5	2	4	1		1					1		I
PROMO GOALS	*Previous Goals*	1	1	0	1	1										J
	Current Promos	0	0	0	0	0	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: **LOCAL**
CATEGORY OR CLASS: **SECRETARIAL/CLERICAL**
JOB GROUP: **4D. SECRETARIAL/CLERICAL**

DATE: **May 31, 2025**

		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 %		98.6	9.6	89.0	5.0	51.6	0.9	17.4	2.7	18.3	0.9	1.8	0.0	0.0	1.4	A
WORKFORCE PARITY %		100.1	17.0	83.1	10.0	53.0	3.1	10.2	2.6	15.0	0.9	2.5	0.4	2.4	0.0	B
WORKFORCE #		219	21	195	11	113	2	38	6	40	2	4	0	0	3	C
WORKFORCE PARITY #		219.2	37.2	182.0	21.9	116.1	6.8	22.3	5.7	32.9	2.0	5.5	0.1	4.7	0.0	D
NET UTILIZATION (+/-)		-0.2	-16.2	13.0	-10.9	-3.1	-4.8	15.7	0.3	7.2	0.0	-1.5	-0.1	-4.7	3.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	21	18	3	13	1	5					2				G
	Current Hires	33	2	31	1	15	1	7	0	7	0	1	0	1	1	H
	Current Goals	20	13	7	9	2	4					1		4		I
PROMO GOALS	*Previous Goals*	3	1	2	1	4						1				J
	Current Promos	18	2	16	1	7	0	3	1	5	0	1	0	0	0	K
	Current Goals	6	3	3	2	1	1					1		1		L
Promotion Within Category		5	1	4	1	3	0	0	0	1	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: **4E. ADMINISTRATIVE PROGRAM ASSISTANT 1**

DATE: **May 31, 2025**

		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 %		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	20.3	79.6	13.4	42.6	3.3	13.7	2.3	17.3	1.1	4.5	0.2	1.5	0.0	B
WORKFORCE #		12	1	11	1	7	0	1	0	3	0	0	0	0	0	C
WORKFORCE PARITY #		12.0	2.4	9.6	1.6	5.1	0.4	1.6	0.3	2.1	0.1	0.5	0.0	0.2	0.0	D
NET UTILIZATION (+/-)		0.0	-1.4	1.4	-0.6	1.9	-0.4	-0.6	-0.3	0.9	-0.1	-0.5	0.0	-0.2	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	3	2	1	1		1					1				G
	Current Hires	2	0	2	0	2	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	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		0	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: **4F. ADMINISTRATIVE PROGRAM ASSISTANT 2**

DATE: **May 31, 2025**

		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 %		100.0	1.9	98.1	1.9	64.8	0.0	9.3	0.0	18.5	0.0	5.6	0.0	0.0	0.0	A
WORKFORCE PARITY %		98.4	11.6	86.8	6.6	49.1	2.2	12.2	1.6	22.2	1.0	3.1	0.2	0.2	0.0	B
WORKFORCE #		54	1	53	1	35	0	5	0	10	0	3	0	0	0	C
WORKFORCE PARITY #		53.1	6.3	46.9	3.6	26.5	1.2	6.6	0.9	12.0	0.5	1.7	0.0	0.1	0.0	D
NET UTILIZATION (+/-)		0.9	-5.3	6.1	-2.6	8.5	-1.2	-1.6	-0.9	-2.0	-0.5	1.3	0.0	-0.1	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	7	4	3	2		1	2		1	1					G
	Current Hires	5	1	4	1	3	0	0	0	1	0	0	0	0	0	H
	Current Goals	4	4	0	1		1		1		1					I
								1								
PROMO GOALS	*Previous Goals*	8	2	6	2			2		3						J
	Current Promos	7	0	7	0	2	0	2	0	2	0	1	0	0	0	K
	Current Goals	6	2	4	2			2		2						L
Promotion Within Category		0	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, 2025**

		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 %		99.5	1.0	98.6	0.0	48.3	0.0	12.9	0.0	33.0	0.5	1.9	0.5	2.4	0.5	A
WORKFORCE PARITY %		99.7	10.9	88.8	6.9	44.4	1.1	13.4	2.0	25.4	0.7	2.8	0.2	2.8	0.0	B
WORKFORCE #		209	2	206	0	101	0	27	0	69	1	4	1	5	1	C
WORKFORCE PARITY #		208.4	22.8	185.6	14.4	92.8	2.3	28.0	4.2	53.1	1.5	5.9	0.0	5.8	0.0	D
NET UTILIZATION (+/-)		0.6	-20.8	20.4	-14.4	8.2	-2.3	-1.0	-4.2	15.9	-0.5	-1.9	1.0	-0.8	1.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	18	17	1	11		2	1	3		1					G
	Current Hires	41	0	41	0	16	0	5	0	17	0	2	0	1	0	H
	Current Goals	21	18	3	12		1		4		1	2		1		I
PROMO GOALS	*Previous Goals*	4	2	2	2			3								J
	Current Promos	4	0	4	0	1	0	2	0	1	0	0	0	0	0	K
	Current Goals	4	3	1	2		1	1								L
Promotion Within Category		0	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: **5A. CLINICAL/PARAPROFESSIONAL**

DATE: **May 31, 2025**

		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 %		98.2	22.8	75.4	5.3	40.4	8.8	8.8	8.8	22.8	0.0	3.5	0.0	0.0	1.8	A
WORKFORCE PARITY %		100.1	15.1	85.0	8.3	51.9	3.4	11.1	1.9	17.5	1.0	2.7	0.5	1.8	0.0	B
WORKFORCE #		57	13	43	3	23	5	5	5	13	0	2	0	0	1	C
WORKFORCE PARITY #		57.1	8.6	48.5	4.7	29.6	1.9	6.3	1.1	10.0	0.6	1.5	0.1	0.8	0.0	D
NET UTILIZATION (+/-)		-0.1	4.4	-5.5	-1.7	-6.6	3.1	-1.3	3.9	3.0	-0.6	0.5	-0.1	-0.8	1.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	9	4	5	2	5			1		1					G
	Current Hires	7	3	4	0	1	0	1	3	2	0	0	0	0	0	H
	Current Goals	8	3	5	2	4					1			1		I
PROMO GOALS	*Previous Goals*	2	0	2		2										J
	Current Promos	3	1	2	0	2	0	0	1	0	0	0	0	0	0	K
	Current Goals	4	0	4		3		1								L
Promotion Within Category		1	0	1	0	1	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: **5B. TECHNICAL/PARAPROFESSIONAL**

DATE: **May 31, 2025**

		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 %		97.7	30.7	67.0	20.5	51.1	3.4	5.7	5.1	5.1	1.7	5.1	0.0	0.0	2.3	A
WORKFORCE PARITY %		99.9	16.5	83.4	9.3	50.7	3.3	12.4	2.5	15.7	1.3	2.7	0.1	1.9	0.0	B
WORKFORCE #		176	54	118	36	90	6	10	9	9	3	9	0	0	4	C
WORKFORCE PARITY #		175.8	29.0	146.8	16.4	89.2	5.8	21.8	4.4	27.6	2.3	4.8	0.1	2.2	0.0	D
NET UTILIZATION (+/-)		0.2	25.0	-28.8	19.6	0.8	0.2	-11.8	4.6	-18.6	0.7	4.2	-0.1	-2.2	4.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	28	0	28				13		15						G
	Current Hires	28	9	19	6	9	2	3	0	3	1	4	0	0	0	H
	Current Goals	29	0	29				10		17				2		I
PROMO GOALS	*Previous Goals*	3	0	3		2				2						J
	Current Promos	2	1	1	1	1	0	0	0	0	0	0	0	0	1	K
	Current Goals	4	0	4				2		2						L
Promotion Within Category		5	2	3	2	1	0	2	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, 2025**

		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 %		94.4	20.8	73.6	13.6	36.8	2.4	8.8	3.2	22.4	1.6	5.6	0.0	0.0	5.6	A
WORKFORCE PARITY %		99.8	18.1	81.7	10.9	51.2	3.0	11.8	2.3	14.3	1.6	2.6	0.3	1.8	0.0	B
WORKFORCE #		125	26	92	17	46	3	11	4	28	2	7	0	0	7	C
WORKFORCE PARITY #		124.8	22.6	102.1	13.6	64.0	3.8	14.8	2.9	17.9	2.0	3.3	0.1	1.7	0.0	D
NET UTILIZATION (+/-)		0.3	3.4	-10.1	3.4	-18.0	-0.8	-3.8	1.1	10.1	0.0	3.8	-0.1	-1.7	7.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	14	2	12		9	2	3								G
	Current Hires	35	7	28	4	11	1	2	2	14	0	1	0	0	3	H
	Current Goals	22	1	21		16	1	3						2		I
PROMO GOALS	*Previous Goals*	1	0	1		2										J
	Current Promos	3	0	3	0	1	0	0	0	1	0	1	0	0	0	K
	Current Goals	3	0	3		2		1								L
Promotion Within Category		1	1	0	1	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: **5D. MEDICAL ASSISTANTS**

DATE: **May 31, 2025**

		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 %		98.9	4.1	94.8	1.1	46.1	1.1	12.9	1.1	30.6	0.7	4.4	0.0	0.7	1.1	A
WORKFORCE PARITY %		99.8	11.3	88.5	6.5	50.6	2.0	9.9	1.7	23.6	0.9	1.9	0.2	2.5	0.0	B
WORKFORCE #		271	11	257	3	125	3	35	3	83	2	12	0	2	3	C
WORKFORCE PARITY #		270.5	30.6	239.8	17.6	137.1	5.4	26.8	4.6	64.0	2.4	5.1	0.0	6.4	0.0	D
NET UTILIZATION (+/-)		0.5	-19.6	17.2	-14.6	-12.1	-2.4	8.2	-1.6	19.0	-0.4	6.9	0.0	-4.4	3.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	22	14	8	10	8			3		1					G
	Current Hires	57	4	53	0	19	1	10	2	20	1	4	0	0	0	H
	Current Goals	32	19	13	15	9	2		2					4		I
PROMO GOALS	*Previous Goals*	0	0	0		3										J
	Current Promos	1	0	1	0	1	0	0	0	0	0	0	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	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, 2025**

		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 %		96.7	35.2	61.5	25.3	42.9	3.3	5.5	3.3	8.8	1.1	1.1	2.2	3.3	3.3	A
WORKFORCE PARITY %		99.8	29.1	70.7	19.5	42.2	2.5	8.8	3.4	15.5	3.0	3.0	0.7	1.2	0.0	B
WORKFORCE #		91	32	56	23	39	3	5	3	8	1	1	2	3	3	C
WORKFORCE PARITY #		90.8	26.5	64.3	17.7	38.4	2.3	8.0	3.1	14.1	2.7	2.7	0.2	0.7	0.0	D
NET UTILIZATION (+/-)		0.2	5.5	-8.3	5.3	0.6	0.7	-3.0	-0.1	-6.1	-1.7	-1.7	1.8	2.3	3.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	8	2	6				1		3	2	2				G
	Current Hires	7	3	4	2	4	0	0	0	0	0	0	1	0	0	H
	Current Goals	9	2	7				2		4	2	1				I
PROMO GOALS	*Previous Goals*	4	0	4		1				4						J
	Current Promos	4	0	4	0	3	0	0	0	1	0	0	0	0	0	K
	Current Goals	4	0	4				1		2		1				L
Promotion Within Category		0	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: **5F. DENTAL ASSISTANT**

DATE: **May 31, 2025**

		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 %		100.0	3.8	96.2	1.9	54.7	0.0	9.4	1.9	30.2	0.0	1.9	0.0	0.0	0.0	A
WORKFORCE PARITY %		100.0	14.4	85.6	9.0	50.3	2.2	9.4	2.0	21.6	1.0	1.9	0.2	2.4	0.0	B
WORKFORCE #		53	2	51	1	29	0	5	1	16	0	1	0	0	0	C
WORKFORCE PARITY #		53.0	7.6	45.4	4.8	26.7	1.2	5.0	1.1	11.4	0.5	1.0	0.0	1.2	0.0	D
NET UTILIZATION (+/-)		0.0	-5.6	5.6	-3.8	2.3	-1.2	0.0	-0.1	4.6	-0.5	0.0	0.0	-1.2	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	5	5	0	3		1				1					G
	Current Hires	9	0	9	0	3	0	1	0	5	0	0	0	0	0	H
	Current Goals	7	6	1	4		1				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		1	0	1	0	0	0	0	0	1	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, 2025**

		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 %		100.0	97.1	2.9	77.1	2.9	5.7	0.0	14.3	0.0	0.0	0.0	0.0	0.0	0.0	A
WORKFORCE PARITY %		100.0	97.8	2.2	61.6	1.1	5.8	0.2	29.0	0.8	0.7	0.1	0.7	0.0	0.0	B
WORKFORCE #		35	34	1	27	1	2	0	5	0	0	0	0	0	0	C
WORKFORCE PARITY #		35.0	34.2	0.8	21.6	0.4	2.0	0.1	10.2	0.3	0.2	0.0	0.2	0.0	0.0	D
NET UTILIZATION (+/-)		0.0	-0.2	0.2	5.4	0.6	0.0	-0.1	-5.2	-0.3	-0.2	0.0	-0.2	0.0	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	5	5	0			1		4							G
	Current Hires	3	3	0	3	0	0	0	0	0	0	0	0	0	0	H
	Current Goals	6	6	0					5				1			I
PROMO GOALS	*Previous Goals*	2	2	0					2							J
	Current Promos	2	2	0	1	0	0	0	1	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	0	M

*Hiring goals set in lieu of promotional goals due to no eligible employees in the promotional pools.

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, 2025**

		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 %		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 %		100.0	79.8	20.2	38.0	11.8	23.1	4.3	15.9	3.8	1.0	0.0	1.8	0.3	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**	**0.2**	**-0.2**	**-0.4**	**-0.1**	**-0.2**	**0.0**	**0.8**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	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	0	H
	Current Goals	1	0	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	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, 2025**

		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 %		100.0	75.0	25.0	51.0	16.3	8.7	1.0	13.5	6.7	1.9	1.0	0.0	0.0	0.0	A
WORKFORCE PARITY %		100.1	69.1	31.0	40.0	13.8	9.9	3.2	16.6	12.5	1.3	0.9	1.3	0.6	0.0	B
WORKFORCE #		104	78	26	53	17	9	1	14	7	2	1	0	0	0	C
WORKFORCE PARITY #		104.1	71.9	32.2	41.6	14.4	10.3	3.3	17.3	13.0	1.4	0.9	1.0	0.2	0.0	D
NET UTILIZATION (+/-)		-0.1	6.1	-6.2	11.4	2.6	-1.3	-2.3	-3.3	-6.0	0.6	0.1	-1.0	-0.2	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	12	3	9		2	2	2	1	5						G
	Current Hires	6	3	3	1	3	1	0	1	0	0	0	0	0	0	H
	Current Goals	12	5	7			1	2	3	5			1			I
PROMO GOALS	*Previous Goals*	4	1	3					1							J
	Current Promos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	K
	Current Goals	1	0	1						1						L
Promotion Within Category		2	0	2	0	1	0	1	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, 2025**

		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 %		100.0	28.3	71.7	3.3	43.3	6.7	3.3	18.3	21.7	0.0	3.3	0.0	0.0	0.0	A
WORKFORCE PARITY %		99.9	36.3	63.6	10.7	38.8	17.5	2.1	7.4	21.8	0.2	0.4	0.5	0.5	0.0	B
WORKFORCE #		60	17	43	2	26	4	2	11	13	0	2	0	0	0	C
WORKFORCE PARITY #		59.9	21.8	38.2	6.4	23.3	10.5	1.3	4.4	13.1	0.1	0.2	0.1	0.2	0.0	D
NET UTILIZATION (+/-)		0.1	-4.8	4.8	-4.4	2.7	-6.5	0.7	6.6	-0.1	-0.1	1.8	-0.1	-0.2	0.0	E
PREVIOUS 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	F
HIRING GOALS	*Previous Goals*	6	6	0	6											G
	Current Hires	4	1	3	0	1	0	0	1	2	0	0	0	0	0	H
	Current Goals	9	8	1	4		4			1						I
PROMO GOALS	*Previous Goals*	4	1	3			1			5						J
	Current Promos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	K
	Current Goals	3	3	0			3									L
Promotion Within Category		0	0	0	0	0	0	0	0	0	0	0	0	0	0	M

UCONN HEALTH
UTILIZATION ANALYSIS
Hiring and Promotional Goals

OCCUPATIONAL CATEGORY: **Grand Total**
POSITION CLASSIFICATION: **All**

DATE: **May 31, 2025**

		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 %		99.2	25.9	73.3	17.5	47.5	1.9	6.9	2.7	11.8	3.7	6.2	0.7	1.1	4.7	A
WORKFORCE PARITY %		3696.9	1123.4	2574	739.5	1705	121	293	142	374	106	158	16	44	0	B
WORKFORCE #		4005	1037	2935	701	1903	75	278	107	474	147	249	7	31	33	C
WORKFORCE PARITY #		148061	44992	103069	29617	68289	4838	11727	5671	14971	4237	6332	163	1283	0	D
NET UTILIZATION (+/-)		-144055.8	-43955.2	-100133.7	-28916.0	-66386.3	-4763.0	-11448.6	-5564.1	-14496.7	-4090.3	-6082.9	-155.8	-1251.6	33.0	E
PREVIOUS UTILIZATION																F
HIRING GOALS	*Previous Goals*	427	224	203	133	100	36	54	23	40	32	9	0	0	0	G
	Current Hires	538	114	415	71	222	11	45	16	102	15	39	1	7	9	H
	Current Goals	454	213	241	123	119	32	51	26	39	27	11	5	21	0	I
PROMO GOALS	*Previous Goals*	134	38	96	21	40	2	19	12	22	3	15	0	0	0	J
	Current Promos	180	39	140	24	92	3	11	4	19	8	17	0	1	1	K
	Current Goals	133	40	93	18	26	5	23	9	25	8	14	0	5	0	L
Promotion Within Category		78	30	48	12	30	18	7	0	5	0	6	0	0		M

EMPLOYMENT ANALYSES
(Sec. *46a-68-86)*
September 2025

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.

1. 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."

2. 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: **EXECUTIVE/ADMINISTRATIVE**
POSITION OR POSITION CLASSIFICATION: **1A. EXECUTIVE**

DATE: **May 31, 2025**

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	34	17	17	15	14	1	3	0	0	1	0	0	0	0	A
Workforce Number Prior Filing	35	16	19	14	16	1	3	0	0	1	0	0	0	0	B
Net Change(+or-)	-1	1	-2	1	-2	0	0	0	0	0	0	0	0	0	C
HIRES	1	1	0	1											D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
TRANSFERS IN (Storrs)	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	**3**	**2**	**1**	**2**	**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	0	0	0												R
RESIGNATIONS	1	0	1		1										S
RETIREMENTS	1	0	1		1										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	**4**	**1**	**3**	**1**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE**
POSITION OR POSITION CLASSIFICATION: **1B. UNIVERSITY DIRECTOR**
DATE: **May 31, 2025**

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	117	38	79	32	64	4	7	2	4	0	3	0	1	0	A
Workforce Number Prior Filing	106	33	73	28	62	3	5	2	3	0	2	0	1	0	B
Net Change(+or-)	11	5	6	4	2	1	2	0	1	0	1	0	0	0	C
HIRES	9	6	3	6	1		1				1				D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	10	2	8	1	5	1	2		1						G
PT TO FT STAFF	0	0	0												H
VOL. DEMO INTO CATEGORY	1	0	1		1										I
DATA ADJUSTMENT	0	0	0												J
TOTAL INCREASES	**20**	**8**	**12**	**7**	**7**	**1**	**3**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	K
DECEASED	1	1	0	1											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	2	1	1	1	1										R
RESIGNATIONS	5	1	4	1	4										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**	**3**	**5**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	2	0	2		2										Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE**
POSITION OR POSITION CLASSIFICATION: **1C. MANAGERS**

DATE: **May 31, 2025**

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	113	17	96	14	79	2	3	1	6	0	7	0	1	0	A
Workforce Number Prior Filing	102	17	84	16	71	1	4	0	5	0	3	0	1	1	B
Net Change(+or-)	11	0	12	-2	8	1	-1	1	1	0	4	0	0	-1	C
HIRES	3	0	3		2		1								D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	22	4	18	1	12	2		1	2		4				G
PT TO FT STAFF	1	1	0	1											H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	1	0	1								1				
TOTAL INCREASES	**27**	**5**	**22**	**2**	**14**	**2**	**1**	**1**	**2**	**0**	**5**	**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	9	3	6	2	3	1	2		1						R
RESIGNATIONS	2	0	2		2										S
RETIREMENTS	3	2	1	2	1										T
TRANSFERS	0	0	0												U
VOL. DEMOTION OUT OF CATEGORY	1	0	1								1				V
DATA ADJUSTMENT	1	0	0											1	W
TOTAL REDUCTIONS	**16**	**5**	**10**	**4**	**6**	**1**	**2**	**0**	**1**	**0**	**1**	**0**	**0**	**1**	X
PROMOTIONS WITHIN CATEGORY	3	1	2	1	2										Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 UU to 1 AF from update to employee's demographic profile.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **FACULTY**

DATE: **May 31, 2025**

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	AAIANHNPI MALE	AAIANHNPI FEMALE	2+ RACES MALE	2+ RACES FEMALE	UNKNOWN	
Workforce Number Current Filing	19	17	2	14	2	0	0	1	0	2	0	0	0	0	A
Workforce Number Prior Filing	20	17	3	15	3	0	0	1	0	1	0	0	0	0	B
Net Change(+or-)	-1	0	-1	-1	-1	0	0	0	0	1	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	1	1	0							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	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**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	0	0	0												R
RESIGNATIONS	0	0	0												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	**2**	**1**	**1**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

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	135	85	50	55	31	4	4	6	2	20	13	0	0	0	A
Workforce Number Prior Filing	131	87	44	57	26	4	3	6	2	20	13	0	0	0	B
Net Change(+or-)	4	-2	6	-2	5	0	1	0	0	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	15	7	8	4	5		1			3	2				G
PT TO FT STAFF	0	0	0												
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**16**	**7**	**9**	**4**	**6**	**0**	**1**	**0**	**0**	**3**	**2**	**0**	**0**	**0**	K
DECEASED	1	1	0	1											L
DISMISSALS	0	0	0												M
FT TO PT STAFF	3	3	0	3											N
INVOL. DEMOTION	0	0	0												O
LATERAL TRANSFER	0	0	0												P
LAYOFFS	0	0	0												Q
PROMO. OUT OF CATEGORY	1	1	0							1					R
RESIGNATIONS	3	2	1							2	1				S
RETIREMENTS	3	2	1	2	1										T
TRANSFERS	0	0	0												U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
DATA ADJUSTMENT	1	0	1								1				W
TOTAL REDUCTIONS	**12**	**9**	**3**	**6**	**1**	**0**	**0**	**0**	**0**	**3**	**2**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 AF from 2B to 2C, correcting job coding error

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **FACULTY**
DATE: **May 31, 2025**
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	149	84	65	51	38	2	3	4	4	26	20	1	0	0	A
Workforce Number Prior Filing	142	86	56	52	34	2	4	4	4	27	14	1	0	0	B
Net Change(+or-)	7	-2	9	-1	4	0	-1	0	0	-1	6	0	0	0	C
HIRES	3	1	2	1	1						1				D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	21	8	13	4	8					4	5				G
PT TO FT STAFF	2	0	2		1						1				H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	1	0	1								1				
TOTAL INCREASES	**27**	**9**	**18**	**5**	**10**	**0**	**0**	**0**	**0**	**4**	**8**	**0**	**0**	**0**	**K**
DECEASED	0	0	0												L
DISMISSALS	1	1	0							1					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	15	7	8	4	5		1			3	2				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	**20**	**11**	**9**	**6**	**6**	**0**	**1**	**0**	**0**	**5**	**2**	**0**	**0**	**0**	**X**
PROMOTIONS WITHIN CATEGORY	3	2	1	2							1				Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 AF from 2B to 2C, correcting job coding error

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **FACULTY**
DATE: **May 31, 2025**
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	296	136	154	79	79	4	5	13	17	40	50	0	3	6	A
Workforce Number Prior Filing	298	129	167	74	87	3	7	10	14	42	56	0	3	2	B
Net Change(+or-)	-2	7	-13	5	-8	1	-2	3	3	-2	-6	0	0	4	C
HIRES	45	22	20	12	9	1		3	5	6	6			3	D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	3	2	1	2	1										G
PT TO FT STAFF	1	0	1								1				H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	2	0	1								1			1	
TOTAL INCREASES	**51**	**24**	**23**	**14**	**10**	**1**	**0**	**3**	**5**	**6**	**8**	**0**	**0**	**4**	K
DECEASED	0	0	0												L
DISMISSALS	4	1	3				1			1	2				M
FT TO PT STAFF	11	3	8	1	5				1	2	2				N
INVOL. DEMOTION	0	0	0												O
LATERAL TRANSFER	0	0	0												P
LAYOFFS	0	0	0												Q
PROMO. OUT OF CATEGORY	21	8	13	4	8					4	5				R
RESIGNATIONS	14	5	9	4	3		1		1	1	4				S
RETIREMENTS	0	0	0												T
TRANSFERS	1	0	1		1										U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
DATA ADJUSTMENT	2	0	2		1						1				W
TOTAL REDUCTIONS	**53**	**17**	**36**	**9**	**18**	**0**	**2**	**0**	**2**	**8**	**14**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

Data Adjustment: 1 AF to 1 UU and 1 WF to 1 AF from update to employees' demographic profile.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **FACULTY**
POSITION OR POSITION CLASSIFICATION: **2E. INSTRUCTOR**

DATE: **May 31, 2025**

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	27	11	15	3	6	0	0	2	4	6	5	0	0	1	A
Workforce Number Prior Filing	29	12	17	5	8	0	0	2	3	5	6	0	0	0	B
Net Change(+or-)	-2	-1	-2	-2	-2	0	0	0	1	1	-1	0	0	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	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	**3**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**1**	**0**	**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	0	0	0												P
LAYOFFS	0	0	0												Q
PROMO. OUT OF CATEGORY	1	1	0	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	0	0	0												W
TOTAL REDUCTIONS	**5**	**2**	**3**	**2**	**2**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3A. REGISTERED NURSE**

DATE: **May 31, 2025**

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	227	34	193	25	134	2	21	2	20	3	17	2	1	0	A
Workforce Number Prior Filing	214	32	181	24	128	1	20	2	20	3	12	2	1	1	B
Net Change(+or-)	13	2	12	1	6	1	1	0	0	0	5	0	0	-1	C
HIRES	41	5	36	4	23	1	1		5		7				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	1	9	1	7		1						1		H
VOL. DEMO INTO CATEGORY	2	0	2		2										I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**53**	**6**	**47**	**5**	**32**	**1**	**2**	**0**	**5**	**0**	**7**	**0**	**1**	**0**	K
DECEASED	0	0	0												L
DISMISSALS	0	0	0												M
FT TO PT STAFF	10	1	9	1	7		1		1						N
INVOL. DEMOTION	0	0	0												O
LATERAL TRANSFER	0	0	0												P
LAYOFFS	0	0	0												Q
PROMO. OUT OF CATEGORY	5	0	5		5										R
RESIGNATIONS	24	2	21	2	14				4		2		1	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	**40**	**4**	**35**	**4**	**26**	**0**	**1**	**0**	**5**	**0**	**2**	**0**	**1**	**1**	X
PROMOTIONS WITHIN CATEGORY	16	12	4			12	4								Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3B. NURSING SUPERVISOR**

DATE: **May 31, 2025**

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	23	3	21	0	0	0	2	0	0	0	0	0	A
Workforce Number Prior Filing	24	2	22	2	19	0	0	0	2	0	1	0	0	0	B
Net Change(+or-)	2	1	1	1	2	0	0	0	0	0	-1	0	0	0	C
HIRES	3	0	3		3										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	1	0	1											H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**6**	**1**	**5**	**1**	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**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	2	0	2		1						1				R
RESIGNATIONS	0	0	0												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	**4**	**0**	**4**	**0**	**3**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3C. SPECIALIZED NURSES**

DATE: **May 31, 2025**

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	79	8	71	7	56	0	3	1	7	0	4	0	1	0	A
Workforce Number Prior Filing	76	9	66	8	51	0	2	1	6	0	6	0	1	1	B
Net Change(+or-)	3	-1	5	-1	5	0	1	0	1	0	-2	0	0	-1	C
HIRES	9	0	9		8				1						D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	4	0	4		4										G
PT TO FT STAFF	4	1	3	1	2		1								H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**17**	**1**	**16**	**1**	**14**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	K
DECEASED	0	0	0												L
DISMISSALS	0	0	0												M
FT TO PT STAFF	5	1	4	1	3						1				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	5	1	3	1	3									1	S
RETIREMENTS	2	0	2		1						1				T
TRANSFERS	0	0	0												U
VOL. DEMOTION OUT OF CATEGORY	1	0	1		1										V
DATA ADJUSTMENT	0	0	0												W
TOTAL REDUCTIONS	**14**	**2**	**11**	**2**	**9**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**1**	X
PROMOTIONS WITHIN CATEGORY	4	0	4		4										Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3D. CLINICAL SUPERVISORS**
DATE: **May 31, 2025**

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	25	10	15	8	15	2	0	0	0	0	0	0	0	0	A
Workforce Number Prior Filing	20	9	11	7	11	2	0	0	0	0	0	0	0	0	B
Net Change(+or-)	5	1	4	1	4	0	0	0	0	0	0	0	0	0	C
HIRES	3	0	3		3										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	0	0	0												H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**8**	**2**	**6**	**2**	**6**	**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	1	1	0	1											S
RETIREMENTS	1	0	1		1										T
TRANSFERS	0	0	0												U
VOL. DEMOTION OUT OF CATEGORY	1	0	1		1										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	1	0	1		1										Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3E. CLINICAL GROUP**

DATE: **May 31, 2025**

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	179	54	125	45	98	0	2	3	10	5	13	1	2	0	A
Workforce Number Prior Filing	161	50	111	43	88	0	1	1	10	5	11	1	1	0	B
Net Change(+or-)	18	4	14	2	10	0	1	2	0	0	2	0	1	0	C
HIRES	44	14	30	12	23		1	2	2		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	3	0	3		3										H
VOL. DEMO INTO CATEGORY	0	0	0												I
ADJUSTMENT	0	0	0												
TOTAL INCREASES	**47**	**14**	**33**	**12**	**26**	**0**	**1**	**2**	**2**	**0**	**2**	**0**	**2**	**0**	K
DECEASED	1	1	0	1											L
DISMISSALS	2	1	1	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	6	2	4	2	3				1						R
RESIGNATIONS	13	3	10	3	9				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
ADJUSTMENT	0	0	0												W
TOTAL REDUCTIONS	**29**	**10**	**19**	**10**	**16**	**0**	**0**	**0**	**2**	**0**	**0**	**0**	**1**	**0**	X
PROMOTIONS WITHIN CATEGORY	6	1	5	1	3				1		1				Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3F. RESEARCH**

DATE: **May 31, 2025**

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	155	36	119	19	67	2	10	3	17	12	24	0	1	0	A
Workforce Number Prior Filing	162	45	116	23	69	5	10	5	13	12	22	0	2	1	B
Net Change(+or-)	-7	-9	3	-4	-2	-3	0	-2	4	0	2	0	-1	-1	C
HIRES	23	5	18	1	6		1	1	6	3	4		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	3	0	3		2						1				H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**27**	**5**	**22**	**1**	**9**	**0**	**1**	**1**	**6**	**3**	**5**	**0**	**1**	**0**	K
DECEASED	0	0	0												L
DISMISSALS	3	3	0	2		1									M
FT TO PT STAFF	4	0	4		4										N
INVOL. DEMOTION	0	0	0												O
LATERAL TRANSFER	0	0	0												P
LAYOFFS	3	1	2	1			1						1		Q
PROMO. OUT OF CATEGORY	4	1	3	1	2				1						R
RESIGNATIONS	20	9	10	1	5	2		3	1	3	3		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	**34**	**14**	**19**	**5**	**11**	**3**	**1**	**3**	**2**	**3**	**3**	**0**	**2**	**1**	X
PROMOTIONS WITHIN CATEGORY	10	5	5			5			1		4				Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
DATE: **May 31, 2025**
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	52	14	38	9	28	2	2	0	1	3	6	0	1	0	A
Workforce Number Prior Filing	53	12	41	9	31	1	2	0	1	2	5	0	2	0	B
Net Change(+or-)	-1	2	-3	0	-3	1	0	0	0	1	1	0	-1	0	C
HIRES	6	3	3		2	1	1	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	1	0	1								1				
TOTAL INCREASES	**7**	**3**	**4**	**0**	**2**	**1**	**1**	**1**	**0**	**1**	**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	1	0	1		1										R
RESIGNATIONS	2	0	2		2										S
RETIREMENTS	2	0	2		2										T
TRANSFERS	1	0	1				1								U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
DATA ADJUSTMENT	1	0	1										1		W
TOTAL REDUCTIONS	**8**	**1**	**7**	**0**	**5**	**0**	**1**	**1**	**0**	**0**	**0**	**0**	**1**	**0**	X
PROMOTIONS WITHIN CATEGORY	2	1	1	1	1										Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 TF to 1 AF from update to employee's demographic profile.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3H. FINANCE GROUP**

DATE: **May 31, 2025**

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	75	13	62	6	43	2	6	3	6	2	5	0	2	0	A
Workforce Number Prior Filing	78	16	62	9	43	2	6	3	7	2	5	0	1	0	B
Net Change(+or-)	-3	-3	0	-3	0	0	0	0	-1	0	0	0	1	0	C
HIRES	6	1	5	1	3						1		1		D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	4	1	3	1	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	**10**	**2**	**8**	**2**	**5**	**0**	**0**	**0**	**1**	**0**	**1**	**0**	**1**	**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	5	1	4	1	2				1		1				R
RESIGNATIONS	4	2	2	2	1				1						S
RETIREMENTS	2	1	1	1	1										T
TRANSFERS	0	0	0												U
VOL. DEMOTION OUT OF CATEGORY	2	1	1	1	1										V
DATA ADJUSTMENT	0	0	0												W
TOTAL REDUCTIONS	**13**	**5**	**8**	**5**	**5**	**0**	**0**	**0**	**2**	**0**	**1**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	3	1	2		1	1			1						Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3I. ADMINISTRATIVE GROUP**

DATE: **May 31, 2025**

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	142	19	109	1	13	2	14	5	6	0	0	2	A
Workforce Number Prior Filing	171	27	144	18	110	2	14	2	12	5	8	0	0	0	B
Net Change(+or-)	0	0	-2	1	-1	-1	-1	0	2	0	-2	0	0	2	C
HIRES	10	2	8	2	7		1								D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	11	0	11		7		1		2		1				G
PT TO FT STAFF	2	1	1	1	1										H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	2	0	0											2	
TOTAL INCREASES	**25**	**3**	**20**	**3**	**15**	**0**	**2**	**0**	**2**	**0**	**1**	**0**	**0**	**2**	K
DECEASED	1	0	1		1										L
DISMISSALS	3	1	2	1	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	8	0	8		7						1				R
RESIGNATIONS	5	1	4	1	2		1				1				S
RETIREMENTS	5	0	5		4						1				T
TRANSFERS	1	1	0			1									U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
DATA ADJUSTMENT	2	0	2		1		1								W
TOTAL REDUCTIONS	**25**	**3**	**22**	**2**	**16**	**1**	**3**	**0**	**0**	**0**	**3**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	4	1	3	1	3										Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 WF and 1 BF to UU from update of employees' demographic profile.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY** DATE: **May 31, 2025**

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	162	7	155	5	121	1	7	0	17	1	7	0	3	0	A
Workforce Number Prior Filing	154	8	146	5	112	1	7	0	16	1	7	1	4	0	B
Net Change(+or-)	8	-1	9	0	9	0	0	0	1	0	0	-1	-1	0	C
HIRES	7	0	7		6				1						D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	16	1	15	1	14				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	**26**	**1**	**25**	**1**	**22**	**0**	**0**	**0**	**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	10	1	9	1	8						1				R
RESIGNATIONS	2	0	2		1								1		S
RETIREMENTS	4	0	4		3				1						T
TRANSFERS	2	1	1		1							1			U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
DATA ADJUSTMENT	0	0	0												W
TOTAL REDUCTIONS	**18**	**2**	**16**	**1**	**13**	**0**	**0**	**0**	**1**	**0**	**1**	**1**	**1**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3K. SOCIAL WORKER**

DATE: **May 31, 2025**

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	30	3	27	3	21	0	5	0	1	0	0	0	0	0	A
Workforce Number Prior Filing	29	3	26	3	21	0	4	0	1	0	0	0	0	0	B
Net Change(+or-)	1	0	1	0	0	0	1	0	0	0	0	0	0	0	C
HIRES	4	0	4		3		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	1	0	1		1										H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**5**	**0**	**5**	**0**	**4**	**0**	**1**	**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	2	0	2		2										R
RESIGNATIONS	0	0	0												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	**4**	**0**	**4**	**0**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3L. TECHNICAL PROFESSIONAL**
DATE: **May 31, 2025**

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	234	130	104	104	78	10	7	10	6	6	12	0	1	0	A
Workforce Number Prior Filing	225	124	101	97	78	13	8	10	4	4	11	0	0	0	B
Net Change(+or-)	9	6	3	7	0	-3	-1	0	2	2	1	0	1	0	C
HIRES	16	9	7	6	3			1	3	2	1				D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	10	4	6	4	4						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	**27**	**13**	**14**	**10**	**8**	**0**	**0**	**1**	**3**	**2**	**2**	**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	5	2	3		2	1		1			1				R
RESIGNATIONS	5	3	2	2	1	1	1								S
RETIREMENTS	6	2	4	1	3	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	**18**	**7**	**11**	**3**	**8**	**3**	**1**	**1**	**1**	**0**	**1**	**0**	**0**	**0**	**X**
PROMOTIONS WITHIN CATEGORY	7	2	5	2	5										Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROFESSIONAL/NON-FACULTY**
POSITION OR POSITION CLASSIFICATION: **3M. NURSE PRACTITIONER**

DATE: **May 31, 2025**

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	7	95	6	79	0	7	1	3	0	6	0	0	0	A
Workforce Number Prior Filing	101	5	96	4	80	0	7	1	2	0	7	0	0	0	B
Net Change(+or-)	1	2	-1	2	-1	0	0	0	1	0	-1	0	0	0	C
HIRES	7	2	5	2	5										D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	2	0	2						1		1				G
PT TO FT STAFF	3	0	3		3										H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**12**	**2**	**10**	**2**	**8**	**0**	**0**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	K
DECEASED	0	0	0												L
DISMISSALS	0	0	0												M
FT TO PT STAFF	3	0	3		3										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	6	0	6		4						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	**11**	**0**	**11**	**0**	**9**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**
POSITION OR POSITION CLASSIFICATION: **4A. OFFICE ASSISTANT**
DATE: **May 31, 2025**

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	60	6	53	0	30	3	11	2	9	1	0	0	3	1	A
Workforce Number Prior Filing	63	5	58	0	33	3	11	2	11	0	0	0	3	0	B
Net Change(+or-)	-3	1	-5	0	-3	0	0	0	-2	1	0	0	0	1	C
HIRES	4	1	3		2	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	1	0	1				1								H
VOL. DEMO INTO CATEGORY	2	1	1						1	1					I
DATA ADJUSTMENT	1	0	0											1	
TOTAL INCREASES	**9**	**2**	**6**	**0**	**3**	**1**	**2**	**0**	**1**	**1**	**0**	**0**	**0**	**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	8	0	8		4		1		3						R
RESIGNATIONS	1	1	0			1									S
RETIREMENTS	1	0	1		1										T
TRANSFERS	1	0	1				1								U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
DATA ADJUSTMENT	1	0	1		1										W
TOTAL REDUCTIONS	**12**	**1**	**11**	**0**	**6**	**1**	**2**	**0**	**3**	**0**	**0**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

Data Adjustment: 1 WF to 1 UU from update of employee's demographic profile.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **May 31, 2025**

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	AAIANHNPI MALE	AAIANHNPI FEMALE	2+ RACES MALE	2+ RACES FEMALE	UNKNOWN	
Workforce Number Current Filing	108	2	106	1	58	0	12	0	30	1	5	0	1	0	A
Workforce Number Prior Filing	112	3	109	2	58	0	15	0	30	1	5	0	1	0	B
Net Change(+or-)	-4	-1	-3	-1	0	0	-3	0	0	0	0	0	0	0	C
HIRES	7	0	6		1				4		1			1	D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	4	0	4		3				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	**12**	**0**	**11**	**0**	**5**	**0**	**0**	**0**	**5**	**0**	**1**	**0**	**0**	**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	7	0	7		1		2		3		1				R
RESIGNATIONS	6	1	4	1	3				1					1	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	**16**	**1**	**14**	**1**	**5**	**0**	**3**	**0**	**5**	**0**	**1**	**0**	**0**	**1**	X
PROMOTIONS WITHIN CATEGORY	2	0	2		2										Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**
DATE: **May 31, 2025**
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	23	2	20	2	6	0	4	0	8	0	2	0	0	1	A
Workforce Number Prior Filing	26	3	22	3	7	0	8	0	4	0	3	0	0	1	B
Net Change(+or-)	-3	-1	-2	-1	-1	0	-4	0	4	0	-1	0	0	0	C
HIRES	11	1	10		2	1	3		5						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	1	0	1				1								H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**12**	**1**	**11**	**0**	**2**	**1**	**4**	**0**	**5**	**0**	**0**	**0**	**0**	**0**	**K**
DECEASED	0	0	0												L
DISMISSALS	4	1	3		1	1	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	1	5	1	2		3								R
RESIGNATIONS	4	0	4				4								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	**15**	**2**	**13**	**1**	**3**	**1**	**8**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**X**
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**
POSITION OR POSITION CLASSIFICATION: **4D. SECRETARIAL/CLERICAL**
DATE: **May 31, 2025**

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	219	21	195	11	113	2	38	6	40	2	4	0	0	3	A
Workforce Number Prior Filing	205	22	182	9	108	2	38	6	33	5	2	0	1	1	B
Net Change(+or-)	14	-1	13	2	5	0	0	0	7	-3	2	0	-1	2	C
HIRES	33	2	30	1	15	1	7		6		1		1	1	D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	18	2	16	1	7		3	1	5		1				G
PT TO FT STAFF	1	0	1						1						H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	1	0	0											1	
TOTAL INCREASES	**53**	**4**	**47**	**2**	**22**	**1**	**10**	**1**	**12**	**0**	**2**	**0**	**1**	**2**	**K**
DECEASED	0	0	0												L
DISMISSALS	6	1	5		2		3	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	7	0	7		6				1						R
RESIGNATIONS	19	2	17		6	1	7		3	1			1		S
RETIREMENTS	2	0	2		1				1						T
TRANSFERS	2	0	2		2										U
VOL. DEMOTION OUT OF CATEGORY	2	2	0							2					V
DATA ADJUSTMENT	1	0	1										1		W
TOTAL REDUCTIONS	**39**	**5**	**34**	**0**	**17**	**1**	**10**	**1**	**5**	**3**	**0**	**0**	**2**	**0**	**X**
PROMOTIONS WITHIN CATEGORY	5	1	4	1	3				1						Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 TF to 1 UU from update of employee's demographic record.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **May 31, 2025**

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	1	7	0	1	0	3	0	0	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		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	0	0	0												H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**3**	**0**	**3**	**0**	**3**	**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	2	0	2		2										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	**3**	**0**	**3**	**0**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **May 31, 2025**

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	54	1	53	1	35	0	5	0	10	0	3	0	0	0	A
Workforce Number Prior Filing	55	2	53	1	40	0	3	1	7	0	3	0	0	0	B
Net Change(+or-)	-1	-1	0	0	-5	0	2	-1	3	0	0	0	0	0	C
HIRES	4	0	4		3				1						D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	7	0	7		2		2		2		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	**12**	**1**	**11**	**1**	**5**	**0**	**2**	**0**	**3**	**0**	**1**	**0**	**0**	**0**	K
DECEASED	1	0	1		1										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	9	1	8	1	7						1				R
RESIGNATIONS	3	1	2		2			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	**13**	**2**	**11**	**1**	**10**	**0**	**0**	**1**	**0**	**0**	**1**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**
DATE: **May 31, 2025**
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	209	2	206	0	101	0	27	0	69	1	4	1	5	1	A
Workforce Number Prior Filing	194	2	191	0	96	0	24	1	63	0	4	1	4	1	B
Net Change(+or-)	15	0	15	0	5	0	3	-1	6	1	0	0	1	0	C
HIRES	41	0	41		16		5		17		2		1		D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	4	0	4		1		2		1						G
PT TO FT STAFF	0	0	0												H
VOL. DEMO INTO CATEGORY	4	1	3		1		1		1	1					I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**49**	**1**	**48**	**0**	**18**	**0**	**8**	**0**	**19**	**1**	**2**	**0**	**1**	**0**	K
DECEASED	0	0	0												L
DISMISSALS	2	0	2						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	11	0	11		5		1		4		1				R
RESIGNATIONS	15	1	14		6		2	1	6						S
RETIREMENTS	3	0	3		2		1								T
TRANSFERS	2	0	2				1		1						U
VOL. DEMOTION OUT OF CATEGORY	1	0	1						1						V
DATA ADJUSTMENT	0	0	0												W
TOTAL REDUCTIONS	**34**	**1**	**33**	**0**	**13**	**0**	**5**	**1**	**13**	**0**	**2**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
POSITION OR POSITION CLASSIFICATION: **5A. CLINICAL/PARAPROFESSIONAL**
DATE: **May 31, 2025**

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	13	43	3	23	5	5	5	13	0	2	0	0	1	A
Workforce Number Prior Filing	57	10	46	4	23	5	7	1	12	0	3	0	1	1	B
Net Change(+or-)	0	3	-3	-1	0	0	-2	4	1	0	-1	0	-1	0	C
HIRES	5	1	4		1		1	1	2						D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	3	1	2		2			1							G
PT TO FT STAFF	2	2	0					2							H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	1	0	1								1				
TOTAL INCREASES	**11**	**4**	**7**	**0**	**3**	**0**	**1**	**4**	**2**	**0**	**1**	**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	5	0	5		2				1		2				R
RESIGNATIONS	3	1	2	1			2								S
RETIREMENTS	1	0	1		1										T
TRANSFERS	0	0	0												U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
DATA ADJUSTMENT	1	0	1										1		W
TOTAL REDUCTIONS	**11**	**1**	**10**	**1**	**3**	**0**	**3**	**0**	**1**	**0**	**2**	**0**	**1**	**0**	X
PROMOTIONS WITHIN CATEGORY	1	0	1		1										Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 TF to 1 AF from update of employee's demographic profile.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
DATE: **May 31, 2025**
POSITION OR POSITION CLASSIFICATION: **5B. TECHNICAL/PARAPROFESSIONAL**

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	176	54	118	36	90	6	10	9	9	3	9	0	0	4	A
Workforce Number Prior Filing	180	57	121	37	92	6	10	12	12	2	7	0	0	2	B
Net Change(+or-)	-4	-3	-3	-1	-2	0	0	-3	-3	1	2	0	0	2	C
HIRES	27	9	18	6	9	2	2		3	1	4				2
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	3	1	1	1	1									1	G
PT TO FT STAFF	1	0	1				1								0
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	1	0	0											1	
TOTAL INCREASES	**32**	**10**	**20**	**7**	**10**	**2**	**3**	**0**	**3**	**1**	**4**	**0**	**0**	**2**	K
DECEASED	1	0	1				1								L
DISMISSALS	4	2	2		1	2			1						M
FT TO PT STAFF	5	1	4	1	1				2		1				N
INVOL. DEMOTION	0	0	0												O
LATERAL TRANSFER	0	0	0												P
LAYOFFS	2	1	1		1			1							Q
PROMO. OUT OF CATEGORY	4	3	1	2	1			1							R
RESIGNATIONS	14	4	10	4	4		2		3		1				S
RETIREMENTS	4	1	3	1	3										T
TRANSFERS	1	1	0					1							U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
DATA ADJUSTMENT	1	0	1		1										W
TOTAL REDUCTIONS	**36**	**13**	**23**	**8**	**12**	**2**	**3**	**3**	**6**	**0**	**2**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	5	2	3	2	1		2								Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 WF to 1 UU from update of employee's demographic profile.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
POSITION OR POSITION CLASSIFICATION: **5C. HEALTH CARE SUPPORT**

DATE: **May 31, 2025**

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	125	26	92	17	46	3	11	4	28	2	7	0	0	7	A
Workforce Number Prior Filing	112	24	84	15	48	2	11	5	18	2	5	0	2	4	B
Net Change(+or-)	13	2	8	2	-2	1	0	-1	10	0	2	0	-2	3	C
HIRES	38	7	28	4	11	1	2	2	14		1			3	D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	3	0	3		1				1		1				G
PT TO FT STAFF	0	0	0												H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	1	0	0											1	
TOTAL INCREASES	**42**	**7**	**31**	**4**	**12**	**1**	**2**	**2**	**15**	**0**	**2**	**0**	**0**	**4**	K
DECEASED	0	0	0												L
DISMISSALS	5	0	4		3				1					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	0	0	0												Q
PROMO. OUT OF CATEGORY	5	0	5		3				1				1		R
RESIGNATIONS	11	2	9	1	3		2	1	3				1		S
RETIREMENTS	2	1	1	1	1										T
TRANSFERS	0	0	0												U
VOL. DEMOTION OUT OF CATEGORY	1	0	1		1										V
DATA ADJUSTMENT	1	0	1		1										W
TOTAL REDUCTIONS	**29**	**5**	**23**	**2**	**14**	**0**	**2**	**3**	**5**	**0**	**0**	**0**	**2**	**1**	X
PROMOTIONS WITHIN CATEGORY	1	1	0	1											Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 WF to 1 UU from update of employee's demographic profile.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
POSITION OR POSITION CLASSIFICATION: **5D. MEDICAL ASSISTANTS**

DATE: **May 31, 2025**

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	271	11	257	3	125	3	35	3	83	2	12	0	2	3	A
Workforce Number Prior Filing	255	12	241	7	122	2	31	2	76	1	10	0	2	2	B
Net Change(+or-)	16	-1	16	-4	3	1	4	1	7	1	2	0	0	1	C
HIRES	54	4	50		17	1	10	2	19	1	4				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	3	0	3		2				1						H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	1	0	0											1	
TOTAL INCREASES	**59**	**4**	**54**	**0**	**20**	**1**	**10**	**2**	**20**	**1**	**4**	**0**	**0**	**1**	**K**
DECEASED	0	0	0												L
DISMISSALS	2	1	1				1	1							M
FT TO PT STAFF	5	0	5		2		2		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				2						R
RESIGNATIONS	28	3	25	3	12		2		9		2				S
RETIREMENTS	1	0	1		1										T
TRANSFERS	0	0	0												U
VOL. DEMOTION OUT OF CATEGORY	3	0	3		1		1		1						V
DATA ADJUSTMENT	1	1	0	1											W
TOTAL REDUCTIONS	**43**	**5**	**38**	**4**	**17**	**0**	**6**	**1**	**13**	**0**	**2**	**0**	**0**	**0**	**X**
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 WM to 1 UU from update of employee's demographic profile.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL** DATE: **May 31, 2025**

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	32	56	23	39	3	5	3	8	1	1	2	3	3	A
Workforce Number Prior Filing	91	30	58	22	39	3	7	3	8	1	1	1	3	3	B
Net Change(+or-)	0	2	-2	1	0	0	-2	0	0	0	0	1	0	0	C
HIRES	7	3	4	2	4							1			D
INVOL. DEMOTION INTO CATEGORY	0	0	0												E
LATERAL TRANSFER	0	0	0												F
PROMOTIONS INTO CATEGORY	4	0	4		3				1						G
PT TO FT STAFF	0	0	0												H
VOL. DEMO INTO CATEGORY	1	1	0	1											I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**12**	**4**	**8**	**3**	**7**	**0**	**0**	**0**	**1**	**0**	**0**	**1**	**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	7	0	7		6		1								R
RESIGNATIONS	3	1	2	1	1				1						S
RETIREMENTS	1	1	0	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	**12**	**2**	**10**	**2**	**7**	**0**	**2**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**
POSITION OR POSITION CLASSIFICATION: **5F. DENTAL ASSISTANT**

DATE: **May 31, 2025**

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	2	51	1	29	0	5	1	16	0	1	0	0	0	A
Workforce Number Prior Filing	49	3	46	2	27	0	5	1	13	0	1	0	0	0	B
Net Change(+or-)	4	-1	5	-1	2	0	0	0	3	0	0	0	0	0	C
HIRES	9	0	9		3		1		5						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	**9**	**0**	**9**	**0**	**3**	**0**	**1**	**0**	**5**	**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	1	0	1											R
RESIGNATIONS	3	0	3		1		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	**5**	**1**	**4**	**1**	**1**	**0**	**1**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	1	0	1						1						Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SKILLED CRAFT**

DATE: **May 31, 2025**

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	27	1	2	0	5	0	0	0	0	0	0	A
Workforce Number Prior Filing	35	34	1	28	1	2	0	4	0	0	0	0	0	0	B
Net Change(+or-)	0	0	0	-1	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	1	1	0	1											R
RESIGNATIONS	1	1	0	1											S
RETIREMENTS	1	1	0	1											T
TRANSFERS	1	1	0	1											U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
DATA ADJUSTMENT	1	1	0	1											W
TOTAL REDUCTIONS	**5**	**5**	**0**	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	X
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 WM move from 6A to 7C to correct job coding error.

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **PROTECTIVE SERVICES**
DATE: **May 31, 2025**
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	AAIANHNPI MALE	AAIANHNPI 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	1	1	0	0	0	0	0	1	0	0	0	0	0	0	B
Net Change(+or-)	0	0	0	0	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	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	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**X**
PROMOTIONS WITHIN CATEGORY	0	0	0												Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SERVICE/MAINTENANCE**
POSITION OR POSITION CLASSIFICATION: **7B. CUSTODIAN**

DATE: **May 31, 2025**

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	60	17	43	2	26	4	2	11	13	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-)	1	0	1	-1	-1	0	0	1	2	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	4	1	3		1			1	2						H
VOL. DEMO INTO CATEGORY	0	0	0												I
DATA ADJUSTMENT	0	0	0												
TOTAL INCREASES	**4**	**1**	**3**	**0**	**1**	**0**	**0**	**1**	**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	0	0	0												R
RESIGNATIONS	0	0	0												S
RETIREMENTS	3	1	2	1	2										T
TRANSFERS	0	0	0												U
VOL. DEMOTION OUT OF CATEGORY	0	0	0												V
VOL. DEMOTION	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
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

UCONN HEALTH
EMPLOYMENT PROCESS ANALYSIS

OCCUPATIONAL CATEGORY: **SERVICE/MAINTENANCE**

DATE: **May 31, 2025**

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	104	78	26	53	17	9	1	14	7	2	1	0	0	0	A
Workforce Number Prior Filing	106	80	25	53	13	9	2	16	8	2	1	0	1	1	B
Net Change(+or-)	-2	-2	1	0	4	0	-1	-2	-1	0	0	0	-1	-1	C
HIRES	6	3	3	1	3	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	1	0	1		1										I
DATA ADJUSTMENT	1	1	0	1											
TOTAL INCREASES	**8**	**4**	**4**	**2**	**4**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	K
DECEASED	0	0	0												L
DISMISSALS	1	1	0					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	5	4	0	1		1		2						1	R
RESIGNATIONS	3	1	2	1			1		1						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	**10**	**6**	**3**	**2**	**0**	**1**	**1**	**3**	**1**	**0**	**0**	**0**	**1**	**1**	X
PROMOTIONS WITHIN CATEGORY	2	0	2		1		1								Y
DEMOTIONS WITHIN CATEGORY	0	0	0												Z

DATA ADJUSTMENT: 1 WM move from 6A to 7C to correct job coding error.

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**35**	**14**	**19**	8	11	3	2	0	5	1	0	2	1	2
TOTAL APPLICANTS	**35**	**14**	**19**	8	11	3	2	0	5	1	0	2	1	2
TOTAL REJECTED APPLICANTS	**29**	**9**	**18**	5	10	2	2	0	5	1	0	1	1	2
TOTAL QUALIFIED APPLICANTS	**6**	**5**	**1**	**3**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**
TOTAL INTERVIEWED	**5**	**4**	**1**	**2**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**
Not Offered Position	**4**	**3**	**1**	1	1	1	0	0	0	0	0	1	0	0
Offered Position	**1**	**1**	**0**	1	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**1**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**101**	**36**	**52**	27	32	3	7	0	5	5	3	1	5	13
TOTAL APPLICANTS	**101**	**36**	**52**	27	32	3	7	0	5	5	3	1	5	13
TOTAL REJECTED APPLICANTS	**61**	**20**	**31**	15	16	3	6	0	4	1	1	1	4	10
TOTAL QUALIFIED APPLICANTS	**40**	**16**	**21**	**12**	**16**	**0**	**1**	**0**	**1**	**4**	**2**	**0**	**1**	**3**
TOTAL INTERVIEWED	**29**	**13**	**13**	**12**	**9**	**0**	**1**	**0**	**1**	**1**	**1**	**0**	**1**	**3**
Not Offered Position	**20**	**7**	**10**	6	8	0	0	0	1	1	0	0	1	3
Offered Position	**9**	**6**	**3**	6	1	0	1	0	0	0	1	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**9**	**6**	**3**	**6**	**1**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE**											DATE: **MAY 31, 2025**			
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**54**	**4**	**48**	4	31	0	9	0	3	0	1	0	4	2
TOTAL APPLICANTS	**54**	**4**	**48**	4	31	0	9	0	3	0	1	0	4	2
TOTAL REJECTED APPLICANTS	**21**	**2**	**18**	2	8	0	7	0	2	0	0	0	1	1
TOTAL QUALIFIED APPLICANTS	**33**	**2**	**30**	**2**	**23**	**0**	**2**	**0**	**1**	**0**	**1**	**0**	**3**	**1**
TOTAL INTERVIEWED	**17**	**2**	**15**	**2**	**13**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**0**	**0**
Not Offered Position	**13**	**1**	**12**	1	11	0	0	0	0	0	1	0	0	0
Offered Position	**4**	**1**	**3**	1	2	0	1	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**4**	**1**	**3**	**1**	**2**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **FACULTY**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **FACULTY**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**2**	**0**	**2**	0	2	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**2**	**0**	**2**	0	2	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**2**	**0**	**2**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**2**	**0**	**2**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
Offered Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **FACULTY**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**15**	**4**	**8**	1	5	0	0	1	1	2	2	0	0	3
TOTAL APPLICANTS	**15**	**4**	**8**	1	5	0	0	1	1	2	2	0	0	3
TOTAL REJECTED APPLICANTS	**4**	**2**	**1**	0	0	0	0	1	1	1	0	0	0	1
TOTAL QUALIFIED APPLICANTS	**11**	**2**	**7**	**1**	**5**	**0**	**0**	**0**	**0**	**1**	**2**	**0**	**0**	**2**
TOTAL INTERVIEWED	**6**	**1**	**5**	**1**	**3**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**6**	**1**	**5**	1	3	0	0	0	0	0	2	0	0	0
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**5**	**1**	**4**	**1**	**2**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **FACULTY**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**379**	**170**	**137**	71	52	5	11	8	15	85	54	1	5	72
TOTAL APPLICANTS	**379**	**170**	**137**	71	52	5	11	8	15	85	54	1	5	72
TOTAL REJECTED APPLICANTS	**25**	**6**	**9**	3	4	0	0	1	3	2	1	0	1	10
TOTAL QUALIFIED APPLICANTS	**354**	**164**	**128**	**68**	**48**	**5**	**11**	**7**	**12**	**83**	**53**	**1**	**4**	**62**
TOTAL INTERVIEWED	**145**	**65**	**59**	**33**	**23**	**3**	**4**	**6**	**9**	**22**	**22**	**1**	**1**	**21**
Not Offered Position	**74**	**32**	**27**	15	10	2	3	1	2	13	11	1	1	15
Offered Position	**71**	**33**	**32**	18	13	1	1	5	7	9	11	0	0	6
Refused Position	**25**	**11**	**11**	6	4	0	1	2	2	3	4	0	0	3
TOTAL ACCESSIONS	**46**	**22**	**21**	**12**	**9**	**1**	**0**	**3**	**5**	**6**	**7**	**0**	**0**	**3**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **FACULTY**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**11**	**5**	**5**	1	2	1	0	0	1	3	2	0	0	1
TOTAL APPLICANTS	**11**	**5**	**5**	1	2	1	0	0	1	3	2	0	0	1
TOTAL REJECTED APPLICANTS	**1**	**1**	**0**	0	0	1	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**10**	**4**	**5**	**1**	**2**	**0**	**0**	**0**	**1**	**3**	**2**	**0**	**0**	**1**
TOTAL INTERVIEWED	**7**	**3**	**3**	**1**	**0**	**0**	**0**	**0**	**1**	**2**	**2**	**0**	**0**	**1**
Not Offered Position	**3**	**1**	**2**	0	0	0	0	0	0	1	2	0	0	0
Offered Position	**4**	**2**	**1**	1	0	0	0	0	1	1	0	0	0	1
Refused Position	**1**	**1**	**0**	1	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**3**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**1**	**0**	**0**	**0**	**1**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**972**	**92**	**799**	72	508	5	93	5	92	7	76	3	30	81
TOTAL APPLICANTS	**972**	**92**	**799**	72	508	5	93	5	92	7	76	3	30	81
TOTAL REJECTED APPLICANTS	**127**	**5**	**106**	3	70	0	16	1	8	1	7	0	5	16
TOTAL QUALIFIED APPLICANTS	**845**	**87**	**693**	**69**	**438**	**5**	**77**	**4**	**84**	**6**	**69**	**3**	**25**	**65**
TOTAL INTERVIEWED	**241**	**31**	**198**	**28**	**134**	**1**	**22**	**0**	**20**	**1**	**15**	**1**	**7**	**12**
Not Offered Position	**175**	**23**	**141**	21	97	0	18	0	14	1	7	1	5	11
Offered Position	**66**	**8**	**57**	7	37	1	4	0	6	0	8	0	2	1
Refused Position	**15**	**2**	**12**	2	7	0	2	0	1	0	1	0	1	1
TOTAL ACCESSIONS	**51**	**6**	**45**	**5**	**30**	**1**	**2**	**0**	**5**	**0**	**7**	**0**	**1**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**30**	**4**	**24**	4	18	0	5	0	1	0	0	0	0	2
TOTAL APPLICANTS	**30**	**4**	**24**	4	18	0	5	0	1	0	0	0	0	2
TOTAL REJECTED APPLICANTS	**12**	**1**	**9**	1	5	0	3	0	1	0	0	0	0	2
TOTAL QUALIFIED APPLICANTS	**18**	**3**	**15**	**3**	**13**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**9**	**1**	**8**	**1**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**5**	**0**	**5**	0	5	0	0	0	0	0	0	0	0	0
Offered Position	**4**	**1**	**3**	1	3	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**4**	**1**	**3**	**1**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**130**	**11**	**113**	10	78	0	12	0	11	1	8	0	4	6
TOTAL APPLICANTS	**130**	**11**	**113**	10	78	0	12	0	11	1	8	0	4	6
TOTAL REJECTED APPLICANTS	**36**	**3**	**31**	2	19	0	4	0	4	1	4	0	0	2
TOTAL QUALIFIED APPLICANTS	**94**	**8**	**82**	**8**	**59**	**0**	**8**	**0**	**7**	**0**	**4**	**0**	**4**	**4**
TOTAL INTERVIEWED	**53**	**6**	**47**	**6**	**35**	**0**	**5**	**0**	**4**	**0**	**1**	**0**	**2**	**0**
Not Offered Position	**36**	**5**	**31**	5	22	0	4	0	2	0	1	0	2	0
Offered Position	**17**	**1**	**16**	1	13	0	1	0	2	0	0	0	0	0
Refused Position	**4**	**0**	**4**	0	3	0	0	0	1	0	0	0	0	0
TOTAL ACCESSIONS	**13**	**1**	**12**	**1**	**10**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**38**	**7**	**27**	7	15	0	1	0	4	0	7	0	0	4
TOTAL APPLICANTS	**38**	**7**	**27**	7	15	0	1	0	4	0	7	0	0	4
TOTAL REJECTED APPLICANTS	**19**	**3**	**14**	3	5	0	1	0	2	0	6	0	0	2
TOTAL QUALIFIED APPLICANTS	**19**	**4**	**13**	**4**	**10**	**0**	**0**	**0**	**2**	**0**	**1**	**0**	**0**	**2**
TOTAL INTERVIEWED	**10**	**3**	**6**	**3**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**
Not Offered Position	**7**	**3**	**3**	3	3	0	0	0	0	0	0	0	0	1
Offered Position	**3**	**0**	**3**	0	3	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**3**	**0**	**3**	**0**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**406**	**81**	**288**	62	207	2	25	8	17	5	31	4	8	37
TOTAL APPLICANTS	**406**	**81**	**288**	62	207	2	25	8	17	5	31	4	8	37
TOTAL REJECTED APPLICANTS	**102**	**18**	**72**	9	49	2	5	3	6	2	10	2	2	12
TOTAL QUALIFIED APPLICANTS	**304**	**63**	**216**	**53**	**158**	**0**	**20**	**5**	**11**	**3**	**21**	**2**	**6**	**25**
TOTAL INTERVIEWED	**125**	**28**	**92**	**26**	**72**	**0**	**8**	**2**	**4**	**0**	**3**	**0**	**5**	**5**
Not Offered Position	**66**	**11**	**51**	11	40	0	6	0	2	0	0	0	3	4
Offered Position	**59**	**17**	**41**	15	32	0	2	2	2	0	3	0	2	1
Refused Position	**12**	**3**	**8**	3	6	0	1	0	0	0	1	0	0	1
TOTAL ACCESSIONS	**47**	**14**	**33**	**12**	**26**	**0**	**1**	**2**	**2**	**0**	**2**	**0**	**2**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**611**	**132**	**417**	50	181	14	35	23	74	40	110	5	17	62
TOTAL APPLICANTS	**611**	**132**	**417**	50	181	14	35	23	74	40	110	5	17	62
TOTAL REJECTED APPLICANTS	**359**	**82**	**239**	32	103	12	23	12	38	23	67	3	8	38
TOTAL QUALIFIED APPLICANTS	**252**	**50**	**178**	**18**	**78**	**2**	**12**	**11**	**36**	**17**	**43**	**2**	**9**	**24**
TOTAL INTERVIEWED	**70**	**11**	**55**	**4**	**19**	**0**	**2**	**4**	**17**	**3**	**13**	**0**	**4**	**4**
Not Offered Position	**41**	**6**	**31**	3	9	0	1	3	11	0	7	0	3	4
Offered Position	**29**	**5**	**24**	1	10	0	1	1	6	3	6	0	1	0
Refused Position	**3**	**0**	**3**	0	2	0	0	0	0	0	1	0	0	0
TOTAL ACCESSIONS	**26**	**5**	**21**	**1**	**8**	**0**	**1**	**1**	**6**	**3**	**5**	**0**	**1**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**63**	**19**	**37**	7	16	6	5	3	6	3	8	0	2	7
TOTAL APPLICANTS	**63**	**19**	**37**	7	16	6	5	3	6	3	8	0	2	7
TOTAL REJECTED APPLICANTS	**24**	**5**	**18**	2	7	2	1	0	4	1	5	0	1	1
TOTAL QUALIFIED APPLICANTS	**39**	**14**	**19**	**5**	**9**	**4**	**4**	**3**	**2**	**2**	**3**	**0**	**1**	**6**
TOTAL INTERVIEWED	**14**	**6**	**6**	**1**	**3**	**1**	**1**	**3**	**0**	**1**	**1**	**0**	**1**	**2**
Not Offered Position	**8**	**3**	**3**	1	1	0	0	2	0	0	1	0	1	2
Offered Position	**6**	**3**	**3**	0	2	1	1	1	0	1	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**6**	**3**	**3**	**0**	**2**	**1**	**1**	**1**	**0**	**1**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**154**	**47**	**93**	27	39	7	8	1	22	10	16	2	8	14
TOTAL APPLICANTS	**154**	**47**	**93**	27	39	7	8	1	22	10	16	2	8	14
TOTAL REJECTED APPLICANTS	**53**	**11**	**32**	1	14	1	3	0	9	7	3	2	3	10
TOTAL QUALIFIED APPLICANTS	**101**	**36**	**61**	**26**	**25**	**6**	**5**	**1**	**13**	**3**	**13**	**0**	**5**	**4**
TOTAL INTERVIEWED	**30**	**7**	**22**	**6**	**11**	**0**	**2**	**1**	**2**	**0**	**5**	**0**	**2**	**1**
Not Offered Position	**24**	**6**	**17**	5	8	0	2	1	2	0	4	0	1	1
Offered Position	**6**	**1**	**5**	1	3	0	0	0	0	0	1	0	1	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**6**	**1**	**5**	**1**	**3**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**1**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**347**	**79**	**227**	43	150	5	18	5	22	23	27	3	10	41
TOTAL APPLICANTS	**347**	**79**	**227**	43	150	5	18	5	22	23	27	3	10	41
TOTAL REJECTED APPLICANTS	**140**	**28**	**98**	11	52	3	10	2	12	11	16	1	8	14
TOTAL QUALIFIED APPLICANTS	**207**	**51**	**129**	**32**	**98**	**2**	**8**	**3**	**10**	**12**	**11**	**2**	**2**	**27**
TOTAL INTERVIEWED	**49**	**14**	**30**	**9**	**25**	**1**	**1**	**2**	**2**	**2**	**2**	**0**	**0**	**5**
Not Offered Position	**37**	**11**	**21**	6	17	1	0	2	2	2	2	0	0	5
Offered Position	**12**	**3**	**9**	3	8	0	1	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**12**	**3**	**9**	**3**	**8**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**382**	**21**	**340**	11	183	3	42	2	70	5	22	0	23	21
TOTAL APPLICANTS	**382**	**21**	**340**	11	183	3	42	2	70	5	22	0	23	21
TOTAL REJECTED APPLICANTS	**231**	**14**	**205**	7	90	2	31	2	55	3	13	0	16	12
TOTAL QUALIFIED APPLICANTS	**151**	**7**	**135**	**4**	**93**	**1**	**11**	**0**	**15**	**2**	**9**	**0**	**7**	**9**
TOTAL INTERVIEWED	**48**	**1**	**46**	**0**	**34**	**0**	**2**	**0**	**9**	**1**	**1**	**0**	**0**	**1**
Not Offered Position	**36**	**1**	**34**	0	23	0	2	0	8	1	1	0	0	1
Offered Position	**12**	**0**	**12**	0	11	0	0	0	1	0	0	0	0	0
Refused Position	**3**	**0**	**3**	0	3	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**9**	**0**	**9**	**0**	**8**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**34**	**5**	**26**	2	17	3	5	0	4	0	0	0	0	3
TOTAL APPLICANTS	**34**	**5**	**26**	2	17	3	5	0	4	0	0	0	0	3
TOTAL REJECTED APPLICANTS	**10**	**1**	**8**	0	8	1	0	0	0	0	0	0	0	1
TOTAL QUALIFIED APPLICANTS	**24**	**4**	**18**	**2**	**9**	**2**	**5**	**0**	**4**	**0**	**0**	**0**	**0**	**2**
TOTAL INTERVIEWED	**11**	**1**	**9**	**1**	**6**	**0**	**2**	**0**	**1**	**0**	**0**	**0**	**0**	**1**
Not Offered Position	**6**	**1**	**4**	1	2	0	1	0	1	0	0	0	0	1
Offered Position	**5**	**0**	**5**	0	4	0	1	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**5**	**0**	**5**	**0**	**4**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**583**	**311**	**188**	153	84	53	31	30	14	64	41	11	18	84
TOTAL APPLICANTS	**583**	**311**	**188**	153	84	53	31	30	14	64	41	11	18	84
TOTAL REJECTED APPLICANTS	**377**	**193**	**114**	93	47	36	21	21	8	32	27	11	11	70
TOTAL QUALIFIED APPLICANTS	**206**	**118**	**74**	**60**	**37**	**17**	**10**	**9**	**6**	**32**	**14**	**0**	**7**	**14**
TOTAL INTERVIEWED	**63**	**37**	**22**	**22**	**12**	**4**	**3**	**2**	**4**	**9**	**2**	**0**	**1**	**4**
Not Offered Position	**46**	**28**	**14**	16	8	4	3	1	1	7	1	0	1	4
Offered Position	**17**	**9**	**8**	6	4	0	0	1	3	2	1	0	0	0
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**16**	**9**	**7**	**6**	**3**	**0**	**0**	**1**	**3**	**2**	**1**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**86**	**19**	**61**	14	44	2	4	0	4	2	7	1	2	6
TOTAL APPLICANTS	**86**	**19**	**61**	14	44	2	4	0	4	2	7	1	2	6
TOTAL REJECTED APPLICANTS	**4**	**1**	**3**	0	3	1	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**82**	**18**	**58**	**14**	**41**	**1**	**4**	**0**	**4**	**2**	**7**	**1**	**2**	**6**
TOTAL INTERVIEWED	**36**	**8**	**26**	**8**	**20**	**0**	**3**	**0**	**1**	**0**	**2**	**0**	**0**	**2**
Not Offered Position	**18**	**4**	**13**	4	9	0	1	0	1	0	2	0	0	1
Offered Position	**18**	**4**	**13**	4	11	0	2	0	0	0	0	0	0	1
Refused Position	**8**	**2**	**5**	2	3	0	2	0	0	0	0	0	0	1
TOTAL ACCESSIONS	**10**	**2**	**8**	**2**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**255**	**22**	**205**	7	79	4	49	6	57	3	10	2	10	28
TOTAL APPLICANTS	**255**	**22**	**205**	7	79	4	49	6	57	3	10	2	10	28
TOTAL REJECTED APPLICANTS	**52**	**5**	**39**	1	13	0	10	2	13	2	2	0	1	8
TOTAL QUALIFIED APPLICANTS	**203**	**17**	**166**	**6**	**66**	**4**	**39**	**4**	**44**	**1**	**8**	**2**	**9**	**20**
TOTAL INTERVIEWED	**24**	**3**	**19**	**0**	**7**	**2**	**7**	**1**	**3**	**0**	**1**	**0**	**1**	**2**
Not Offered Position	**18**	**2**	**14**	0	4	1	5	1	3	0	1	0	1	2
Offered Position	**6**	**1**	**5**	0	3	1	2	0	0	0	0	0	0	0
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**5**	**1**	**4**	**0**	**2**	**1**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**439**	**47**	**359**	11	130	15	92	14	101	3	16	4	20	33
TOTAL APPLICANTS	**439**	**47**	**359**	11	130	15	92	14	101	3	16	4	20	33
TOTAL REJECTED APPLICANTS	**393**	**43**	**319**	10	114	14	87	13	84	2	14	4	20	31
TOTAL QUALIFIED APPLICANTS	**46**	**4**	**40**	**1**	**16**	**1**	**5**	**1**	**17**	**1**	**2**	**0**	**0**	**2**
TOTAL INTERVIEWED	**18**	**0**	**17**	**0**	**6**	**0**	**0**	**0**	**10**	**0**	**1**	**0**	**0**	**1**
Not Offered Position	**8**	**0**	**8**	0	3	0	0	0	5	0	0	0	0	0
Offered Position	**10**	**0**	**9**	0	3	0	0	0	5	0	1	0	0	1
Refused Position	**3**	**0**	**3**	0	2	0	0	0	1	0	0	0	0	0
TOTAL ACCESSIONS	**7**	**0**	**6**	**0**	**1**	**0**	**0**	**0**	**4**	**0**	**1**	**0**	**0**	**1**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**432**	**54**	**321**	22	159	10	79	18	56	4	14	0	13	57
TOTAL APPLICANTS	**432**	**54**	**321**	22	159	10	79	18	56	4	14	0	13	57
TOTAL REJECTED APPLICANTS	**123**	**21**	**77**	10	33	5	20	5	16	1	4	0	4	25
TOTAL QUALIFIED APPLICANTS	**309**	**33**	**244**	**12**	**126**	**5**	**59**	**13**	**40**	**3**	**10**	**0**	**9**	**32**
TOTAL INTERVIEWED	**66**	**9**	**48**	**4**	**23**	**2**	**11**	**1**	**14**	**2**	**0**	**0**	**0**	**9**
Not Offered Position	**51**	**8**	**34**	4	21	1	6	1	7	2	0	0	0	9
Offered Position	**15**	**1**	**14**	0	2	1	5	0	7	0	0	0	0	0
Refused Position	**3**	**0**	**3**	0	0	0	1	0	2	0	0	0	0	0
TOTAL ACCESSIONS	**12**	**1**	**11**	**0**	**2**	**1**	**4**	**0**	**5**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**1102**	**122**	**885**	46	370	27	219	24	195	20	56	5	45	95
TOTAL APPLICANTS	**1102**	**122**	**885**	46	370	27	219	24	195	20	56	5	45	95
TOTAL REJECTED APPLICANTS	**390**	**47**	**301**	17	128	7	67	16	67	6	25	1	14	42
TOTAL QUALIFIED APPLICANTS	**712**	**75**	**584**	**29**	**242**	**20**	**152**	**8**	**128**	**14**	**31**	**4**	**31**	**53**
TOTAL INTERVIEWED	**160**	**11**	**142**	**5**	**54**	**3**	**38**	**2**	**38**	**1**	**6**	**0**	**6**	**7**
Not Offered Position	**117**	**9**	**104**	4	36	2	30	2	29	1	4	0	5	4
Offered Position	**43**	**2**	**38**	1	18	1	8	0	9	0	2	0	1	3
Refused Position	**9**	**0**	**7**	0	3	0	1	0	2	0	1	0	0	2
TOTAL ACCESSIONS	**34**	**2**	**31**	**1**	**15**	**1**	**7**	**0**	**7**	**0**	**1**	**0**	**1**	**1**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**146**	**11**	**116**	4	62	0	17	2	20	4	8	1	9	19
TOTAL APPLICANTS	**146**	**11**	**116**	4	62	0	17	2	20	4	8	1	9	19
TOTAL REJECTED APPLICANTS	**32**	**1**	**24**	1	9	0	6	0	6	0	1	0	2	7
TOTAL QUALIFIED APPLICANTS	**114**	**10**	**92**	**3**	**53**	**0**	**11**	**2**	**14**	**4**	**7**	**1**	**7**	**12**
TOTAL INTERVIEWED	**21**	**0**	**20**	**0**	**9**	**0**	**2**	**0**	**6**	**0**	**1**	**0**	**2**	**1**
Not Offered Position	**18**	**0**	**17**	0	7	0	1	0	6	0	1	0	2	1
Offered Position	**3**	**0**	**3**	0	2	0	1	0	0	0	0	0	0	0
Refused Position	**1**	**0**	**1**	0	0	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**2**	**0**	**2**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**342**	**21**	**289**	11	143	3	48	4	72	3	13	0	13	32
TOTAL APPLICANTS	**342**	**21**	**289**	11	143	3	48	4	72	3	13	0	13	32
TOTAL REJECTED APPLICANTS	**133**	**3**	**118**	2	50	0	17	1	41	0	3	0	7	12
TOTAL QUALIFIED APPLICANTS	**209**	**18**	**171**	**9**	**93**	**3**	**31**	**3**	**31**	**3**	**10**	**0**	**6**	**20**
TOTAL INTERVIEWED	**36**	**2**	**33**	**2**	**14**	**0**	**10**	**0**	**9**	**0**	**0**	**0**	**0**	**1**
Not Offered Position	**30**	**1**	**28**	1	10	0	10	0	8	0	0	0	0	1
Offered Position	**6**	**1**	**5**	1	4	0	0	0	1	0	0	0	0	0
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**5**	**1**	**4**	**1**	**3**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**1380**	**60**	**1214**	17	474	30	272	11	349	0	40	2	79	106
TOTAL APPLICANTS	**1380**	**60**	**1214**	17	474	30	272	11	349	0	40	2	79	106
TOTAL REJECTED APPLICANTS	**771**	**48**	**634**	16	268	22	147	9	144	0	27	1	48	89
TOTAL QUALIFIED APPLICANTS	**609**	**12**	**580**	**1**	**206**	**8**	**125**	**2**	**205**	**0**	**13**	**1**	**31**	**17**
TOTAL INTERVIEWED	**179**	**5**	**172**	**1**	**66**	**3**	**35**	**0**	**59**	**0**	**7**	**1**	**5**	**2**
Not Offered Position	**127**	**4**	**121**	1	44	3	29	0	39	0	5	0	4	2
Offered Position	**52**	**1**	**51**	0	22	0	6	0	20	0	2	1	1	0
Refused Position	**11**	**1**	**10**	0	6	0	1	0	3	0	0	1	0	0
TOTAL ACCESSIONS	**41**	**0**	**41**	**0**	**16**	**0**	**5**	**0**	**17**	**0**	**2**	**0**	**1**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**117**	**21**	**85**	6	33	4	20	9	22	1	6	1	4	11
TOTAL APPLICANTS	**117**	**21**	**85**	6	33	4	20	9	22	1	6	1	4	11
TOTAL REJECTED APPLICANTS	**44**	**11**	**28**	4	12	3	11	2	2	1	2	1	1	5
TOTAL QUALIFIED APPLICANTS	**73**	**10**	**57**	**2**	**21**	**1**	**9**	**7**	**20**	**0**	**4**	**0**	**3**	**6**
TOTAL INTERVIEWED	**26**	**6**	**20**	**1**	**6**	**0**	**3**	**5**	**9**	**0**	**0**	**0**	**2**	**0**
Not Offered Position	**18**	**3**	**15**	1	5	0	2	2	7	0	0	0	1	0
Offered Position	**8**	**3**	**5**	0	1	0	1	3	2	0	0	0	1	0
Refused Position	**1**	**0**	**1**	0	0	0	0	0	0	0	0	0	1	0
TOTAL ACCESSIONS	**7**	**3**	**4**	**0**	**1**	**0**	**1**	**3**	**2**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**420**	**93**	**287**	34	111	30	72	18	66	7	16	4	22	40
TOTAL APPLICANTS	**420**	**93**	**287**	34	111	30	72	18	66	7	16	4	22	40
TOTAL REJECTED APPLICANTS	**264**	**56**	**185**	18	66	14	56	16	41	5	8	3	14	23
TOTAL QUALIFIED APPLICANTS	**156**	**37**	**102**	**16**	**45**	**16**	**16**	**2**	**25**	**2**	**8**	**1**	**8**	**17**
TOTAL INTERVIEWED	**87**	**19**	**62**	**13**	**27**	**5**	**11**	**0**	**10**	**1**	**7**	**0**	**7**	**6**
Not Offered Position	**39**	**9**	**26**	7	9	2	6	0	6	0	1	0	4	4
Offered Position	**48**	**10**	**36**	6	18	3	5	0	4	1	6	0	3	2
Refused Position	**20**	**1**	**17**	0	9	1	2	0	1	0	2	0	3	2
TOTAL ACCESSIONS	**28**	**9**	**19**	**6**	**9**	**2**	**3**	**0**	**3**	**1**	**4**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**421**	**73**	**303**	32	115	16	58	17	92	4	8	4	30	45
TOTAL APPLICANTS	**421**	**73**	**303**	32	115	16	58	17	92	4	8	4	30	45
TOTAL REJECTED APPLICANTS	**241**	**49**	**165**	21	49	11	37	10	54	3	4	4	21	27
TOTAL QUALIFIED APPLICANTS	**180**	**24**	**138**	**11**	**66**	**5**	**21**	**7**	**38**	**1**	**4**	**0**	**9**	**18**
TOTAL INTERVIEWED	**90**	**12**	**69**	**6**	**30**	**2**	**10**	**3**	**23**	**1**	**2**	**0**	**4**	**9**
Not Offered Position	**38**	**3**	**29**	1	13	0	6	1	5	1	1	0	4	6
Offered Position	**52**	**9**	**40**	5	17	2	4	2	18	0	1	0	0	3
Refused Position	**14**	**2**	**12**	1	6	1	2	0	4	0	0	0	0	0
TOTAL ACCESSIONS	**38**	**7**	**28**	**4**	**11**	**1**	**2**	**2**	**14**	**0**	**1**	**0**	**0**	**3**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**1014**	**76**	**869**	26	296	22	166	20	330	5	32	3	45	69
TOTAL APPLICANTS	**1014**	**76**	**869**	26	296	22	166	20	330	5	32	3	45	69
TOTAL REJECTED APPLICANTS	**430**	**33**	**363**	8	127	9	71	13	137	3	13	0	15	34
TOTAL QUALIFIED APPLICANTS	**584**	**43**	**506**	**18**	**169**	**13**	**95**	**7**	**193**	**2**	**19**	**3**	**30**	**35**
TOTAL INTERVIEWED	**220**	**10**	**204**	**3**	**66**	**3**	**43**	**3**	**79**	**1**	**6**	**0**	**10**	**6**
Not Offered Position	**157**	**6**	**145**	3	45	2	33	1	57	0	1	0	9	6
Offered Position	**63**	**4**	**59**	0	21	1	10	2	22	1	5	0	1	0
Refused Position	**6**	**0**	**6**	0	2	0	0	0	2	0	1	0	1	0
TOTAL ACCESSIONS	**57**	**4**	**53**	**0**	**19**	**1**	**10**	**2**	**20**	**1**	**4**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**274**	**83**	**156**	53	85	9	23	13	24	4	14	4	10	35
TOTAL APPLICANTS	**274**	**83**	**156**	53	85	9	23	13	24	4	14	4	10	35
TOTAL REJECTED APPLICANTS	**150**	**40**	**88**	24	38	6	13	8	19	2	12	0	6	22
TOTAL QUALIFIED APPLICANTS	**124**	**43**	**68**	**29**	**47**	**3**	**10**	**5**	**5**	**2**	**2**	**4**	**4**	**13**
TOTAL INTERVIEWED	**25**	**6**	**16**	**5**	**12**	**0**	**0**	**0**	**2**	**0**	**1**	**1**	**1**	**3**
Not Offered Position	**18**	**3**	**12**	3	8	0	0	0	2	0	1	0	1	3
Offered Position	**7**	**3**	**4**	2	4	0	0	0	0	0	0	1	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**7**	**3**	**4**	**2**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**38**	**1**	**36**	0	14	0	3	1	15	0	1	0	3	1
TOTAL APPLICANTS	**38**	**1**	**36**	0	14	0	3	1	15	0	1	0	3	1
TOTAL REJECTED APPLICANTS	**12**	**0**	**11**	0	3	0	1	0	4	0	1	0	2	1
TOTAL QUALIFIED APPLICANTS	**26**	**1**	**25**	**0**	**11**	**0**	**2**	**1**	**11**	**0**	**0**	**0**	**1**	**0**
TOTAL INTERVIEWED	**14**	**0**	**14**	**0**	**5**	**0**	**2**	**0**	**7**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**4**	**0**	**4**	0	1	0	1	0	2	0	0	0	0	0
Offered Position	**10**	**0**	**10**	0	4	0	1	0	5	0	0	0	0	0
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**9**	**0**	**9**	**0**	**3**	**0**	**1**	**0**	**5**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SKILLED CRAFTS** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**25**	**22**	**0**	13	0	2	0	7	0	0	0	0	0	3
TOTAL APPLICANTS	**25**	**22**	**0**	13	0	2	0	7	0	0	0	0	0	3
TOTAL REJECTED APPLICANTS	**3**	**2**	**0**	0	0	0	0	2	0	0	0	0	0	1
TOTAL QUALIFIED APPLICANTS	**22**	**20**	**0**	**13**	**0**	**2**	**0**	**5**	**0**	**0**	**0**	**0**	**0**	**2**
TOTAL INTERVIEWED	**12**	**11**	**0**	**9**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**1**
Not Offered Position	**7**	**6**	**0**	5	0	1	0	0	0	0	0	0	0	1
Offered Position	**5**	**5**	**0**	4	0	0	0	1	0	0	0	0	0	0
Refused Position	**2**	**2**	**0**	1	0	0	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	**3**	**3**	**0**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **PROTECTIVE SERVICES** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SERVICE/MAINTENANCE**										DATE: **MAY 31, 2025**				
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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**91**	**54**	**32**	14	15	8	3	30	14	0	0	2	0	5
TOTAL APPLICANTS	**91**	**54**	**32**	14	15	8	3	30	14	0	0	2	0	5
TOTAL REJECTED APPLICANTS	**3**	**3**	**0**	1	0	0	0	2	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**88**	**51**	**32**	**13**	**15**	**8**	**3**	**28**	**14**	**0**	**0**	**2**	**0**	**5**
TOTAL INTERVIEWED	**5**	**2**	**3**	**0**	**1**	**1**	**0**	**1**	**2**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**5**	**2**	**3**	0	1	1	0	1	2	0	0	0	0	0
Refused Position	**1**	**1**	**0**	0	0	1	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**4**	**1**	**3**	**0**	**1**	**0**	**0**	**1**	**2**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH

APPLICANT FLOW ANALYSIS - HIRES

OCCUPATIONAL CATEGORY: **SERVICE/MAINTENANCE** DATE: **MAY 31, 2025**

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**											
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**118**	**56**	**49**	33	28	7	2	13	16	1	0	2	3	13
TOTAL APPLICANTS	**118**	**56**	**49**	33	28	7	2	13	16	1	0	2	3	13
TOTAL REJECTED APPLICANTS	**54**	**16**	**32**	9	18	3	1	3	11	1	0	0	2	6
TOTAL QUALIFIED APPLICANTS	**64**	**40**	**17**	**24**	**10**	**4**	**1**	**10**	**5**	**0**	**0**	**2**	**1**	**7**
TOTAL INTERVIEWED	**13**	**8**	**5**	**6**	**5**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**6**	**5**	**1**	5	1	0	0	0	0	0	0	0	0	0
Offered Position	**7**	**3**	**4**	1	4	1	0	1	0	0	0	0	0	0
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**6**	**3**	**3**	**1**	**3**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE**										DATE: **May 31, 2025**				
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	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**13**	**5**	**8**	4	6	0	2	1	0	0	0	0	0	0
TOTAL APPLICANTS	**13**	**5**	**8**	4	6	0	2	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**4**	**1**	**3**	1	2	0	1	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**9**	**4**	**5**	**3**	**4**	**0**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**8**	**4**	**4**	**3**	**3**	**0**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**6**	**3**	**3**	2	2	0	1	1	0	0	0	0	0	0
Offered Position	**2**	**1**	**1**	1	1	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**2**	**1**	**1**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE** DATE: **May 31, 2025**

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	**10**	**2**	**8**	1	5	1	2	0	1	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**66**	**17**	**44**	12	21	3	6	2	5	0	2	0	10	5
TOTAL APPLICANTS	**76**	**19**	**52**	13	26	4	8	2	6	0	2	0	10	5
TOTAL REJECTED APPLICANTS	**27**	**5**	**19**	2	9	2	4	1	1	0	1	0	4	3
TOTAL QUALIFIED APPLICANTS	**49**	**14**	**33**	**11**	**17**	**2**	**4**	**1**	**5**	**0**	**1**	**0**	**6**	**2**
TOTAL INTERVIEWED	**19**	**4**	**15**	**3**	**8**	**1**	**2**	**0**	**2**	**0**	**0**	**0**	**3**	**0**
Not Offered Position	**9**	**2**	**7**	2	3	0	0	0	1	0	0	0	3	0
Offered Position	**10**	**2**	**8**	1	5	1	2	0	1	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**10**	**2**	**8**	**1**	**5**	**1**	**2**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **EXECUTIVE/ADMINISTRATIVE**										DATE: **May 31, 2025**				
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	**22**	**4**	**18**	1	12	2	0	1	2	0	4	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**106**	**14**	**88**	6	53	2	8	3	14	3	4	0	9	4
TOTAL APPLICANTS	**128**	**18**	**106**	7	65	4	8	4	16	3	8	0	9	4
TOTAL REJECTED APPLICANTS	**58**	**6**	**52**	1	27	1	7	1	9	3	3	0	6	0
TOTAL QUALIFIED APPLICANTS	**70**	**12**	**54**	**6**	**38**	**3**	**1**	**3**	**7**	**0**	**5**	**0**	**3**	**4**
TOTAL INTERVIEWED	**38**	**8**	**29**	**4**	**21**	**2**	**0**	**2**	**2**	**0**	**4**	**0**	**2**	**1**
Not Offered Position	**15**	**4**	**10**	3	8	0	0	1	0	0	0	0	2	1
Offered Position	**23**	**4**	**19**	1	13	2	0	1	2	0	4	0	0	0
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**22**	**4**	**18**	**1**	**12**	**2**	**0**	**1**	**2**	**0**	**4**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **FACULTY**									DATE: **May 31, 2025**				
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	**1**	**1**	**0**	0	0	0	0	0	0	1	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**1**	**1**	**0**	0	0	0	0	0	0	1	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**1**	**1**	**0**	0	0	0	0	0	0	1	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **FACULTY**									DATE: **May 31, 2025**				
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+ Races Male**	**2+Races Female**	**UNKNOWN**
INTRA-AGENCY	**15**	**7**	**8**	4	5	0	1	0	0	3	2	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**15**	**7**	**8**	4	5	0	1	0	0	3	2	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**15**	**7**	**8**	**4**	**5**	**0**	**1**	**0**	**0**	**3**	**2**	**0**	**0**	**0**
TOTAL INTERVIEWED	**15**	**7**	**8**	**4**	**5**	**0**	**1**	**0**	**0**	**3**	**2**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**15**	**7**	**8**	4	5	0	1	0	0	3	2	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**15**	**7**	**8**	**4**	**5**	**0**	**1**	**0**	**0**	**3**	**2**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **FACULTY**									DATE: **May 31, 2025**				
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**	**8**	**13**	4	8	0	0	0	0	4	5	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**21**	**8**	**13**	4	8	0	0	0	0	4	5	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**21**	**8**	**13**	**4**	**8**	**0**	**0**	**0**	**0**	**4**	**5**	**0**	**0**	**0**
TOTAL INTERVIEWED	**21**	**8**	**13**	**4**	**8**	**0**	**0**	**0**	**0**	**4**	**5**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**21**	**8**	**13**	4	8	0	0	0	0	4	5	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**21**	**8**	**13**	**4**	**8**	**0**	**0**	**0**	**0**	**4**	**5**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **FACULTY**										DATE: **May 31, 2025**				
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**	**2**	2	1	0	0	0	0	0	1	0	0	1
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**5**	**2**	**2**	2	1	0	0	0	0	0	1	0	0	1
TOTAL REJECTED APPLICANTS	**2**	**0**	**1**	0	0	0	0	0	0	0	1	0	0	1
TOTAL QUALIFIED APPLICANTS	**3**	**2**	**1**	**2**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**3**	**2**	**1**	**2**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**3**	**2**	**1**	2	1	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**3**	**2**	**1**	**2**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **FACULTY**									DATE: **May 31, 2025**				
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
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **May 31, 2025**				
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
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **May 31, 2025**

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	**2**	**0**	**2**	0	2	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**12**	**0**	**11**	0	5	0	1	0	4	0	1	0	0	1
TOTAL APPLICANTS	**14**	**0**	**13**	0	7	0	1	0	4	0	1	0	0	1
TOTAL REJECTED APPLICANTS	**9**	**0**	**8**	0	3	0	1	0	4	0	0	0	0	1
TOTAL QUALIFIED APPLICANTS	**5**	**0**	**5**	**0**	**4**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**
TOTAL INTERVIEWED	**2**	**0**	**2**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**2**	**0**	**2**	0	2	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**2**	**0**	**2**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **May 31, 2025**

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**	**0**	**4**	0	4	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**24**	**0**	**22**	0	17	0	0	0	2	0	2	0	1	2
TOTAL APPLICANTS	**28**	**0**	**26**	0	21	0	0	0	2	0	2	0	1	2
TOTAL REJECTED APPLICANTS	**11**	**0**	**10**	0	10	0	0	0	0	0	0	0	0	1
TOTAL QUALIFIED APPLICANTS	**17**	**0**	**16**	**0**	**11**	**0**	**0**	**0**	**2**	**0**	**2**	**0**	**1**	**1**
TOTAL INTERVIEWED	**16**	**0**	**15**	**0**	**11**	**0**	**0**	**0**	**2**	**0**	**1**	**0**	**1**	**1**
Not Offered Position	**12**	**0**	**11**	0	7	0	0	0	2	0	1	0	1	1
Offered Position	**4**	**0**	**4**	0	4	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**4**	**0**	**4**	**0**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **May 31, 2025**

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	**5**	**2**	**3**	2	3	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**8**	**1**	**7**	0	5	0	1	1	0	0	1	0	0	0
TOTAL APPLICANTS	**13**	**3**	**10**	2	8	0	1	1	0	0	1	0	0	0
TOTAL REJECTED APPLICANTS	**2**	**0**	**2**	0	0	0	1	0	0	0	1	0	0	0
TOTAL QUALIFIED APPLICANTS	**11**	**3**	**8**	**2**	**8**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**9**	**2**	**7**	**2**	**7**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**4**	**0**	**4**	0	4	0	0	0	0	0	0	0	0	0
Offered Position	**5**	**2**	**3**	2	3	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**5**	**2**	**3**	**2**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **May 31, 2025**				
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	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **May 31, 2025**				
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	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **May 31, 2025**				
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	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **May 31, 2025**				
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	**4**	**1**	**3**	1	2	0	0	0	1	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**48**	**9**	**37**	3	13	3	9	0	9	3	4	0	2	2
TOTAL APPLICANTS	**52**	**10**	**40**	4	15	3	9	0	10	3	4	0	2	2
TOTAL REJECTED APPLICANTS	**33**	**7**	**24**	2	8	2	6	0	6	3	3	0	1	2
TOTAL QUALIFIED APPLICANTS	**19**	**3**	**16**	**2**	**7**	**1**	**3**	**0**	**4**	**0**	**1**	**0**	**1**	**0**
TOTAL INTERVIEWED	**10**	**1**	**9**	**1**	**4**	**0**	**3**	**0**	**2**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**6**	**0**	**6**	0	2	0	3	0	1	0	0	0	0	0
Offered Position	**4**	**1**	**3**	1	2	0	0	0	1	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**4**	**1**	**3**	**1**	**2**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **May 31, 2025**				
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	**11**	**0**	**11**	0	7	0	1	0	2	0	1	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**194**	**21**	**159**	8	91	5	18	3	32	4	9	1	9	14
TOTAL APPLICANTS	**205**	**21**	**170**	8	98	5	19	3	34	4	10	1	9	14
TOTAL REJECTED APPLICANTS	**134**	**16**	**110**	6	57	5	16	3	22	1	7	1	8	8
TOTAL QUALIFIED APPLICANTS	**71**	**5**	**60**	**2**	**41**	**0**	**3**	**0**	**12**	**3**	**3**	**0**	**1**	**6**
TOTAL INTERVIEWED	**22**	**2**	**20**	**1**	**15**	**0**	**2**	**0**	**2**	**1**	**1**	**0**	**0**	**0**
Not Offered Position	**9**	**2**	**7**	1	6	0	1	0	0	1	0	0	0	0
Offered Position	**13**	**0**	**13**	0	9	0	1	0	2	0	1	0	0	0
Refused Position	**2**	**0**	**2**	0	2	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**11**	**0**	**11**	**0**	**7**	**0**	**1**	**0**	**2**	**0**	**1**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **May 31, 2025**

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	**16**	**1**	**15**	1	14	0	0	0	1	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**337**	**28**	**287**	12	146	1	49	5	57	7	23	3	12	22
TOTAL APPLICANTS	**353**	**29**	**302**	13	160	1	49	5	58	7	23	3	12	22
TOTAL REJECTED APPLICANTS	**177**	**11**	**154**	4	69	0	27	4	41	2	8	1	9	12
TOTAL QUALIFIED APPLICANTS	**176**	**18**	**148**	**9**	**91**	**1**	**22**	**1**	**17**	**5**	**15**	**2**	**3**	**10**
TOTAL INTERVIEWED	**67**	**3**	**64**	**1**	**39**	**0**	**7**	**0**	**11**	**2**	**6**	**0**	**1**	**0**
Not Offered Position	**51**	**2**	**49**	0	25	0	7	0	10	2	6	0	1	0
Offered Position	**16**	**1**	**15**	1	14	0	0	0	1	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**16**	**1**	**15**	**1**	**14**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY**										DATE: **May 31, 2025**				
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
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **May 31, 2025**

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	**10**	**4**	**6**	4	4	0	0	0	0	0	1	0	1	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**136**	**34**	**89**	21	48	4	19	2	12	7	8	0	2	13
TOTAL APPLICANTS	**146**	**38**	**95**	25	52	4	19	2	12	7	9	0	3	13
TOTAL REJECTED APPLICANTS	**95**	**19**	**64**	10	32	2	14	0	11	7	5	0	2	12
TOTAL QUALIFIED APPLICANTS	**51**	**19**	**31**	**15**	**20**	**2**	**5**	**2**	**1**	**0**	**4**	**0**	**1**	**1**
TOTAL INTERVIEWED	**25**	**9**	**16**	**9**	**12**	**0**	**2**	**0**	**0**	**0**	**1**	**0**	**1**	**0**
Not Offered Position	**14**	**5**	**9**	5	7	0	2	0	0	0	0	0	0	0
Offered Position	**11**	**4**	**7**	4	5	0	0	0	0	0	1	0	1	0
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**10**	**4**	**6**	**4**	**4**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**1**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROFESSIONAL NON/FACULTY** DATE: **May 31, 2025**

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	**2**	**0**	**2**	0	0	0	0	0	1	0	1	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**7**	**1**	**6**	0	3	1	1	0	2	0	0	0	0	0
TOTAL APPLICANTS	**9**	**1**	**8**	0	3	1	1	0	3	0	1	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**9**	**1**	**8**	**0**	**3**	**1**	**1**	**0**	**3**	**0**	**1**	**0**	**0**	**0**
TOTAL INTERVIEWED	**6**	**0**	**6**	**0**	**2**	**0**	**1**	**0**	**2**	**0**	**1**	**0**	**0**	**0**
Not Offered Position	**3**	**0**	**3**	0	2	0	0	0	1	0	0	0	0	0
Offered Position	**3**	**0**	**3**	0	0	0	1	0	1	0	1	0	0	0
Refused Position	**1**	**0**	**1**	0	0	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**2**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**1**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**									DATE: **May 31, 2025**				
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	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**									DATE: **May 31, 2025**				
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	**4**	**0**	**4**	0	3	0	0	0	1	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**202**	**27**	**160**	7	56	8	41	7	48	1	7	4	8	15
TOTAL APPLICANTS	**206**	**27**	**164**	7	59	8	41	7	49	1	7	4	8	15
TOTAL REJECTED APPLICANTS	**162**	**23**	**125**	6	42	7	36	5	33	1	6	4	8	14
TOTAL QUALIFIED APPLICANTS	**44**	**4**	**39**	**1**	**17**	**1**	**5**	**2**	**16**	**0**	**1**	**0**	**0**	**1**
TOTAL INTERVIEWED	**16**	**0**	**16**	**0**	**6**	**0**	**1**	**0**	**9**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**12**	**0**	**12**	0	3	0	1	0	8	0	0	0	0	0
Offered Position	**4**	**0**	**4**	0	3	0	0	0	1	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**4**	**0**	**4**	**0**	**3**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**									DATE: **May 31, 2025**				
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	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**										DATE: **May 31, 2025**				
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	**18**	**2**	**16**	1	7	0	3	1	5	0	1	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**407**	**58**	**322**	24	153	10	63	19	79	1	19	4	8	27
TOTAL APPLICANTS	**425**	**60**	**338**	25	160	10	66	20	84	1	20	4	8	27
TOTAL REJECTED APPLICANTS	**200**	**26**	**162**	8	73	6	30	10	43	1	12	1	4	12
TOTAL QUALIFIED APPLICANTS	**225**	**34**	**176**	**17**	**87**	**4**	**36**	**10**	**41**	**0**	**8**	**3**	**4**	**15**
TOTAL INTERVIEWED	**67**	**9**	**54**	**5**	**28**	**0**	**9**	**2**	**12**	**0**	**4**	**2**	**1**	**4**
Not Offered Position	**48**	**7**	**37**	4	21	0	6	1	6	0	3	2	1	4
Offered Position	**19**	**2**	**17**	1	7	0	3	1	6	0	1	0	0	0
Refused Position	**1**	**0**	**1**	0	0	0	0	0	1	0	0	0	0	0
TOTAL ACCESSIONS	**18**	**2**	**16**	**1**	**7**	**0**	**3**	**1**	**5**	**0**	**1**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**										DATE: **May 31, 2025**				
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	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**42**	**3**	**36**	2	17	1	2	0	9	0	3	0	5	3
TOTAL APPLICANTS	**43**	**3**	**37**	2	18	1	2	0	9	0	3	0	5	3
TOTAL REJECTED APPLICANTS	**27**	**0**	**24**	0	15	0	2	0	2	0	3	0	2	3
TOTAL QUALIFIED APPLICANTS	**16**	**3**	**13**	**2**	**3**	**1**	**0**	**0**	**7**	**0**	**0**	**0**	**3**	**0**
TOTAL INTERVIEWED	**5**	**3**	**2**	**2**	**1**	**1**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**4**	**3**	**1**	2	0	1	0	0	1	0	0	0	0	0
Offered Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**										DATE: **May 31, 2025**				
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	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**245**	**13**	**216**	6	107	3	37	1	51	2	13	1	8	16
TOTAL APPLICANTS	**245**	**13**	**216**	6	107	3	37	1	51	2	13	1	8	16
TOTAL REJECTED APPLICANTS	**94**	**1**	**87**	1	37	0	16	0	25	0	5	0	4	6
TOTAL QUALIFIED APPLICANTS	**151**	**12**	**129**	**5**	**70**	**3**	**21**	**1**	**26**	**2**	**8**	**1**	**4**	**10**
TOTAL INTERVIEWED	**29**	**0**	**28**	**0**	**10**	**0**	**8**	**0**	**9**	**0**	**1**	**0**	**0**	**1**
Not Offered Position	**21**	**0**	**20**	0	7	0	6	0	7	0	0	0	0	1
Offered Position	**8**	**0**	**8**	0	3	0	2	0	2	0	1	0	0	0
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**7**	**0**	**7**	**0**	**2**	**0**	**2**	**0**	**2**	**0**	**1**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SECRETARIAL/CLERICAL**										DATE: **May 31, 2025**				
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	1	0	2	0	1	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**176**	**10**	**154**	2	62	4	34	3	43	0	8	1	7	12
TOTAL APPLICANTS	**180**	**10**	**158**	2	63	4	36	3	44	0	8	1	7	12
TOTAL REJECTED APPLICANTS	**96**	**7**	**80**	1	37	3	16	2	18	0	4	1	5	9
TOTAL QUALIFIED APPLICANTS	**84**	**3**	**78**	**1**	**26**	**1**	**20**	**1**	**26**	**0**	**4**	**0**	**2**	**3**
TOTAL INTERVIEWED	**28**	**2**	**26**	**0**	**7**	**1**	**9**	**1**	**7**	**0**	**2**	**0**	**1**	**0**
Not Offered Position	**22**	**2**	**20**	0	4	1	7	1	6	0	2	0	1	0
Offered Position	**6**	**0**	**6**	0	3	0	2	0	1	0	0	0	0	0
Refused Position	**2**	**0**	**2**	0	2	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**4**	**0**	**4**	**0**	**1**	**0**	**2**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL** DATE: **May 31, 2025**

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	**3**	**1**	**2**	0	2	0	0	1	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**21**	**2**	**18**	0	4	2	9	0	3	0	1	0	1	1
TOTAL APPLICANTS	**24**	**3**	**20**	0	6	2	9	1	3	0	1	0	1	1
TOTAL REJECTED APPLICANTS	**2**	**0**	**2**	0	0	0	1	0	0	0	1	0	0	0
TOTAL QUALIFIED APPLICANTS	**22**	**3**	**18**	**0**	**6**	**2**	**8**	**1**	**3**	**0**	**0**	**0**	**1**	**1**
TOTAL INTERVIEWED	**4**	**1**	**3**	**0**	**3**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
Offered Position	**3**	**1**	**2**	0	2	0	0	1	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**3**	**1**	**2**	**0**	**2**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL** DATE: **May 31, 2025**

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	**2**	**1**	**1**	1	1	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**51**	**5**	**39**	2	26	1	4	2	6	0	1	0	2	7
TOTAL APPLICANTS	**53**	**6**	**40**	3	27	1	4	2	6	0	1	0	2	7
TOTAL REJECTED APPLICANTS	**18**	**3**	**13**	0	10	1	1	2	2	0	0	0	0	2
TOTAL QUALIFIED APPLICANTS	**35**	**3**	**27**	**3**	**17**	**0**	**3**	**0**	**4**	**0**	**1**	**0**	**2**	**5**
TOTAL INTERVIEWED	**15**	**1**	**12**	**1**	**9**	**0**	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**2**
Not Offered Position	**11**	**0**	**10**	0	7	0	1	0	1	0	1	0	0	1
Offered Position	**4**	**1**	**2**	1	2	0	0	0	0	0	0	0	0	1
Refused Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**3**	**1**	**1**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**										DATE: **May 31, 2025**				
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**	**0**	**3**	0	1	0	0	0	1	0	1	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**17**	**1**	**15**	0	7	0	2	0	4	0	2	1	0	1
TOTAL APPLICANTS	**20**	**1**	**18**	0	8	0	2	0	5	0	3	1	0	1
TOTAL REJECTED APPLICANTS	**10**	**0**	**9**	0	3	0	2	0	2	0	2	0	0	1
TOTAL QUALIFIED APPLICANTS	**10**	**1**	**9**	**0**	**5**	**0**	**0**	**0**	**3**	**0**	**1**	**1**	**0**	**0**
TOTAL INTERVIEWED	**5**	**0**	**5**	**0**	**3**	**0**	**0**	**0**	**1**	**0**	**1**	**0**	**0**	**0**
Not Offered Position	**2**	**0**	**2**	0	2	0	0	0	0	0	0	0	0	0
Offered Position	**3**	**0**	**3**	0	1	0	0	0	1	0	1	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**3**	**0**	**3**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**1**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL** DATE: **May 31, 2025**

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	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**20**	**2**	**17**	1	4	1	4	0	8	0	0		1	1
TOTAL APPLICANTS	**21**	**2**	**18**	1	5	1	4	0	8	0	0	0	1	1
TOTAL REJECTED APPLICANTS	**6**	**0**	**6**	0	1	0	0	0	4	0	0	0	1	0
TOTAL QUALIFIED APPLICANTS	**15**	**2**	**12**	**1**	**4**	**1**	**4**	**0**	**4**	**0**	**0**	**0**	**0**	**1**
TOTAL INTERVIEWED	**4**	**0**	**4**	**0**	**1**	**0**	**1**	**0**	**2**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**3**	**0**	**3**	0	0	0	1	0	2	0	0	0	0	0
Offered Position	**1**	**0**	**1**	0	1	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL** DATE: **May 31, 2025**

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	**4**	**0**	**4**	0	3	0	0	0	1	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**147**	**13**	**125**	7	58	3	18	2	32	1	7	0	10	9
TOTAL APPLICANTS	**151**	**13**	**129**	7	61	3	18	2	33	1	7	0	10	9
TOTAL REJECTED APPLICANTS	**53**	**6**	**45**	2	22	3	5	1	14	0	3	0	1	2
TOTAL QUALIFIED APPLICANTS	**98**	**7**	**84**	**5**	**39**	**0**	**13**	**1**	**19**	**1**	**4**	**0**	**9**	**7**
TOTAL INTERVIEWED	**32**	**2**	**28**	**2**	**15**	**0**	**4**	**0**	**5**	**0**	**1**	**0**	**3**	**2**
Not Offered Position	**28**	**2**	**24**	2	12	0	4	0	4	0	1	0	3	2
Offered Position	**4**	**0**	**4**	0	3	0	0	0	1	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**4**	**0**	**4**	**0**	**3**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **TECHNICAL/PARAPROFESSIONAL**										DATE: **May 31, 2025**				
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
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SKILLED CRAFTS**									DATE: **May 31, 2025**				
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
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**2**	**2**	**0**	1	0	0	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**2**	**2**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**2**	**2**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**2**	**2**	**0**	1	0	0	0	1	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**2**	**2**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **PROTECTIVE SERVICES**									DATE: **May 31, 2025**				
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
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SERVICE/MAINTENANCE**									DATE: **May 31, 2025**				
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
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UCONN HEALTH
APPLICANT FLOW ANALYSIS - PROMOTIONS

OCCUPATIONAL CATEGORY: **SERVICE/MAINTENANCE**										DATE: **May 31, 2025**				
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	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
OUTSIDE AGENCY	**0**	**0**	**0**											
REEMPLOYMENT LIST	**0**	**0**	**0**											
EMPLOYMENT LIST	**0**	**0**	**0**											
TRANSFER LIST	**0**	**0**	**0**											
OTHER APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANTS	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUALIFIED APPLICANTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL INTERVIEWED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Not Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Offered Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
Refused Position	**0**	**0**	**0**	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

UNIVERSITY OF CONNECTICUT HEALTH
PERSONNEL EVALUATION ANALYSIS

OCCUPATIONAL CATEGORY : **EXECUTIVE/MANAGERIAL**										**DATE: May 31, 2025**				
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**	**2+M**	**2+F**	**UU**
SERVICE RATINGS														
EXCELLENT	10	6	4	5	3	0	1	1	0	0	0	0	0	0
GOOD	257	68	188	57	155	8	12	2	10	1	9	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, 2025**				
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**	**2+M**	**2+F**	**UU**
SERVICE RATINGS														
EXCELLENT	251	130	120	77	70	4	5	8	5	40	37	1	3	1
GOOD	377	203	166	126	86	6	7	18	22	53	50	0	1	8
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, 2025**				
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**	**2+M**	**2+F**	**UU**
SERVICE RATINGS														
EXCELLENT	20	6	14	5	10	0	2	1	1	0	1	0	0	0
GOOD	1501	337	1149	253	861	21	81	24	104	35	90	4	13	15
FAIR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
POOR	3	3	0	3	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 : **SECRETARIAL/CLERICAL**										**DATE: May 31, 2025**				
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**	**2+M**	**2+F**	**UU**
SERVICE RATINGS														
EXCELLENT	124	10	111	6	69	0	22	4	19	0	0	0	1	3
GOOD	555	24	523	10	276	5	75	4	150	4	14	1	8	8
FAIR	1	0	1	0	1	0	0	0	0	0	0	0	0	0
POOR	6	0	6	0	5	0	1	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 : **TECHNICAL/PARAPROFESSIONAL**										**DATE: May 31, 2025**				
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**	**2+M**	**2+F**	**UU**
SERVICE RATINGS														
EXCELLENT	74	20	51	9	26	8	14	3	9	0	2	0	0	3
GOOD	690	115	554	73	324	12	56	21	145	7	24	2	5	21
FAIR	1	0	1	0	1	0	0	0	0	0	0	0	0	0
POOR	7	3	4	1	1	0	1	1	2	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, 2025**				
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**	**2+M**	**2+F**	**UU**
SERVICE RATINGS														
EXCELLENT	31	30	1	23	1	2	0	5	0	0	0	0	0	0
GOOD	4	4	0	4	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, 2025**				
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**	**2+M**	**2+F**	**UU**
SERVICE RATINGS														
EXCELLENT	0	0	0	0	0	0	0	0	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	1	1	0	0	0	0	0	1	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, 2025**				
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**	**2+M**	**2+F**	**UU**
SERVICE RATINGS														
EXCELLENT	117	70	47	41	27	7	3	20	14	2	3	0	0	0
GOOD	47	24	23	14	17	5	0	5	6	0	0	0	0	0
FAIR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
POOR	1	1	0	0	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 2025

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 recruitment 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, both in-person and virtual, 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 policies and procedural changes are addressed

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 Equal Employment Officer with the AA/EEO policy and are on the OIE website along with links to additional resources. The complaint process is explained 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 online 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.

The Office of Institutional Equity (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. OIE did not identify trends or problem areas with respect to department/unit or individual areas. Information provided in exit surveys indicated some employees expressed unfamiliarity with avenues for reporting concerns. This information is provided in New Employee Orientation and is communicated in multiple ways (i.e., through announcements, annual compliance training, and OIE education, awareness activities and on OIE's website). OIE will continue to explore opportunities to enhance this message to increase awareness.

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, UConn Health 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 2025

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

As a result of last year's review of the search and hire process ensuring functionality and compliance with AA/EEO regulations while consistently meeting good faith efforts, the Office of Institutional Equity (OIE) determined the need for increased education of hiring manager and Human Resources staff. To meet these needs, OIE will work with the Human Resources staff, providing more detailed guidance related to recruitment, applicant evaluation, and justifications of candidates. For hiring managers, OIE will develop an on-line, interactive training focusing on compliance obligations, implicit bias, qualifications in job descriptions, recruitment, applicant evaluations, interviews and assessments and writing candidate evaluations. The training will include an interactive knowledge check focused on writing objective, detailed, qualification based post-interview candidate evaluations.

Responsible Unit: Office of Institutional Equity
Target Date: May 31, 2026

Goal #2

In an additional effort to provide more education and information for hiring managers related to a complaint search process that ensures equal opportunity for all applicants, the Office of Institutional Equity (OIE) will create specific resources for the areas determined to need more guidance. In last year's review of the search and hire process, the areas of applicant evaluation, what can be asked during an interview, writing post-interview evaluation and documentation were determined to need more specific guidance. Additionally, the need was for more user-friendly and concise resources. In response, OIE will create a series of one page, streamlined resources focused on the topics hiring managers are looking for more guidance on. These resources will be available on OIE's website and in the search compliance training that will be developed.

Responsible Unit: Office of Institutional Equity
Target Date: May 31, 2026

DISCRIMINATION COMPLAINT PROCESS

(Section 46a-68-89)

September 2025

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" and "Update" training. Please see **Exhibit # 2.**

In addition, investigative staff attended:

- the Office of University Compliance's Annual Compliance Training
- SUNY Student Conduct Institute: multiple web-based training modules
- Academic Impressions Training: Foundations of Title IX Investigations
- AWI's Webinar: Navigating AI in Workplace Investigations: Opportunities and Best Practices
- NACUA's Webinar: Navigating Campus Activism: Legal Insights for University Protests
- NASEM Action Collaborative on Preventing Sexual Harassment in Higher Education: 2024 Public Summit
- Shipman & Goodwin Webinar: AI and Privacy Laws in the Workplace
- Shipman & Goodwin Webinar: Neurodiversity in the Workplace
- AHEAD Webinar: The New Title II Digital Accessibility Regulations: What Institutions Need to Do Now to Work Toward Timely Compliance
- Husch Blackwell's Webinar: Bullying and Other Mistreatment in Academic Medical Research- Fostering a Respectful Environment

- NACUA Webinar: Dear Colleague: The New (Old) Title IX Guidance
- Husch Blackwell's Civil Rights Investigator Training
- NACUA Webinar: Sharpening Your Skills: Best Practices for Conducting Internal Investigations
- Husch Blackwell's Webinar: U.S. Department of Education's Dear Colleague Letter on Race in Education

(2) As part of 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. Information about these agencies can also be accessed through OIE's web site, https://equity.uconn.edu/discrimination/civil-rights-enforcement-agencies/ which is provided to all parties via email. Please see **Exhibit #4** for the webpage contents.

(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, 2024 – May 31, 2025) 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 (including the need to adjust for availability of parties and witnesses in the academic healthcare setting).

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 with 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.**

UCONN

Office of Institutional Equity

University of Connecticut & UConn Health Policy Against Discrimination, Harassment and Related Interpersonal Violence Grievance Procedures

I. General Provisions

These procedures are applicable to all complaints pending or filed on or after August 25, 2025. These 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 responding party is a University of Connecticut employee or third party. For allegations of sexual harassment, as defined in the Title IX regulations (34 C.F.R. §106), the University will follow the Title IX Sexual Harassment Grievance Procedures.

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. The University may outsource the processing of some or all of these complaint procedures at its discretion.

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. The University will not assign an advisor for the purpose of these proceedings. If a party chooses to have an advisor, the party should provide the investigator assigned to their matter with the advisor's contact information for the purpose of scheduling. The advisor's role may include acting as a support person for their party, assisting the party in navigating the process, and helping the party 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.

The University 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 the University'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 equity@uconn.edu . 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 the University's Title VI Coordinator, Title IX Coordinator, or their designee. Any impacted parties will be notified of the outcome in writing within ten (10) business days of receipt of the appeal.

The University 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. The University 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, the University may impose appropriate disciplinary sanctions, up to, and including, separation from the institution. The University may also provide remedies to restore access to the University's employment or education program or activity.

II. Timeline

The University is committed to the prompt and thorough resolution of complaints under the Policy. As such, the University aims to issue a discretionary dismissal under Section VI or determination under Section X within ninety (90) days of receipt of a complaint.

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.

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 equitable opportunities to present evidence during the grievance process. Additionally, the University 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 the University 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 the University 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

An initial report (oral or written) will be evaluated to determine whether the alleged conduct is within the scope of the *Policy*. Where the alleged conduct does not fall under the *Policy* but may constitute behaviors prohibited by other University policies, the matter will be referred to the appropriate authority.

VI. Discretionary Dismissal

The University of Connecticut may dismiss a complaint if:

- The respondent cannot be identified despite 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;
- The complainant voluntarily withdraws or abandons their complaint, and without the complainant's participation, the available information does not indicate a potential violation of the *Policy*; or
- The conduct alleged in the complaint, even if proven, would not constitute a violation of the *Policy*.

A discretionary dismissal may occur at any point in the grievance proceeding prior to the final determination, including before initiating the formal fact gathering. Before issuing a discretionary dismissal, the University will make reasonable efforts to clarify the allegations and may gather information

from additional sources in making its determination regarding the complaint. 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, the University 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 the scope of the Policy, the impacted party is seeking an investigation, and the report is not otherwise dismissible, the University will initiate an investigation. [2] The timing and method of launching the investigation process is at the discretion of the University. Upon initiating an investigation, the University will provide written notice to the parties with sufficient time for the parties to prepare a response before any initial interview.

After providing notice, the University will conduct an adequate, reliable, and impartial investigation into the complaint. 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, the investigator maintains full authority to determine whether certain evidence or witnesses are necessary to conduct a thorough investigation.

The investigator 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. Parties will receive equitable opportunity to present information, both inculpatory and exculpatory, and recommend fact witnesses. On a case-by-case basis, parties may be allowed to present expert witnesses equally.

At the conclusion of the fact gathering, parties will receive at least ten (10) business days to review[3] all relevant and not otherwise impermissible evidence. During the same period, parties will be given the opportunity to: (1) submit a written response to the evidence for consideration by the decision-maker(s); (2) 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. The University will take reasonable steps to prevent and address any disclosures.

IX. Hearing

At the conclusion of the fact gathering, the matter may proceed to an administrative hearing where the decision-maker(s) (the investigator, the University's Title VI Coordinator, Title IX Coordinator, or trained designee) will ask all relevant questions, including their own questions and questions submitted by the parties if any. If no questions were submitted by the parties, the matter will be concluded without a hearing and will proceed to the determination.

The parties, the decision-maker(s), and where applicable the parties' advisors, will be invited. Further, witnesses may be invited to participate in the hearing if the decision-maker(s) 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.

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.

At the decision-maker(s)' discretion, any party present at the hearing may be removed from the proceedings for engaging in disruptive or harmful behavior.[4]

The decision-maker(s) 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

The decision-maker(s) will issue a written notice of outcome to the parties simultaneously. The determination will be shared with 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, the University's Title VI Coordinator, 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 the grievance process, outlined above, any party may submit a written response to the outcome to equity@uconn.edu. The written response does not constitute a request for review but will be added to and maintained in the complaint files.

Parties may also request a review of the discretionary dismissal or findings. Requests for review must be received at equity@uconn.edu 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 the University's Title VI Coordinator, Title IX Coordinator 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, the Title VI Coordinator or the Title IX Coordinator or designee 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 the University. 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)

Affirmative Action & Equal Employment Opportunity, Policy Statement: | University Policies (uconn.edu)

Religious Accommodation Policy | University Policies (uconn.edu)

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, the University 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.

UConn and UConn Health Discrimination Investigations Training Attendance

NAME	TITLE	AGENCY	FOUNDATION	UPDATE
Sarah Chipman	Interim Associate Vice President	UConn	2014	2015, 2017, 2019, 2021, 2023
Jamila Goolgar	Senior EEO Investigator	UConn Health	2014	2015, 2017, 2019, 2021, 2023
Anthony Soto	EEO Investigator	UConn	2024	

UCONN

OFFICE OF UNIVERSITY COMPLIANCE

University Policies

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, including UConn Health
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	UConn Health
The Office of University Compliance 28 Professional Park, Unit 5084 Storrs, CT 06269-5084 Telephone: (860) 486-2530 Reportline: 1-888-685-2637Website: https://compliance.uconn.edu	**The Office of University Compliance** Administrative Services Building 263 Farmington Avenue Farmington, CT 06030-5329 Telephone: (860) 679-1969 Reportline: 1-888-685-2637Website: 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 Email: equity@uconn.edu OIE's Discrimination Complaint Procedures: https://equity.uconn.edu/policiesprocedures/	**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/
Office of Faculty & Staff Labor Relations 9 Walters Avenue, Unit 5075 Storrs, CT 06269-5075 Telephone: (860) 486-5684 Website: https://hr.uconn.edu/employee-relations/	**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 126 North Eagleville Road, Unit 3070 Storrs, CT 06269-3070 Telephone: (860) 486-4800 Website: https://publicsafety.uconn.edu/police/	**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	Contact Information

The American Association of University Professors (AAUP), University of Connecticut Chapter	Telephone: (860) 487-0450 Website: http://www.uconnaaup.org/contact/
The University of Connecticut Professional Employees Association (UCPEA)	Telephone: (860) 487-0850 Website: http://ucpea.ct.aft.org/
Maintenance and Service Unit, Connecticut Employees Union Independent (CEUI)	Telephone: (860) 344-0311 Website: https://www.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/
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://provost.uconn.edu/cultural-centers-programs/

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)

UCONN | UNIVERSITY OF CONNECTICUT

A-Z

Office of Institutional Equity

Search this site...

Home | Policies & Procedures | Education & Training | Title IX | Discrimination & Harassment | Employment Equity | Accessibility | Contact | Make a Report

Civil Rights Enforcement Agencies

The U.S. Department of Education, Office for Civil Rights (OCR) enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive financial assistance from the U.S. Department of Education. OCR is also responsible for Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits disability discrimination by all public entities.

The Equal Employment Opportunity Commission (EEOC) enforces Federal laws prohibiting discrimination in employment on the basis of race, color, sex, pregnancy, genetic information, religion, national origin, age, or disability, as well as retaliation protections for persons complaining of discrimination or participating in the investigation of discriminatory activity. These laws prohibit discrimination in the job application and hiring process, and in the context of terminations, promotions, trainings, wages, or any other terms, privileges or conditions of employment.

The Connecticut Commission on Human Rights and Opportunities (CCHRO) enforces state laws prohibiting discrimination in employment, housing, public accommodations, and credit transactions. The mission of the CCHRO is to eliminate discrimination through the enforcement of civil and human rights laws and to further the goals of equal opportunity and justice for all persons within the state through advocacy and education. Connecticut law provides protections against discrimination on the basis of age, ancestry, color, race, criminal record, genetic information, disability, national origin, religion, sex, pregnancy, sexual orientation, gender identity or expression, or workplace hazards to reproductive systems, as well as retaliation protections for whistleblowers and persons complaining of discrimination or participating in the investigation of discriminatory activity.

The U.S. Department of Labor administers a variety of federal labor laws including those that guarantee workers' rights to safe and healthful working conditions, a minimum hourly wage, and overtime pay. The Department of Labor is also responsible for enforcing comprehensive federal labor laws in areas such as record keeping, youth and special employment, family and medical leave, migrant workers, lie detector tests, protections in certain temporary worker programs, and the prevailing wages for government service and construction contracts. The Connecticut Department of Labor is responsible for a number of state labor programs, including unemployment insurance, wage and workplace standards, and the Connecticut Family and Medical Leave Act.

For more information about other entities that enforce state and federal non-discrimination laws, please go to the Connecticut Commission on Human Rights and Opportunities, the U.S. Department of Justice or to the U.S. Commission on Civil Rights.

45 DAY UPDATE TO COMPLAINANT

Dear ___,

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, 2024 AND MAY 31, 2025

COMPLAINANT RACE/SEX	DATE FILED*	TYPE	RESPONDENT	BASIS CLAIMED	FINDING	RESOLUTION	LENGTH OF TIME TO RESOLVE	DATE CLOSED
U/F	5/12/2025	Internal	University Employee	Discrimination - Disability; Retaliation	Pending			
B/F	5/2/2025	Internal	University Employee	Discrimination/Harassment - Race	Pending			
U/F	4/14/2025	Internal	University Employee	Discrimination - Disability/Ethnicity	Pending			
A/F	2/21/2025	Internal	University Employee	Discrimination - Sex-based; Retaliation	Pending			
W/F	1/22/2025	Internal	University Employee	Harassment - Sex-based; Sexual Harassment	No University Policy Violation	Referred to Management	118	5/20/2025
W/F	1/2/2025	Internal	2 University Employees	Discrimination - Age/Sex	Pending			
U/M	4/25/2025	Internal	University Employee	Discrimination - Disability	Discretionary Dismissal		95	7/29/2025
B/F	12/23/2024	Internal	University Employee	Harassment - Sex-based; Sexual Harassment	Policy Violation	Referred to Management	148	5/20/2025
W/F	12/17/2024	Internal	2 University Employees	Discrimination/Harassment - Age/Race	Discretionary Dismissal		36	1/22/2025
B/M	7/24/2024	Internal	2 University Employees	Retaliation	Assessment of Merits		69	10/1/2024
N/A	7/25/2024	Internal	University Employee	Discrimination - Age	Assessment of Merits		133	12/5/2024
B/M	7/11/2024	Internal	University Employee	Harassment - Race	No University Policy Violation		81	9/30/2024
H/M	6/25/2024	Internal	University Employee	Retaliation	Administratively Closed	CHRO Filed	15	7/10/2024
A/F	3/21/2024	Internal	University Employee	Retaliation	No University Policy Violation		337**	2/21/2025
B/F	11/30/2023	Internal	University Employee	Discrimination/Harassment - Disability/Race/Sex	No University Policy Violation		533***	5/16/2025

* Date complaint received or date of Complainant's first substantive investigative interview.

** Timeline reflects complexity of claims and availability of parties and witnesses.

*** Timeline reflects scope of claims, availability of parties and witnesses, and alternative resolution efforts.

UConn Health EXTERNAL Discrimination Complaints
Opened or Pending Between June 1, 2024 - May 31, 2025

Complainant Race/Sex	Date Filed/ Date Received*	Type	Respondent	Basis Claimed	Finding	Resolution	Length of Time to Resolve	Date Closed
HM	10/8/2024	External	UConn Health	Discrimination - Race/National Origin	Closed at CHRO Closed at EEOC	Dismissed	107	1/23/2025
BF	10/7/2024	External	UConn Health	Discrimination - Race	Pending at OCR			
WF	7/12/2024	External	UConn Health	Discrimination - Age/Disability; Retaliation	Pending at CHRO Pending at EEOC			
HM	7/9/2024	External	UConn Health	Discrimination - Disability/National Origin/Ancestry; Retaliation	Closed at CHRO Pending at EEOC	Settlement Agreement	245	3/11/2025
BF	7/5/2024	External	UConn Health	Discrimination- Race/Color/Age; Retaliation	Pending at CHRO Pending at EEOC			
WF	6/28/2024	External	UConn Health	Discrimination - Sex/National Origin	Closed at CHRO Closed at EEOC	Withdrawal of Complaint	56	8/23/2024
WF	3/21/2024	External	UConn Health	Discrimination - Disability	Closed at CHRO Closed at EEOC	Withdrawal of Complaint	358	3/14/2025
HM	3/18/2024	External	UConn Health	Discrimination - Disability/Race	Closed at CHRO	Dismissal	115	7/11/2024
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			
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, Sex, Ancestry	Closed at CHRO Pending at EEOC	Dismissed	659	1/21/2025
UM	10/6/2023	External	UConn Health	Discrimination - Disability	Closed at CHRO Closed at EEOC	Dismissed	305	8/6/2024
UF	1/13/2023	External	UConn Health	Discrimination - Age	Pending at OCR			

UConn Health EXTERNAL Discrimination Complaints
Opened or Pending Between June 1, 2024 - May 31, 2025

Complainant Race/Sex	Date Filed/ Date Received*	Type	Respondent	Basis Claimed	Finding	Resolution	Length of Time to Resolve	Date Closed
UF	1/13/2023	External	UConn Health	Discrimination - National Origin/Ancestry; Retaliation	Closed at CHRO Pending at EEOC	Dismissed	620	9/24/2024
UM	1/13/2023	External	UConn Health	Discrimination - National Origin/Ancestry; Retaliation	Closed at CHRO Pending at EEOC	Dismissed	620	9/24/2024
HF	10/7/2020	External	UConn Health	Discrimination - National Origin/Ancestry; Retaliation	Closed at Superior Court Closed at Federal Court	Settlement Agreement	1607	3/2/2025
UF	12/6/2019	External	UConn Health	Discrimination - Disability; Retaliation	Pending at OPH			
BM	6/27/2016	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 2025

This section was in compliance in the previous filing and there were no proposals and recommendations.

Reclassifications comprise 18.7%, or thirty-four (34) out of one hundred eighty-two (182) 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 activities 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 qualifications 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 method of reporting, the "Interviewed" line when totaled for each job category, differs from the "Interviewed" line in the Applicant Flow Analysis.

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)

All applicants are reported with qualification-based justifications. 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.

EEO 1
Executive/Managerial

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
1A Executive	0	0	0	0	1	2	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
1A Executive	12/13/2024	N	2025-046	WM	1

Start Date	12/13/2024
Requisition Number	2025-046
Job Group	1A
Department	60060-Office of Healthcare Compliance
Job Title	Asst Vice President - Chief Healthcare Compliance & Privacy Office

KNOWLEDGE & SKILLS

- Demonstrated knowledge of compliance program elements, state and federal laws, regulations and best practices regarding healthcare compliance and privacy.
- Demonstrated knowledge of monitoring processes and protocols.
- Understanding of healthcare coding and reimbursement systems, risk management, and performance improvement.
- Demonstrated leadership ability.
- Excellent analytical and organizational skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Demonstrated initiative and knowledge of problem-solving processes.
- Ability to effectively present ideas and concepts and represent the institution’s interest externally with regulators, agencies, and others.
- Ability to work in a matrix environment.
- Ability to meet deadlines and adjust to changes in workload, policies, procedures, and priorities; excellent computer skills.

GENERAL EXPERIENCE

- Bachelor’s degree and ten (10) years' experience in healthcare administration, privacy, or closely related field with a minimum of six years progressive state or federal regulatory or managed care compliance experience.
- Certification in healthcare compliance or privacy (e.g., CHC, CIPP, CHPC, CHPS, RHIA). If not certified at time of hire, must obtain within one (1) year .

PREFERRED REQUIREMENT

- Advanced degree
- Experience in an academic medical center

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-046	8	11	3	2	0	5	1	0	2	1	2	35
Unqualified	5	10	2	2	0	5	1	0	1	1	2	29
Interviewed	2	1	1	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements as posted.

6 Interviewed applicants: 3 WM, 1 WF, 1 BM, 1 TM

- 1 WM did not have experience in an academic medical center. His experience was in physician practices.
- 1 WM did not have experience in a medical setting, as his background was in physician practices.
- 1 WF's hospital experience was over ten years ago, her experience had been in radiology for the past ten years.
- 1 BM did not provide clear and detailed responses to interview questions regarding his technical experience and management experience.
- 1 TM had experience managing small teams (50 employees and less), but he did not have experience with the unique challenges mid-size and larger hospitals such as UConn Health have. He did not have experience working with a unionized workforce.

The 1 WM selected had fourteen years of compliance and privacy experience which included five years of experience in an academic medical center as a director for privacy and compliance. He also had an advanced degree in leadership dynamics and certification in healthcare privacy compliance and healthcare compliance. Additionally, he provided complete, detailed responses to interview questions regarding building privacy and compliance teams.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
1B University Director	0	0	0	1	0	1	2	2

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
1B University Director	8/9/2024	N	2024-985	WM	1
	8/23/2024	N	2024-1049	WM	1
	8/23/2024	N	2024-1359	WM	1
	9/6/2024	N	2025-063	WF	1
	2/7/2025	Y	2025-196	BF	1
	2/21/2025	N	2025-500	WM	1
	4/18/2025	Y	2025-883	AF	1
	4/21/2025	N	2025-1003	WM	1
	4/21/2025	N	2025-1086	WM	1

Start Date	8/9/2024
Requisition Number	2024-985
Job Group	1B
Department	60050-Accreditation & Regulatory Affairs
Job Title	University Director - Accreditation and Regulatory Affairs

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE. SKILL & ABILITY

- Excellent knowledge of state and federal regulatory requirements specific to healthcare
- Knowledge of regulatory standards
- Demonstrated leadership ability
- Risk management and performance improvement skills
- Excellent knowledge of high reliability processes, and excellent analytical and organizational skills
- Deductive thinking skills; excellent oral and written communication skills; excellent interpersonal skills
- Conflict resolution skills
- Ability to contribute to administrative activities as necessary
- Effective presentation skills
- Represents the office with regulators, agencies, and others in an effective manner
- Ability to meet deadlines; adjust to changes in policies, procedures, and priorities
- Knowledge of personnel and labor relations regulations.

EXPERIENCE & TRAINING
GENERAL EXPERIENCE

- Masters in Nursing, Public Health, or Related Field. Four (4) years' broad experience with healthcare and regulatory matters.

Preferred Experience

- Four years of management or director level experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-985	2	5	0	0	0	1	0	1	0	0	2	11
Unqualified	0	0	0	0	0	1	0	1	0	0	1	3
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	4	0	0	0	0	0	0	0	0	1	6
Hired	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

7 Interviewed applicants: 2 WM, 4 WF, 1 UU

- 1 WM did not demonstrate the ability to adjust to changes in policies and regulations as he did not have knowledge of current regulatory matters.
- 1 WF did not have experience serving as a regulatory consultant to the senior team as her responses about state and federal regulatory requirements were not detailed.
- 1 WF did not relate her regulatory experience to this position, as her background was in a small facility not comparable to UConn Health.
- 1 WF did not have experience or knowledge of regulatory matters as she was not able to respond correctly to interview questions.
- 1 WF had experience leading departments at Waterbury Hospital including risk, infection prevention, and patient experience but was not familiar with processes utilized at UConn Health.
- 1 UU had experience with regulations from the Joint Commission and the CT Department of Public Health as well as a larger hospital but was not familiar with processes utilized at and challenges of a smaller hospital such as UConn Health.

The 1 WM was selected. He had worked with the CT Hospital Association and was familiar with the processes utilized at UConn Health. He also had experience with healthcare regulatory requirements, quality improvement, and patient safety. He had led multiple hospital projects throughout the state that consisted of data analysis, data management, implementation of performance improvement methodology, project management tools, and leadership techniques. Additionally, he won the 2022 United Hospital Fund's Excellence in Health Care Award.

Start Date	8/23/2024
Requisition Number	2024-1049
Job Group	1B
Department	60160-Human Resources
Job Title	Director of Talent Acquisition

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENT

- Strong knowledge of employment law and a strong understanding of current employment regulations and compliance issues.
- Exceptional oral and written communication skills
- Full knowledge of human resource administration
- Knowledge of collective bargaining and labor relations
- Knowledge of and ability to apply management principles and techniques.
- Exceptional interpersonal, leadership, and communication skills.
- Ability to drive issues to closure despite obstacles and opposition.
- Ability to identify and solve complex workplace issues
- 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 senior and executive management level.
- Solid sense of confidentiality and discretion.

QUALIFICATION/EXPERIENCE & TRAINING

- Bachelor's degree in Human Resources, Healthcare Administration, Business, or a related field and seven [7] or more years human resources
- Five [5] years in healthcare recruitment experience
- Three [3] years' work experience leading a recruitment department responsible for hiring at a large organization.
- Experience using digital workflows in applicant tracking systems.

Substitution

- An additional four years of human resource experience may be substituted for the Bachelor's degree.

Preferred

- Certified Health Care Recruiter (CHCR), Senior Professional in Human Resources (SPHR), or Professional in Human Resources (PHR) or SHRM's equivalents.
- Experience with iGreentree preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1049	13	18	3	6	0	3	0	0	1	3	7	54
Unqualified	9	14	3	6	0	2	0	0	1	2	7	44
Interviewed	3	4	0	0	0	1	0	0	0	1	0	9
Hired	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

10 Interviewed applicants: 4 WM, 4 WF, 1 HF, 1 TF

- 1 WM did not have experience with current ATS technology, applicant technology systems, and did not provide examples of how he would lead a recruitment department at a large organization.
- 1 WM was found in the interview to not have met the minimum qualifications related to healthcare recruitment when his work history was clarified.
- 1 WM clarified that his healthcare recruitment experience was not his primary responsibility, and he did not have five years of relevant experience.
- 1 WF did not have hospital-related experience as her recruiting background was as a small human resources generalist, and she was not able to describe how her experience would transfer to this position.
- 1 WF did not agree to the salary range for the position.
- 1 WF did not have the experience needed to lead a recruitment department per her responses to interview questions, which were not clear and did not provide examples of her experience.
- 1 WF was found to not have met the minimum qualifications during the interview.
- 1 HF indicated she was only interested in a remote position, which was not an option for this position.
- 1 TF did not fully respond to interview questions as her responses were not specific or knowledgeable about human resources or recruitment, even when prompted several times.

The 1 WM was selected. He was a Certified Provider Recruitment Professional with nine years of healthcare and physician recruitment experience. His experience included medical specialties and managing teams of recruiters. He also had experienced the challenges in UConn Health's regional market area and was able to describe how he had managed the Certified Registered Nurse Anesthetist crisis in his previous position.

Start Date	8/23/2024
Requisition Number	2024-1359
Job Group	1B
Department	10780-Cell Analysis Modeling - CCAM
Job Title	University Director - Software Director

Required Knowledge, Skills & Ability

- Considerable knowledge of and ability to apply management principles and techniques
- Considerable knowledge of relevant state and federal laws, statues, and regulations
- Experience providing technical leadership and coordinating the activities of staff

- Experience working with product innovation, and exposure to the product life cycle and management of cutting-edge software offerings
- Considerable technical knowledge of database technologies
- Considerable technical knowledge of current programming languages and technologies and the ability to leverage new technologies
- Experienced in testing and debugging of applications
- Broad knowledge of and creativity around computing resources required to support project goals
- Considerable oral and written communication skills
- Ability to provide training and technical assistance
- Supervisory ability
- Experience with containerized distributed architecture.
- Experience developing distributed applications utilizing high performance computing

Experience and Training
General Experience

- A bachelor's degree in computer science and six (6) years of professional experience in providing technical leadership in the full-stack architecture, planning, and execution of complex software products along with leadership in the full product lifecycles.

Special Experience

- Three (3) years of the general experience must have been in a supervisory capacity.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1359	1	0	0	0	0	0	1	0	0	0	1	3
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
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 Unqualified applicant did not meet the minimum qualifications needed for this position.

1 Qualified applicant: 1 AM

- 1 AM did not have relevant experience executing complex software products.

1 Interviewed applicant: 1 WM

The 1 WM was selected. He had thirty years' software experience in both academic and industrial environments, including nine years at UConn Health. He had architected and developed various research computing applications and had experience with the scientific domain of biomedical computing. Additionally, he had managed programmers and system administrators in the development of nimble software.

Start Date	9/6/2024
Requisition Number	2025-063
Job Group	1B
Department	10200-Psychiatry
Job Title	Associate Director – Adolescent Neuroscience Collaborative for Health Resilience

Knowledge, Skills, and Abilities

- Comprehensive knowledge of statutory or regulatory provisions relevant to research; ability to understand and apply relevant state and federal laws, statutes, and regulations
- Analytical capabilities required for complex problem-solving responsibilities
- Excellent organizational, verbal, and written communication skills; program development and computer skills; supervisory ability; excellent leadership skills; ability to prioritize work
- Ability to develop effective and collaborative working relationships with a variety of disciplines and levels of staff across departments.
- Independent decision making and problem-solving skills
- Ability to use multiple computer/database systems
- Knowledge of aspects of clinical trials such as screening, interviewing, case reports forms
- Demonstrated experience coordinating multiple funded research projects
- Demonstrated experience with Watershed procedures and techniques
- Demonstrated computer skills
- Demonstrated supervisory experience
- Demonstrated ability to work with diverse groups/populations

Experience and Training
General Experience

- Ph.D. in Psychology, Neuroscience or a related clinical research field OR Master's degree in Psychology, Neuroscience, or a related clinical research field with a minimum of four (4) years of applied research management experience.

Special Experience

- At least 3 years of clinical research or study coordination experience must be in a supervisory capacity.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-063	0	1	0	0	0	0	0	1	0	0	0	2
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.

1 Qualified applicant: 1 AF

- 1 AF was a physician with neurology experience but did not have experience with National Institutes of Health (NIH) funded projects with an adolescent focus. She also did not have experience with the Institutional Review Board (IRB) submissions and monitoring or with fMRI task programming and neuroimaging data management.

1 Interviewed applicant: 1 WF

The 1 WF selected had a master's degree in clinical research and nine years of supervisory clinical research and study coordination experience. She had IRB experience with submissions and monitoring as well as study planning and design. Additionally, she had neuroimaging data experience.

Start Date	2/7/2025
Requisition Number	2025-196
Job Group	1B
Department	62120-Research Compliance Svcs
Job Title	(Underfill to Associate Director) HRPP Director

Minimum Qualifications

- Master's degree.
- At least 8 years of experience directly related to the duties and responsibilities specified, with 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

- Demonstrated work experience with increasing responsibility in a human subjects' protection program.
- Knowledge of AAHRPP standards and accreditation requirements.
- Knowledge of HIPAA regulations and state laws governing privacy.
- Working knowledge of scientific and medical concepts, terminology, and clinical care procedures and standards.
- Working knowledge of good clinical/research practices and standards.
- Working knowledge of graduate and undergraduate research.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-196	3	5	0	1	0	1	4	0	0	1	2	17
Unqualified	2	2	0	0	0	1	1	0	0	1	0	7
Qualified	0	3	0	0	0	0	2	0	0	0	0	5
Interviewed	1	0	0	0	0	0	1	0	0	0	2	4
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF met a hiring goal.

Start Date	2/21/2025
Requisition Number	2025-500
Job Group	1B
Department	Facilities Management
Job Title	University Director - Trade Services

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE. SKILL & ABILITY

- Considerable knowledge of and ability to apply management principles and techniques
- Extensive knowledge of operating and maintaining building systems
- Extensive knowledge of large-scale organizational functions related to operational and maintenance funding, general administration, organizational planning and development, and program evaluation
- Working knowledge of general governmental policies and procedures and Federal and State statutes directly affecting the activities of facility maintenance, particularly healthcare and research facilities
- Advanced knowledge of establishing, acquiring, and/or controlling a departmental budget Strong interpersonal skill; excellent written and oral communication skills
- Advanced administrative and managerial skills
- Motivational and supervisory skills with the ability to direct and interact with individuals of varying skill and knowledge levels.

EXPERIENCE & TRAINING
GENERAL EXPERIENCE

- Bachelor's degree in engineering or a related field
- Seven (7) years' experience in facilities management at a large organization, preferably with healthcare and/or public sector experience
- Five (5) years' experience leading and directing the work of trade staff.

SUBSTITUTION ALLOWED

- Master's degree in engineering or a related field may be substituted for one (I) additional year of the general experience.
- Fifteen (15) years of experience in facilities management in a technically oriented environment such as engineering, architecture, building operations or construction in a large or academic organization may be substituted for the bachelor's degree.

PREFERRED REQUIREMENTS

- Current Professional Engineering license with the State of Connecticut, or a trade license with the State of Connecticut (E1, E2, P1, P2, S1, or S2)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-500	4	0	0	0	0	0	0	0	0	0	0	4
Unqualified	2	0	0	0	0	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

2 Interviewed applicants: 2 WM

- 1 WM did not have experience in facilities management in a hospital setting and he did not respond to all the interview questions.

The 1 WM selected had facilities management experience in both hospital and higher education settings, and understood building codes, including Joint Commission standards associated with hospitals. He had experience with budget management and adherence. Additionally, he had experience leading unionized staff and provided examples of how he effectively communicated with staff and motivated underperforming employees.

Start Date	4/18/2025
Requisition Number	2025-883
Job Group	1B
Department	62126-Sponsored Program Services
Job Title	University Director

Knowledge, Skills & Abilities Requirement

- Substantial knowledge of Federal and State laws and regulations which govern research and sponsored programs financial/ administration and clinical trial compliance.
- Medicare National Coverage Determination that regulates research financial compliance for clinical trials.
- Clinical research protocols.
- Medicare regulations regarding clinical trials.
- Clinical trials budget development and financial reviews.
- Substantial knowledge of sponsored projects administration in a university setting and related university policy and procedure.
- Proven leadership skills with the ability to direct and lead activities of staff both individually and within a project team.
- Proficient computer skills.
- Excellent interpersonal, organizational and communication [oral and written] skills, ability to lead change, build consensus, and have steadfast ethics.

- Experience providing training and knowledge of sponsored project training programs.
- Prior experience with electronic medical record system [EPIC]
- And ability to analyze and interpret data.

Qualification/Experience & Training

- Master's degree in business or other related fields.
- At least seven [7] years of sponsored project administration experience including at least four [4] years of management experience and the oversight of the administration of clinical trials.

Special Requirement

- Strong financial administration experience required.

Preferred Qualifications/Experience

- Oversight of significant sponsored program office compliance components, research compliance and training and development of staff

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-883	1	3	0	0	0	0	0	1	0	0	0	5
Unqualified	1	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Withdrawn	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

The 1 AF met a hiring goal.

Start Date	4/21/2025
Requisition Number	2025-1003
Job Group	1B
Department	80100-Health Information Management
Job Title	Associate Director

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 investigation and research skills.
- Teaching ability.
- Administrative and people management abilities.
- Computer expertise.

EXPERIENCE AND TRAINING
GENERAL EXPERIENCE

- Primary Associate Degree in Nursing.
- Bachelor's Degree must be completed within two years of date of hire.
- Eight years of progressive experience working in Clinical Documentation Improvement or a combination of 8 years in Clinical Documentation Integrity and critical care nursing for a hospital, health system, or vendor completing this work on behalf of a hospital or health system.
- Three (3) years of experience at a supervisory level

SPECIAL REQUIREMENTS

- Must have CCDS (Certified Clinical Documentation Specialist) certificate from ACDIS and must maintain certification.
- Incumbents may be required to work flexible hours or weekends
- Must possess and maintain current RN license in the State of CT

PREFERRED QUALIFICATION

- Epic (EHR) Experience & knowledge (electronic medical record system)
- 3m 360 Encompass experience and knowledge

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1003	1	0	0	0	0	0	0	0	0	1	0	2
Unqualified	0	0	0	0	0	0	0	0	0	1	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 Unqualified applicant did not meet the minimum qualifications needed for this position.

1 Interviewed applicant: 1 WM

The 1 WM selected had ten years of progressive experience working in clinical documentation improvement. He was a registered nurse and had CCDS certification. Additionally, he had EPIC experience and 3m 360 Encompass experience. Furthermore, he provided detailed examples of his CDI and supervisory experience.

Start Date	4/21/2025
Requisition Number	2025-1086
Job Group	1B
Department	10780-Cell Analysis Modeling - CCAM
Job Title	University Director

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY

- Strong project management skills with experience leading complex software development projects.
- Knowledge of whole-cell modeling, systems biology, or computational biology.
- Familiarity with multiscale simulation frameworks, including approaches integrating mechanistic models, AI/ML methods, and probabilistic simulations.
- Experience with high-performance computing (HPC) and cloud-based software deployment.
- Expertise in API development and integration of custom user interfaces for scientific computing.
- Proficiency in Python.
- Knowledge of data integration, version control, and FAIR data management.
- Familiarity with Docker, containerization technologies, and scalable computing environments.
- Experience with collaborative software development, open-source tools, and community-driven platforms.
- Strong ability to analyze technical requirements and align them with research and engineering goals.

EXPERIENCE AND TRAINING

- Five (5) years of experience in IT project management, software engineering, or systems integration, with a focus on scientific or research-based computing.

SUBSTITUTION

- Bachelor's degree in Computer Science, Bioinformatics, Computational Biology, or a related field may be substituted for four (4) years of experience.

PREFERRED QUALIFICATIONS

- Experience in whole-cell modeling, systems biology, or computational biophysics.
- Knowledge of high-throughput biological data analysis and integration.
- Familiarity with experimental data repositories (EDD, EcoCyc) and interoperability standards.
- Proficiency in developing interactive visualization tools for biological modeling.
- Experience working on government-funded research projects (e.g., DARPA, NIH, NSF-funded initiatives).
- Project Management Professional certification, Certified Scrum Master (CSM), or experience in agile software development is preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1086	2	0	0	0	0	0	0	0	0	0	1	3
Unqualified	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Interviewed applicant: 1 WM

The 1 WM selected had nineteen years of academic and industry experience in developing software for cellular simulation. He had experience leading and managing the development of Vivarium, a modular multiscale simulation software framework for whole-cell modeling.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
1C Managers	0	0	0	0	2	0	1	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
1C Managers	11/29/2024	N	2025-093	WF	1
	1/10/2025	N	2025-289	BF	1
	3/7/2025	N	2025-575	WF	1
	3/7/2025	N	PT-FT	WM	1

Start Date	11/29/2024
Requisition Number	2025-093
Job Group	1C
Department	UMG-Occupational Medicine Module
Job Title	Nurse Manager-Occ Med

KNOWLEDGE AND 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.
- Experience with direct interviewing, hiring, managing, and evaluating staff.
- Experience in patient care flow processes and effective workforce utilization.

EXPERIENCE AND TRAINING
General Experience

- Bachelor's degree in nursing with four (4) years of experience, at least two (2) years of experience must have been in a supervisory capacity.
- Must possess and maintain a current State of Connecticut Registered Nurse license.

PREFERRED QUALIFICATIONS

- Demonstrates managerial experience in an outpatient ambulatory setting.
- Regulatory experience
- Masters in Nursing preferred or in process of obtaining a Master's degree

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-093	0	10	0	1	0	0	0	0	0	1	0	12
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	0	5	0	0	0	0	0	0	0	1	0	6
Withdrawn	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.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

6 Qualified applicants: 5 WF, 1 TF

- 2 WF's did not have a Master's in nursing.
- 1 WF did not have experience in managing an outpatient ambulatory setting, as her background was as a school nurse.
- 1 WF's background was in mental health not with regulatory requirements or occupational medicine, and she did not have experience in managing an outpatient ambulatory setting.
- 1 WF, 1 TF did not have 2 years of experience in a supervising capacity.

3 Interviewed applicants: 3 WF

- 1 WF did not have managerial experience in a clinical setting as her background was in occupational medicine, and she did not relate her experience to the position in her responses to interview questions.
- 1 WF was enrolled in a Master's program for nursing and did not have the level of experience needed in regulatory requirements based on her responses to interview questions.

The 1 WF selected had a Master's in nursing and experience as a director in an outpatient ambulatory setting. She had experience managing employees in a union environment and had a regulatory background.

Start Date	1/10/2025
Requisition Number	2025-289
Job Group	1C
Department	80320-Cardiology
Job Title	Clinical Practice Manager

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL & ABILITY

- Considerable knowledge of office management and principles
- Considerable knowledge of relevant State and Federal laws and regulations
- Knowledge of accrediting agencies, such as JACHO, guidelines
- Knowledge of financial management
- Considerable knowledge of billing systems and insurance regulations
- Knowledge of healthcare delivery systems
- Knowledge of systems/applications that impact the healthcare clinical delivery
- Considerable interpersonal skills
- Excellent computer skills and project management skills
- Leadership skills
- Ability to communicate effectively, both oral and written
- Ability to problem solve and work under pressure deadlines
- Excellent supervisory ability
- Ability to apply quality improvement techniques
- Ability to manage change
- Ability to deal compassionately with patients and family members.

EXPERIENCE AND TRAINING
General Experience

- Seven (7) years of healthcare management experience or business-related field with at least three (3) years related professional administrative or clinical management experience.

SUBSTITUTION ALLOWED

- Bachelor's degree in healthcare management, business administration 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
2025-289	1	10	0	8	0	3	0	1	0	1	1	25
Unqualified	0	6	0	6	0	2	0	0	0	1	1	16
Qualified	0	1	0	1	0	1	0	0	0	0	0	3
Interviewed	1	3	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Qualified applicants: 1 WF, 1 BF, 1 HF

- 1 WF did not have a stable job history
- 1 BF did not have seven years of healthcare management experience or business-related field with at least three years related professional administrative or clinical management experience.
- 1 HF did not respond to requests for interview.

6 Interviewed applicants: 1 WM, 3 WF, 1 BF, 1 AF

- 1 WM, 1 WF, 1 AF did not have experience in managing a provider practice, budgets or multidisciplinary staff based on their incomplete responses to interview questions.
- 1 WF's experience in healthcare management did not include working in a unionized environment, which was typical in medical settings and necessary at UConn Health.
- 1 WF was determined during the interview to not have experience in healthcare management, as her background was in a dental school and call center.

The 1 BF selected had experience in healthcare management including working in a unionized environment as she had managed forty-eight employees located in nine different sites throughout the state. She provided examples of her leadership skills and her ability to solve problems. She also had experience in financial management with budgets.

Start Date	3/7/2025
Requisition Number	2025-575
Job Group	1C
Department	81100-JDH-Prof Prac and Clin Excellence
Job Title	Nurse Manager-Program Manager of Nursing Excellence

MINIMUM QUALIFICATIONS (Knowledge, Skills & Ability)

- Considerable knowledge of principles and practices of nursing and healthcare leadership
- Knowledge of and ability to apply leadership principles and techniques
- Considerable knowledge of requirements by federal, state, or regulatory bodies
- Knowledge of all relevant policies and procedures
- Knowledge of financial management
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Supervisory skills
- Ability to develop and implement performance improvement initiatives and to interpret outcome data

- Skill in planning, developing, implementing, and evaluating educational programs

EXPERIENCE AND TRAINING REQUIREMENTS

- Bachelor's degree in nursing and a minimum of eight (8) years of nursing experience in an acute care setting
- Must possess and maintain during employment a license in the State of Connecticut as a Registered Nurse

PREFERRED QUALIFICATIONS

- Master's degree in nursing or DNP/PhD
- Experience developing, implementing, and evaluating new programs/processes
- Prior project management or management experience
- Previous experience and active involvement in Magnet designated organization or experience in Magnet designation process
- Nursing Certification in a related specialty

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-575	2	11	0	0	0	0	0	0	0	2	1	16
Unqualified	2	1	0	0	0	0	0	0	0	0	0	3
Qualified	0	3	0	0	0	0	0	0	0	2	1	6
Interviewed	0	6	0	0	0	0	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

6 Qualified applicants: 3 WF, 2 TF, 1 UU

- 1 WF, 1 UU did not indicate that they had a master's degree, experience in project management or management experience, or involvement in a Magnet designated organization or process.
- 1 WF did not have eight years of nursing experience in an acute care setting.
- 1 WF did not include a resume in her application materials therefore her qualifications could not be determined.
- 1 TF did not have experience or involvement in a Magnet designated organization or process.
- 1 TF did not have experience in project management or management as her background was focused on patient safety.

7 Interviewed applicants: 7 WF

- 1 WF did not have the level of nursing experience needed based on her responses about principles and practices of nursing and healthcare leadership.
- 1 WF did not answer questions completely about her ability to develop and implement performance improvement initiatives and to interpret outcome data.
- 1 WF was found to not understand what the responsibilities of the job posting included during the interview and her focus was on quality department initiatives.
- 2 WF's did not have the magnet experience necessary for the position, as they did not communicate their knowledge of the organization or process during the interview.
- 1 WF did not have the level of project management or management experience needed for the position based on her incomplete responses to interview questions.

The 1 WF selected had a Master's degree in nursing and assistant nursing management experience. She had experience in Magnet-recognized hospitals, a recognition awarded by the American Nurses Credentialing Center. Additionally, she was a certified educator and had quality improvement experience. She spoke in detail regarding her leadership skills and her experience with initiative implementation with Age Friendly Care.

1C. (Managers) Hires – Part Time to Full Time – Adjusted Work Schedule

Nurse Manager
(Emergency Department)

1 WM's schedule was changed from part time to full time during the reporting period.

EEO 2
Faculty

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2A Head of Department	0	0	1	1	0	0	1	0

Hiring activity did not occur in this job category during the reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2B Professor	0	0	0	0	0	1	2	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
2B Professor	9/6/2024	N	2024-434	WF	1

Start Date	9/6/2024
Requisition Number	2024-434
Job Group	2B
Department	10200-Psychiatry
Job Title	Professor/Visiting

Applicants should have current external funding in basic or clinical mechanisms and risk factors for alcohol use disorder and related conditions, the neural effects of acute and chronic alcohol and substance use, or novel pharmacological treatments for alcohol and substance use disorders, including heavy drinking and opioid use disorder.

This position is open to individuals with a Ph.D., M.D., or equivalent degree and who have a strong track record of research in alcohol use disorder and related substance use disorders as evidenced by scholarly work and external funding

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-434	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.

2 Interviewed applicants: 2 WF

- 1 WF accepted a position at another institution.

The 1 WF was selected. She had a Ph.D. in clinical psychology. Her research and scholarly work were focused on addiction. She had received external funding for her research. She also had experience with treating addiction.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2C Associate Professor	0	1	0	0	1	0	0	3

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
2C Associate Professor	9/20/2024	Y	2024-957	WF	1
	10/1/2024	N	PT-FT	WF	1
	12/27/2024	Y	PT-FT	AF	1
	1/10/2025	N	2024-901	WM	1
	1/10/2025	Y	2024-1401	AF	1

Start Date	9/20/2024
Requisition Number	2024-957
Job Group	2C
Department	10147-General Medicine
Job Title	Asst Prof/Clinical

Candidates must be BC/BE in internal medicine with postgraduate training in palliative care.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-957	0	2	0	0	0	0	0	0	0	0	0	2
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

The 1 WF hire met a goal.

Start Date	1/10/2025
Requisition Number	2024-901
Job Group	2C
Department	10300-Orthopaedic Surgery
Job Title	Assoc Prof/Visiting

UConn Health is seeking a mid-career spine surgeon to fulfill the clinical and academic mission of the University. The qualified candidate will be board-certified or board eligible in orthopaedic surgery with fellowship training in spine surgery. Additionally, this individual should demonstrate firm commitment and past success in academic medicine.

The ideal candidate will demonstrate:

- Current appointment at Associate or Full Professor level in a university-based Orthopaedic Surgery Department or division
- Possess a significant history of procuring grant funding for education and research
- A record of regular and current research publications related to area of expertise
- Regional and national recognition as an expert in their field
- Knowledge and skill to evaluate and treat patients with complex spine disorders including degeneration, deformity, and neoplastic pathology
- A track record of excellence in teaching surgical residents and fellows

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-901	1	1	0	0	0	0	0	0	0	0	0	2
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

1 Qualified applicant: 1 WF

- 1 WF was an Assistant Professor in her current position and not at the level of associate or full professor.

1 Interviewed applicant: 1 WM

The 1 WM selected had twenty-five years of orthopedic surgery experience with five years as an Associate Professor of Surgery. He had grant funding and a history of procuring grants. Additionally, he had experience treating patients with complex spine disorders.

Start Date	1/10/2025
Requisition Number	2024-1401
Job Group	2C
Department	20141-Prosthodontics
Job Title	Assoc Prof/Clinical

Position requires DDS/DMD degree and formal training in Prosthodontics from an ADA/CDA accredited program. Board certification in prosthodontics is highly desirable. Ability/experience in teaching all phases of preclinical and clinical prosthodontics required. Experience in the surgical aspects of dental implant therapy and digital dentistry procedures and workflows desired. Must have or obtain a CT dental license.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1401	0	1	0	0	1	1	2	1	0	0	3	9
Unqualified	0	0	0	0	1	1	1	0	0	0	1	4
Qualified	0	0	0	0	0	0	1	0	0	0	1	2
Withdrew Application	0	0	0	0	0	0	0	0	0	0	1	1
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

The 1 AF hired met a goal.

2C. (Associate Professor) Hires – Part Time to Full Time – Adjusted Work Schedule

Associate Professor/Basic Center
(Psychiatry)

1 WF's schedule was changed from part time to full time during the reporting period.

Interim Chair, Pediatric Dentist/Director DMD Program
(Pediatric Dentistry)

The 1 AF met a hiring goal; her schedule was changed from part time to full time during the reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2D Assistant Professor	10	17	5	7	0	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
2D Assistant Professor	6/28/2024	N	2022-930	UU	1
	6/28/2024	N	2024-1194	AF	1
	6/28/2024	N	2024-539	HM	1
	7/12/2024	N	2023-019	AF	1
	7/12/2024	N	2023-1079	AM	1
	7/12/2024	Y	2022-623	BM	1
	7/12/2024	Y	2024-205	WM	1
	7/12/2024	Y	2024-731	WF	1
	8/9/2024	N	2023-640	AM	1
	9/6/2024	N	2023-640	HF	1
	9/6/2024	Y	2023-640	WF	1
	5/16/2025	N	2023-640	AF	1
	8/9/2024	N	2023-940	HF	1
	8/9/2024	N	2024-492	UU	1
	8/9/2024	Y	2020-1066	WF	1
	8/9/2024	Y	2022-1313	WM	1
	8/9/2024	Y	2024-562	WM	1
	8/9/2024	Y	2024-744	WM	1
	8/23/2024	N	2023-120	HF	1
	8/23/2024	N	2024-071	HF	1
	8/23/2024	N	2024-086	HM	1
	8/23/2024	N	2024-175	AM	1
	8/23/2024	N	2024-899	AF	1
	8/23/2024	Y	2023-1352	WM	1
	8/23/2024	Y	2024-964	WM	1
	9/6/2024	N	2019-016	AF	1
	9/6/2024	N	2024-956	AF	1
	9/6/2024	Y	2022-749	WM	1
	9/20/2024	N	2022-757	AF	1
	9/20/2024	Y	2024-922	WM	1
	10/4/2024	Y	2024-622	WM	1
	10/18/2024	Y	2023-941	WF	1
	11/1/2024	N	2024-1180	HM	1
	11/1/2024	N	2024-435	AM	1

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
2D Assistant Professor	11/1/2024	N	2024-514	AM	1
	11/1/2024	N	2024-677	AM	1
	11/1/2024	N	2025-183	WM	1
	11/15/2024	N	2024-494	UU	1
	12/13/2024	N	2021-215	HF	1
	12/13/2024	N	2022-1194	WM	1
	12/13/2024	Y	2024-583	WF	1
	1/10/2025	Y	2024-1404	WF	1
	1/10/2025	Y	2024-801	WF	1
	1/24/2025	N	2023-601	WM	1
	2/21/2025	Y	2025-347	WF	1
	4/4/2025	Y	2025-299	WF	1

Start Date	6/28/2024
Requisition Number	2022-930
Job Group	2D
Department	Medicine
Job Title	Asst Prof/Clinical

The Department of Medicine, Division of General Internal Medicine at the University of Connecticut Health Center is seeking applications from BC/BE internists for primary care providers. Appointment will be at the rank of Assistant or Associate Professor. The successful candidate will excel at patient care.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-930	1	2	0	2	0	0	0	4	0	0	1	10
Qualified	1	1	0	1	0	0	0	3	0	0	0	6
Interviewed	0	1	0	1	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	1	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.

6 Qualified applicants: 1 WM, 1 WF, 1 BF, 3 AF

- 1 WM, 1 WF, 2 AF applied after the position was offered to the selected candidate.
- 1 BF, 1 AF declined the interview.

4 Interviewed applicants: 1 WF, 1 BF, 1 AF, 1 UU

- 1 WF was unable to relocate to Connecticut.
- 1 BF was selected for another UConn Health position.
- 1 AF declined the offer of employment.

The 1 UU was selected. The applicant had completed their internal medicine residency at UConn Health, and they were a board-certified internist. They had a history of excelling at patient care.

Start Date	6/28/2024
Requisition Number	2024-1194
Job Group	2D
Department	10420-Cell Biology
Job Title	Asst Prof/Basic Sciences

Required Experience

The successful candidate will have obtained a Ph.D. in neuroscience and have at least 5 years of postdoctoral experience in studying myelin biology. This position requires extensive experience in research in neuronal cell biology, including tissue preparation techniques for immunolabeling and ultrastructural work, the use of light and electron microscopy for obtaining high resolution images, techniques for automated imaging of serial sections, and image analysis skills required for 3 dimensional reconstructions. The candidate should have at least 3 publications in high quality journals during the past 5 years.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1194	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 1 AF selected was a part-time UConn Health employee. She had a PhD in neuroscience and had complected her postdoctoral work at UConn Health. She had experience with myelin, serial sectioning, three-dimensional reconstruction, and electron microscopy. Additionally, she had the required three publications in high quality journals during the past five years.

Start Date	6/28/2024
Requisition Number	2024-539
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 and psychiatry residents. The position requires a license to practice psychiatry in the State of Connecticut and board eligibility in General Psychiatry.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-539	0	0	0	0	1	0	0	0	0	0	2	3
Qualified	0	0	0	0	0	0	0	0	0	0	1	1
Withdrawn	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

This position was posted on the UConn Health website.

1 Qualified applicant: 1 UU

- 1 UU applied after the position was offered to the selected candidate.

1 Withdrawn applicant: 1 UU

1 Interviewed applicant: 1 HM

The 1 HM was board certified in psychiatry and had a license to practice psychiatry in the State of Connecticut. He demonstrated the ability to lead a clinical team in his interview responses and had experience training medical and psychiatry residents.

Start Date	7/12/2024
Requisition Number	2023-019
Job Group	2D
Department	10120-Pathology & Laboratory Medicine
Job Title	Asst Prof/Clinical

The Department of Pathology and Laboratory Medicine at the University of Connecticut is seeking an academically oriented surgical pathologist interested in the subspecialties of G.I., GYN, or G.U., for an appointment at the rank of assistant professor.

The applicant must qualify for a faculty appointment at the School of Medicine of the University of Connecticut.

Job requirements: Board Certified in Anatomic pathology · C.T. State Medical License or eligibility

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-019	5	1	0	0	0	0	1	2	0	1	3	13
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Qualified	1	1	0	0	0	0	1	1	0	0	2	6
Withdrawn	1	0	0	0	0	0	0	0	0	1	0	2
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	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the following websites:

- Pathologyoutlines.com
- UConn Health.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

2 Withdrawn applicants: 1 WM, 1 TF

6 Qualified applicants: 1 WM, 1 WF, 1 AM, 1 AF, 2 UU

- 1 AF, 1 UU submitted incomplete application materials.
- 1 WM, 1 UU did not have subspeciality training in G.I., GYN, or G.U.
- 1 WF was selected for another UConn Health position.
- 1 AM applied after the position was offered to the selected candidate.

4 Interviewed applicants: 3 WM, 1 AF

- 1 WM accepted another offer of employment.
- 1 WM was selected for another UConn Health position.
- 1 WM declined the offer of employment.

The 1 AF was selected. She was board certified in Anatomic and Clinical Pathology and was eligible for a Connecticut State Medical License. She also had subspecialty fellowship training in GYN pathology and an additional fellowship with frozen sections.

Start Date	7/12/2024
Requisition Number	2023-1079
Job Group	2D
Department	Medicine
Job Title	Asst Prof/Clinical

The Department of Medicine, Division of General Internal Medicine at the University of Connecticut Health Center is seeking applications from Board Certified primary care internists. The successful candidate will excel at direct patient care.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1079	2	1	0	0	0	1	1	1	0	0	0	6
Qualified	0	0	0	0	0	0	0	1	0	0	0	1
Withdrawn	2	0	0	0	0	0	0	0	0	0	0	2
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
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 UConn Health website.

2 Withdrawn applicants: 2 WM

1 Qualified applicant: 1 AF

- 1 AF was not board certified.

3 Interviewed applicants: 1 WF, 1 HF, 1 AM

- 1 WF declined the offer of employment.
- 1 HF accepted another position.

The 1 AM was selected. He completed his internal medicine residency in June 2024. He was board certified and was eligible for a Connecticut State Medical License.

Start Date	7/12/2024
Requisition Number	2022-623
Job Group	2D
Department	10520-Neag Cancer Center (SOM)
Job Title	Asst/ Assoc Prof/Clinical

UConn Health's New England Sickle Cell Institute and Connecticut Bleeding Disorders Center seek a board-certified hematologist with demonstrated expertise in benign hematology and specific interest in caring for adults with sickle cell disease, thalassemia, and bleeding disorders.

The ideal candidate will have strong clinical research skills ideally with experience in investigator-initiated, grant-funded, and sponsored clinical research.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-623	1	1	1	0	0	0	0	0	0	0	0	3
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	1	0	0	0	0	0	0	0	0	1

The 1 BM hire met a goal.

Start Date	7/12/2024
Requisition Number	2024-205
Job Group	2D
Department	10120-Pathology & Laboratory Medicine
Job Title	Asst Prof/Clinical - Surgical Pathologist

The Department of Pathology and Laboratory Medicine at UConn Health is seeking a surgical pathologist, (GI, GU, or GYN) for an appointment at the rank of assistant or associate professor. Subspecialty interest in GI Pathology is preferred. Candidate must hold an MD and board certification in Anatomic Pathology and is required to hold or to be eligible for a current license to practice medicine in the State of Connecticut.

The applicant must qualify for a faculty appointment at the School of Medicine of the University of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-205	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 1 WM met a hiring goal.

Start Date	7/12/2024
Requisition Number	2024-731
Job Group	2D
Department	10200-Psychiatry
Job Title	Asst Prof/Clinical - Neuropsychology

The Department of Psychiatry at the University of Connecticut Health, located in Farmington, is recruiting for a clinical neuropsychology position at the Assistant Professor or Associate Professor rank. We are searching for an academic neuropsychologist with a track record of clinical work in the areas of memory disorders, other neurological disorders, and depression. Experience in clinical research is also preferred. Candidates must be able to obtain a Connecticut license, and board certification in clinical neuropsychology is preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-731	2	4	0	0	0	0	0	0	0	0	0	6
Qualified	2	3	0	0	0	0	0	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	8/9/2024
Requisition Number	2023-640
Job Group	2D
Department	Medicine
Job Title	Asst Prof/Clinical - Hospitalists

Candidates must be BC/BE in internal medicine. No J1 or H1 visas. Candidates should submit a cover letter and curriculum vitae through this website.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-640	10	7	0	3	1	1	11	6	1	0	10	50
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Qualified	3	2	0	2	0	0	6	1	0	0	2	16
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	6	2	0	0	1	0	4	3	1	0	7	24
Offer Declined	1	1	0	1	0	0	0	1	0	0	0	4
Hired	0	1	0	0	0	1	1	1	0	0	0	4

These positions were posted the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

16 Qualified applicants: 3 WM, 2 WF, 2 BF, 6 AM, 1 AF, 2 UU

- 2 WM, 1 WF, 5 AM, 2 UU were not eligible for hire due to their visa statuses.
- 1 WM was not board certified in Internal Medicine.
- 1 WF was not successful in her performance during her residency.
- 1 BF withdrew.
- 1 BF was only interested in working per diem, which was not an option for this position.
- 1 AM did not respond to the interview request.
- 1 AF, a previous employee, not eligible for rehire.

32 Interviewed applicants: 7 WM, 4 WF, 1 BF, 1 HM, 1 HF, 5 AM, 5 AF, 1 TM, 7 UU

- 3 WM took another position within UConn Health.
- 1 WM, 1 HM, 5 UU did not respond to emails.
- 2 WM, 1 HF, 2 AM were no longer interested in the position.
- 1 WM, 1 WF, 1 BF, 1 AF declined the offer.
- 1 WF, 1 TM withdrew her application from consideration after the interview.
- 1 WF was not interested in a full-time position.
- 1 AM, 1 AF accepted another position.
- 1 AM did not have the necessary experience in internal medicine and was not able to fully respond to interview questions.
- 1 AF was a nocturnist and withdrew due to the daytime hours of the position.
- 1 AF, 1 UU did not send required references.
- 1 UU was not a medical doctor.

The 1 HF selected had five years of experience in internal medicine. She also had positive references.

The 1 AM selected had completed an internal medicine residency and had worked for one year as a student laborer at UConn Health. He was also board eligible in internal medicine.

The 1 AF selected had completed an internal medicine residency program and was board eligible in internal medicine.

The 1 WF met a hiring goal.

Start Date	8/9/2024
Requisition Number	2023-940
Job Group	2D
Department	10440-Neurology
Job Title	Asst Prof/Clinical - Neuromuscular Medicine

Minimum Qualifications

- Neurology Residency; Board certified/eligible Neurologist

Special and Preferred Qualifications

- Board certified/eligible in subspecialty.
- One or more years of fellowship training,
- Neuromuscular Medicine/Neurophysiology/EMG preferred

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-940	0	0	0	0	0	1	1	0	0	0	0	2
Unqualified	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 Academy of Neurology
- American Association of Neuromuscular and Electrodiagnostic Medicine
- UConn Health

The Unqualified applicant did not meet the minimum qualifications needed for this position.

1 Interviewed applicant: 1 HF

The 1 HF was selected. She had completed a neuromuscular residency. She was a board eligible Neurologist.

Start Date	8/9/2024
Requisition Number	2024-492
Job Group	2D
Department	20141-Prosthodontics
Job Title	Asst Prof/Clinical

Position requires DDS/DMD (or equivalent) and formal training in Prosthodontics from an ADA/CDA accredited program. Board certification in prosthodontics is highly desirable. Ability/experience to teach all phases of preclinical and clinical prosthodontics required.

Experience in the surgical aspects of dental implant therapy and digital dental procedures desired. Background in dental materials research/teaching desirable. Must have or obtain a CT dental license (regular or academic/provisional).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-492	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	0	0	0	0	0	0	0	0	0	1	1

This position was posted on the UConn Health website.

The 1 UU was selected. The candidate had received their DMD from UConn Health. The candidate completed a general practice and prosthodontics residency. Additionally, the candidate discussed how their prosthodontics training would improve patient care and treatment priorities.

Start Date	8/9/2024
Requisition Number	2020-1066
Job Group	2D
Department	10440-Neurology
Job Title	Asst Prof/Clinical - Headache Neurologist

Minimum Qualifications: Neurology Residency; Board certified/eligible Neurologist

Special and Preferred Qualifications: Board certified/eligible in subspecialty.
One or more years of fellowship training or focused experience in headache medicine.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2020-1066	0	1	0	0	0	1	0	0	0	0	1	3
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	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

The 1 WF met a hiring goal.

Start Date	8/9/2024
Requisition Number	2022-1313
Job Group	2D
Department	10760-Calhoun Cardiology Center - CCC
Job Title	Asst Prof/Clinical - Non-Invasive Cardiologist

The Calhoun Cardiology Center at the University of Connecticut, School of Medicine, Farmington is seeking a Non-invasive Cardiologist to work at our university medical center. Appointment will be at the Assistant Professor level and requires board certification in internal medicine, and board eligibility/certification in cardiovascular disease.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1313	2	1	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	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 1 WM met a hiring goal.

Start Date	8/9/2024
Requisition Number	2024-562
Job Group	2D
Department	10760-Calhoun Cardiology Center - CCC
Job Title	Asst Prof/Clinical

Appointment will be at the Assistant Professor level and requires board eligibility/certification in cardiovascular disease and interventional cardiology.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-562	1	0	0	0	0	0	1	0	0	0	1	3
Qualified	0	0	0	0	0	0	1	0	0	0	1	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM met a hiring goal.

Start Date	8/9/2024
Requisition Number	2024-744
Job Group	2D
Department	10260-Obstetrics and Gynecology
Job Title	Asst Prof/Clinical

The Department of Obstetrics and Gynecology at UConn Health seeks a new 1.0 FTE at the Assistant Professor level

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
2024-744	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 1 WM met a hiring goal.

Start Date	8/23/2024
Requisition Number	2023-120
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 and psychiatry residents. The position requires a license to practice psychiatry in the State of Connecticut and board eligibility in General Psychiatry.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-120	0	2	0	0	0	1	2	0	0	1	0	6
Unqualified	0	2	0	0	0	0	1	0	0	1	0	4
Offer Declined	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

The Unqualified applicants did not meet the minimum qualifications needed for this position.

2 Interviewed applicants: 1 HF, 1 AM

- 1 AM declined the offer for employment.
- The 1 HF was selected. She completed her residency in psychiatry and her fellowship in geriatric psychiatry at UConn Health. She was also eligible to be board certified in psychiatry.

Start Date	8/23/2024
Requisition Number	2024-071
Job Group	2D
Department	10500-Univ of Conn Center on Aging
Job Title	Asst Prof/Clinical

The successful applicant will be a physician with training in internal or family medicine followed by geriatric medicine at the rank of assistant or associate professor. Board certified or eligible.

Ability to provide high quality geriatric care as both a consultant and as a primary care provider is essential. Demonstrated strong skills in education with ability to become Program Director for Geriatric Medicine Fellowship.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-071	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.

1 Qualified applicant: 1 AF

- 1 AF accepted another position.

1 Interviewed applicant: 1 HF

The 1 HF was selected. She had completed an internal medicine residency and a fellowship in geriatric medicine. She was board certified in internal medicine and board eligible in geriatric medicine.

Start Date	8/23/2024
Requisition Number	2024-086
Job Group	2D
Department	10300-Orthopaedic Surgery
Job Title	Asst Prof/Clinical

Expertise is required in the specific area of Orthopaedic Sports Medicine Surgery. Applicants must have an M.D. degree, must be Board Certified or Board Eligible and have completed Fellowship Training in Sports Medicine.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-086	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.

1 Interviewed applicant: 1 HM

The 1 HM was selected. He had a M.D. degree and had completed his residency in orthopedic surgery at UConn Health. He also completed a sports medicine fellowship and was board eligible in sports medicine.

Start Date	8/23/2024
Requisition Number	2024-175
Job Group	2D
Department	10150-Internal Medicine Assoc
Job Title	Asst Prof/Clinical - Primary Care Internist

The Department of Medicine, Division of General Internal Medicine at the University of Connecticut is seeking applications from outstanding Board-Certified primary care internists. The successful candidate will excel at patient care.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-175	2	0	0	1	0	0	1	1	0	0	0	5
Qualified	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	2	0	0	0	0	0	0	1	0	0	0	3
Hired	0	0	0	0	0	0	1	0	0	0	0	1

This position was posted on the UConn Health website.

1 Qualified applicant: 1 BF

- 1 BF applied for the incorrect position.

4 Interviewed applicants: 2 WM, 1 AM, 1 AF

- 1 WM withdrew his application from consideration.
- 1 WM was interested in a different type of position.
- 1 AF was selected for another position.

The 1 AM selected graduated from UConn Health's School of Medicine. He also completed his internal medicine residency at UConn Health. His references indicated he excelled at patient care.

Start Date	8/23/2024
Requisition Number	2024-899
Job Group	2D
Department	10147-General Medicine
Job Title	Asst Prof/Clinical - Nocturnist

Candidates must be BC/BE in internal medicine. Candidates should submit a cover letter and curriculum vitae through this site.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-899	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.

1 Interviewed applicant: 1 AF

The 1 AF was selected because she was completing her BC/BE internal medicine residency. She also received positive references that indicated she excelled at patient care.

Start Date	8/23/2024
Requisition Number	2023-1352
Job Group	2D
Department	Medicine
Job Title	Asst Prof/Clinical

Candidates with active research or related support are also encouraged to apply and will be accommodated. This position requires strong patient care, communication skills, and ability to

collaborate with multiple disciplines. Expectations for this position include BC/BE in Occupational Medicine with three to five years' experience, preferably including work in an academic medical center, and possession of an active license to practice medicine in Connecticut. Medical Review Officer certification, and Medical Examiner Certification under the Federal Motor Carrier Safety Administration (FMCSA) program are encouraged but will be temporarily deferred for a well-qualified applicant. A thorough knowledge of and experience with the principles and practice of hospital occupational health is essential, as is knowledge of Connecticut workers' compensation and OSHA regulations.

Candidates for this position should have experience and a strong interest in employee health and clinical practice, teaching, *resident/*medical student supervision and working with cross-disciplinary teams.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1352	1	0	1	0	0	0	0	0	0	0	0	2
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

The 1 WM met a hiring goal.

Start Date	8/23/2024
Requisition Number	2024-964
Job Group	2D
Department	10300-Orthopaedic Surgery
Job Title	Asst Prof/Clinical Orthopedic Surgeon (Sports)

Expertise is required in the specific area of Orthopaedic Sports Medicine Surgery. Applicants must have an M.D. degree, must be Board Certified or Board Eligible and have completed Fellowship Training in Sports Medicine.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-964	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 1 WM met a hiring goal.

Start Date	9/6/2024
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	4	6	0	0	0	5	3	3	0	1	5	27
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
Withdrawn	1	1	0	0	0	0	0	0	0	1	0	3
Interviewed	0	1	0	0	0	0	1	1	0	0	2	5
Offer Declined	2	2	0	0	0	2	1	0	0	0	1	8
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on Recruit Military and the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Withdrawn applicants: 1 WM, 1 WF, 1 TF

6 Qualified applicants: 1 WM, 1 WF, 1 HF, 1 AM, 1 AF, 1 UU

- 1 WM was not eligible to work in the US.
- 1 WF was selected for another UConn Health position.
- 1 HF did not have an M.D. degree.
- 1 AM was not licensed to work in Connecticut.
- 1 AF had not practiced medicine since completing her Fellowship.
- 1 UU decided they wanted a hospitalist position instead of a primary care position.

14 Interviewed applicants: 2 WM, 3 WF, 2 HF, 2 AM, 2 AF, 3 UU

- 2 WM, 2 WF, 2 HF, 1 AM, 1 UU declined the offers of employment.
- 1 WF was offered another UConn Health position.
- 1 AM wanted an administrative not a clinical position.

- 1 AF would have required a J1 waiver position.
- 1 UU accepted another offer.
- 1 UU was found not to be a licensed medical doctor.

The 1 AF selected graduated from the Yale internal medicine residency program. She also had research experience as well as two publications.

Start Date	9/6/2024
Requisition Number	2024-956
Job Group	2D
Department	10159-Critical Care Medicine
Job Title	Asst Prof/Clinical

The minimum qualifications are a MD/DO degree (or its equivalent), board certification in Internal Medicine, Pulmonary Disease and Critical Care Medicine and a valid Connecticut medical license.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-956	0	0	0	0	0	0	1	1	0	0	1	3
Qualified	0	0	0	0	0	0	0	0	0	0	1	1
Interviewed	0	0	0	0	0	0	1	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted the UConn Health website.

1 Qualified applicant: 1 UU

- 1 UU applied after the position was offered to the selected candidate.

2 Interviewed applicants: 1 AM, 1 AF

- 1 AM did not have leadership skills and experience to run a critical care medical facility.

The 1 AF selected completed her internal medicine residency and fellowship in pulmonary and critical care medicine at UConn Health. She was board certified in internal medicine, pulmonary medicine, and critical care.

Start Date	9/6/2024
Requisition Number	2022-749
Job Group	2D
Department	Department of Medicine
Job Title	Asst Prof/Basic Sciences - Biostatistician

Candidates must have a doctoral degree in biostatistics, statistics, or related field (e.g., data science) and preferably have experience with biomedical research, such as clinical research and basic translational science applications. They should also have excellent oral and written communication skills, and a demonstrated record of collaborative research or statistical consulting.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-749	4	3	1	0	1	0	9	13	0	0	7	38
Unqualified	0	0	0	0	0	0	0	1	0	0	1	2
Qualified	3	3	1	0	0	0	8	9	0	0	5	29
Withdrawn	0	0	0	0	0	0	0	2	0	0	0	2
Interviewed	0	0	0	0	0	0	1	1	0	0	1	3
Offer Declined	0	0	0	0	1	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM met a hiring goal.

Start Date	9/20/2024
Requisition Number	2022-757
Job Group	2D
Department	10260-Obstetrics and Gynecology
Job Title	Asst/Assoc Prof/Clinical - MFM

The Department of Obstetrics & Gynecology at UConn Health is seeking a candidate at the Assistant or Associate Professor rank.

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	2	0	0	0	1	0	1	0	0	3	8
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	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

3 Qualified applicants: 1 WM, 1 WF, 1 UU

- 1 WM had not completed his fellowship based on his application materials.
- 1 WF cancelled her scheduled interview.
- 1 UU was not licensed in the United States.

5 Interviewed applicants: 1 WF, 1 HF, 1 AF, 2 UU

- 1 WF was offered the position and requested additional time to consider and respond, which was after the end of the reporting period.
- 1 HF, 1 UU accepted another position.
- 1 UU withdrew.

The 1 AF was selected. She had completed an OB/GYN residency program and had completed her Maternal Fetal Medicine Fellowship at UConn Health in July 2024. From her fellowship, she had experience performing obstetrical ultrasounds and fetal echocardiography. She also had experience with diagnostic procedures such as amniocentesis.

Start Date	9/20/2024
Requisition Number	2024-922
Job Group	2D
Department	10360-Emergency Medicine
Job Title	Asst Prof/Clinical (Assistant Medical Director)

Requirements

- At least 5 years of ED leadership and EM clinical experience
- Board Certified ABEM
- Record of clinical excellence in Emergency Medicine
- Experience in academic emergency medicine
- Strong interest in education, with experience working with medical students, residents, and fellows.
- Residency trained in Emergency Medicine.
- Skilled in adult and pediatric cardio-respiratory resuscitation, emergency airway techniques, resuscitation, and evaluation of all patient types.
- Committed to high patient satisfaction.

- Excellent bedside clinical educator.
- CT MD License.
- Interpersonal skills, work ethic, and team player.
- Fellowship training is preferred.
- Research experience preferred
- POCUS skills

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-922	3	1	1	0	0	0	1	0	0	0	0	6
Qualified	1	0	0	0	0	0	1	0	0	0	0	2
Interviewed	1	1	1	0	0	0	0	0	0	0	0	3
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM met a hiring goal.

Start Date	10/4/2024
Requisition Number	2024-622
Job Group	2D
Department	10222-Ophthalmology Surgery
Job Title	Asst Prof/Clinical

The Department of Surgery at the University of Connecticut, or UConn Health, seeks an energetic individual with strong interpersonal skills who is board-certified in Ophthalmology to join our program as Division Chief of the Division of Ophthalmology.

The ideal candidate will have strong clinical and scholarly experience in ophthalmology. The ideal candidate will be able and willing to support and engage in academic endeavors related to education and research.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-622	2	1	0	0	0	0	0	0	0	0	1	4
Qualified	1	0	0	0	0	0	0	0	0	0	1	2
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 1 WM met a hiring goal.

Start Date	10/18/2024
Requisition Number	2023-941
Job Group	2D
Department	10440-Neurology
Job Title	Asst Prof/Clinical - Movement Disorders

Minimum Qualifications:
Neurology Residency.
Board certified/eligible Neurologist

Special and Preferred Qualifications:
Board certified/eligible in subspecialty.
One or more years of fellowship training in Movement Disorders

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-941	1	1	0	0	0	0	0	1	0	0	0	3
Qualified	1	0	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

The 1 WF met a hiring goal.

Start Date	11/1/2024
Requisition Number	2024-1180
Job Group	2D
Department	10360-Emergency Medicine
Job Title	Asst Prof/Clinical

Qualifications:

ABEM board certified/eligible.
Graduate of a US accredited Emergency Medicine Residency Program
Exceptional clinical skills in Emergency Medicine
Skilled in adult and pediatric cardio-respiratory resuscitation, emergency airway techniques, emergency procedures, 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 work ethic with strong communication skills.
Ability to work well under time constraints and stressful situations.
Ability to complete patient care documentation in a timely manner.

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1180	0	0	0	1	1	0	1	0	0	0	1	4
Interviewed	0	0	0	1	0	0	1	0	0	0	1	3
Hired	0	0	0	0	1	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

4 Interviewed applicants: 1 BF, 1 HM, 1 AM, 1 UU

- 1 BF would not be completing her fellowship until 2025. She also did not have full-time attending physician experience and nocturnist experience for this night shift position
- 1 AM did not have the necessary attending experience to work with medical students, residents, and fellows.
- 1 UU did not have the necessary nocturnist experience. Also, they did not have the amount of full-time attending experience needed.

The 1 HM was selected. He had a Connecticut medical license and was certified in emergency medicine. He completed his residency in emergency medicine at UConn Health and had experience as an attending with medical students and residents. Additionally, he had been working as a full-time attending physician in the night shift position in an emergency department.

Start Date	11/1/2024
Requisition Number	2024-435
Job Group	2D
Department	10663-Immunology
Job Title	Asst /Assoc/Prof/Basic Sciences

The Department of Immunology at the University of Connecticut, School of Medicine, seeks an outstanding investigator for a tenure-track position at the Assistant or Associate Professor rank to establish an extramurally funded laboratory. We are searching for faculty candidates in all areas of Immunology including cellular and molecular immunology in various fields of infectious and inflammatory diseases, cancer, autoimmunity, vaccines, metabolism, and others. Prospective candidates should bring innovative ideas and cutting-edge technology to an already vibrant immunology community consisting of expertise in both adaptive and innate immunity.

Applicants must have a Ph.D. and/or M.D. with postdoctoral training and a high impact publication record. For Associate Professor level a history of strong extramural funding is expected

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-435	9	3	1	2	1	1	31	9	0	1	16	74
Qualified	8	2	1	2	1	1	30	8	0	1	16	70
Interviewed	1	1	0	0	0	0	0	1	0	0	0	3
Hired	0	0	0	0	0	0	1	0	0	0	0	1

This position was posted on the following websites:

- American Association of Immunologists
- CELL
- Nature Immunology
- Science Magazine
- UConn Health

70 Qualified applicants: 8 WM, 2 WF, 1 BM, 2 BF, 1 HM, 1 HF, 30 AM, 8 AF, 1 TF, 16 UU

- 8 WM, 2 WF, 1 BM, 2 BF, 1 HM, 1 HF, 30 AM, 8 AF, 1 TF, 16 UU did not have the funding/potential for grant funding or applicable research that was needed for this position based on their application materials.

4 Interviewed applicants: 1 WM, 1 WF, 1 AM, 1 AF

- 1 WM, 1 WF, 1 AF did not have corresponding author papers in high impact journals such as Nature. Their publication records did not reflect potential for future grant funding

The 1 AM was selected. He was the only candidate with a corresponding author paper in the high impact journal Nature. This publication indicated the significance of his work in the field and increased his chances for grant funding.

Start Date	11/1/2024
Requisition Number	2024-514
Job Group	2D
Department	Genetics & Genome Sciences
Job Title	Asst Prof/Basic Sciences

The ideal candidate is expected to complement existing strengths in the department with a robust research program focused on a cutting-edge area of computational genomics. Model systems currently studied in the department include humans, mice, zebrafish, *Drosophila*, yeast, trypanosomes, bacteria, and archaea. Areas of particular interest include developing innovative

computational approaches (e.g., artificial intelligence and/or machine learning) to explore large datasets to gain insights into genome function. The successful candidate will train Ph.D., M.D./Ph.D. students, and postdoctoral fellows. The candidate will have access to outstanding core facilities including those that support high performance computing, single-cell genomics, DNA sequencing, microscopy, stem cell biology, and FACS sorting.

Minimum qualifications include a PhD in an appropriate field, postdoctoral experience, and an outstanding record of research accomplishments. A demonstrated ability to secure external research funding and to publish impactful peer-reviewed papers is expected.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-514	2	2	0	0	0	1	13	3	0	0	6	27
Qualified	2	2	0	0	0	0	9	2	0	0	5	20
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	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 following websites:

- Nature
- Science Magazine
- UConn Health

1 Withdrawn applicant: 1 HF

20 Qualified applicants: 2 WM, 2 WF, 9 AM, 2 AF, 5 UU

- 1 WM, 2 AM, 1 AF did not have a computational genomics background.
- 1 WM completed his postdoc five years ago and had not worked as an independent investigator. He also did not have a consistent history of publication records in peer-reviewed journals.
- 1 WF had not worked in an academic research setting for twenty years.
- 1 WF declined the interview.
- 1 AF applied after the position was offered to the selected candidate.
- 3 AM submitted incomplete application materials.
- 2 AM did not have a background in any area of genomics.
- 2 AM, 2 UU's research focus did not have the potential for grant funding.
- 1 UU did not have the education necessary. They did not have a degree beyond a GED.
- 1 UU declined the interview.
- 1 UU's research focus was on microbial genomics, which was not aligned with computational genomics.

6 Interviewed applicants: 4 AM, 1 AF, 1 UU

- 1 AM had not worked in academic research since 2021.

- 1 AM did not have the necessary knowledge of biology for this position. Much of his work was part of collaborative efforts and his individual and independent contributions were unclear. He did not have experience creating novel algorithms, which impacted his potential of obtaining grant funding for his research.
- 1 AM did not have the necessary knowledge of biology based on his responses to research questions.
- 1 AF did not have the necessary computational genomics experience based on her responses to research questions.
- 1 UU's research focus did not have the potential for grant funding.

The 1 AM selected had experience creating his own algorithms and was able to apply his computational skills to science. Additionally, he had a consistent history of scholarly publications which indicated the significance of his work in the field and increased his potential to obtain grant funding for his research.

Start Date	11/1/2024
Requisition Number	2024-677
Job Group	2D
Department	10560-Diagnostic Imaging & Therapeutics
Job Title	Asst Prof/Clinical - Academic Radiologist

Diagnostic Imager/Radiologist with fellowship training and special expertise (e.g., fellowship trained or equally qualified) in Thoracic Radiology and have significant experience in Breast Imaging/Mammography.

Qualifications:
- Current State of CT medical license
- American Board of Radiology certified in Diagnostic Radiology
- Competency in general Diagnostic Radiology
- Completion of Fellowship training program in Thoracic Imaging
- Completion of Fellowship training program in Breast Imaging

Subspeciality training is preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-677	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.

1 Qualified applicant: 1 WF

- 1 WF applied after a hiring decision had been made.

1 Interviewed applicant: 1 AM

The 1 AM was selected. He had a Connecticut medical license and was a certified Diagnostic Radiologist. He had twelve years of radiology experience specializing in thoracic and emergency radiology. His experience included computed tomography, magnetic resonance imaging, ultrasound, and fluoroscopy. He also provided detailed examples of his ability to solve complex radiological problems.

Start Date	11/1/2024
Requisition Number	2025-183
Job Group	2D
Department	10520-Neag Cancer Center (SOM)
Job Title	Asst Prof/Basic Sciences

The Carole and Ray Neag Comprehensive Cancer Center is seeking an energetic Assistant Professor in Residence to work in the Cancer Center lab.

This position will be well-trained in cellular immunology and cancer immunology.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-183	2	0	0	0	0	0	0	0	0	0	1	3
Qualified	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.

2 Qualified applicants: 1 WM, 1 UU

- 1 WM's research had been focused on Chron's disease and digestive system, which was not related to the position.
- 1 UU's experience was with brain-immune interaction disorders in the field of psychiatry, which was not related to the position.

1 Interviewed applicant: 1 WM

The 1 WM selected had graduated from UConn Health's biomedical science graduate program. He completed his postdoctoral fellow at UConn Health in cancer immunology research. Additionally, he completed his postdoctoral training at Yale in cellular immunology and cancer immunology research.

Start Date	11/15/2024
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	2	0	0	0	1	3
Interviewed	0	0	0	0	0	0	1	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	1	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.

3 Interviewed applicants: 2 AM, 1 UU

- 1 AM declined the offer of employment.
- 1 AM was interested in an independent tenure track position, which this was not.

The 1 UU was selected. The candidate had a Ph.D. in biochemistry and molecular biology as well as postdoctoral training. They had experience researching cancer biology, drug resistance, and host-virus interactions. Additionally, the candidate's research culminated in two first-author publications in Cell Death & Disease.

Start Date	12/13/2024
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	1	0	0	1	1	1	2	2	0	0	3	11
Unqualified	0	0	0	0	0	0	0	0	0	0	2	2
Qualified	1	0	0	0	0	0	1	1	0	0	1	4
Interviewed	0	0	0	1	0	0	1	1	0	0	0	3
Offer Declined	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

4 Qualified applicants: 1 WM, 1 AM, 1 AF, 1 UU

- 1 WM applied after an offer was made to the selected candidate.
- 1 AM submitted an incomplete application.
- 1 AF accepted another position and was no longer interested.
- 1 UU was not a board certified or eligible nephrologist.

5 Interviewed applicants: 1 BF, 1 HM, 1 HF, 1 AM, 1 AF

- 1 BF accepted another position.
- 1 HM declined the offer of employment.
- 1 AM did not want a position with more than eight weeks of inpatient service and was not interested in pursuing this position.
- 1 AF did not respond to requests for an interview.

The 1 HF selected was a M.D. who completed her internal medicine residency and nephrology fellowship at UConn Health.

Start Date	12/13/2024
Requisition Number	2022-1194
Job Group	2D
Department	20162-Endodontology
Job Title	Asst Prof/Clinical

Candidates are required to have a DDS/DMD degree (or equivalent), a Certificate in Endodontics from a CODA accredited advanced education program and be Board eligible/certified in Endodontics by the American Board of Endodontics.

Candidates with an advanced degree (MS, PhD) are preferred. Candidates must be eligible for a

dental license in Connecticut. Candidates should have a strong collaborative spirit and commitment for supporting the mission of the Division of Endodontology.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1194	4	0	0	0	1	0	0	2	0	0	3	10
Unqualified	3	0	0	0	1	0	0	0	0	0	3	7
Offer Declined	0	0	0	0	0	0	0	2	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Interviewed applicants: 1 WM, 2 AF

- 2 AF declined the offers of employment.

The 1 WM was selected. He was a UConn Health DMD graduate and completed his postdoctoral training in endodontics at UConn Health.

Start Date	12/13/2024
Requisition Number	2024-583
Job Group	2D
Department	10222-Ophthalmology Surgery
Job Title	Asst Prof/Clinical - Optometrist

The Division of Ophthalmology at UConn Health is seeking a licensed OD for a full-time position at the Assistant Professor level. The successful candidate will have a strong commitment to clinical excellence as well as an interest in working in a teaching environment.

Optometrist Qualifications/Skills

- Applied understanding of general principles of optometry and best practices for the diagnosis and treatment of eye-related disorders and conditions
- Strong interpersonal skills and ability to relate to patients of diverse backgrounds.
- Excellent customer service skills
- Ability to maintain patient confidentiality.
- General computer proficiency
- Demonstrated problem solving skills and multitasking ability.

Education and Experience Requirements

- Doctor of Optometry (OD) degree from an accredited optometry program
- Active state optometry license
- Valid CPR certificate

- Two-plus years of optometrist experience preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-583	0	3	0	0	0	0	0	2	0	0	2	7
Qualified	0	1	0	0	0	0	0	1	0	0	1	3
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	0	0	0	0	0	0	1	0	0	1	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	1/10/2025
Requisition Number	2024-1404
Job Group	2D
Department	20800-BioMedical Engineering - SODM
Job Title	Asst Prof/Basic Sciences

Applications are being invited from strong candidates who will benefit from and contribute to our vibrant research groups within the BME Department and Center for Regenerative Medicine. The ideal candidate will have a PhD with previous junior faculty experience. Applicants should have record of scientific accomplishments and submit a detailed research plan for their future career.

Position is a full-time research track academic appointment, and it is expected to lead execution of the study funded to a multi-PI project by Department of Defense, have management capabilities to coordinate projects between different research groups.

Applicants with a scientific track record in bone, muscle and regenerative biology will be considered. Expertise in generation of bone and muscle injury models, flow cytometry, histological methods of bone analysis, image analysis and experience in genomic approaches is required.

Previous experience in working with DOD projects is a specific requirement.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1404	1	1	0	0	0	0	2	0	0	0	1	5
Qualified	1	0	0	0	0	0	2	0	0	0	1	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	1/10/2025
Requisition Number	2024-801
Job Group	2D
Department	10360-Emergency Medicine
Job Title	Asst Prof/Clinical (EM Research Director)

Educational Requirements: PhD or MD with Master of Science. Epidemiology, population, "big data" and "dry" laboratory expertise preferred.

Professional Requirements

- Publication record in peer reviewed journals
- Experience with healthcare data research
- Experience in running/participating in observational studies.
- Track record of successful grant applications or active participation in grant applications.
- Experience in working with clinical faculty on research projects.
- Experience in study design and data analysis

Preferred Requirements

- Experience with EPIC medical record system.
- Experience with database and spreadsheet creation for data storage and analysis
- Experience with manuscript citation management systems
- Experience statistical testing and other research techniques
- Experience with IRB review processes and HIPAA regulations
- Experience with clinical operations and services

Communication skills

- Ability to lead small group discussions, communicate with clinicians, lead research assistants, mentor junior faculty, residents, and students.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-801	1	1	0	0	0	0	0	0	0	0	0	2
Qualified	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 1 WF met a hiring goal.

Start Date	1/24/2025
Requisition Number	2023-601
Job Group	2D
Department	10520-Neag Cancer Center (SOM)
Job Title	Asst Prof/Clinical

The Carole and Ray Neag Comprehensive Cancer Center and the Division of Hematology

Oncology at UConn Health seek an energetic candidate who is a board eligible or board-certified physician or a physician-scientist with an interest in genitourinary tumors. The ideal candidate will have an interest in clinical and/or translational research.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-601	4	1	0	0	0	0	1	0	0	1	1	8
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	2	0	0	0	0	0	1	0	0	0	0	3
Interviewed	0	0	0	0	0	0	0	0	0	1	0	1
Offer Declined	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Qualified applicants: 2 WM, 1 AM

- 2 WM, 1 AM had not yet completed their fellowship in hematology oncology.

4 Interviewed applicants: 2 WM, 1 TF, 1 UU

- 1 WM, 1 UU declined the offer of employment.
- 1 TF was found to have not finished her fellowship.

The 1 WM was selected. He had completed a clinical fellowship in hematology oncology. He also had two years of attending physician experience.

Start Date	2/21/2025
Requisition Number	2025-347
Job Group	2D
Department	10200-Psychiatry
Job Title	Asst Prof/Clinical

We are searching for an academic neuropsychologist with a track record of clinical work in the areas of memory disorders, other neurological disorders, and depression. Candidates must be able to obtain a Connecticut license, and board certification in clinical neuropsychology is preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-347	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

The 1 WF met a hiring goal.

Start Date	4/4/2025
Requisition Number	2025-299
Job Group	2D
Department	10226-Otolaryngology
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
2025-299	1	3	0	0	0	0	0	0	0	0	0	4
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 1 WF met a hiring goal.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2E Instructor	6	0	1	1	0	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
2E Instructor	6/28/2024	N	2023-1273	HF	1
	8/23/2024	N	2024-264	UU	1
	3/7/2025	N	2025-848	AM	1

Start Date	6/28/2024
Requisition Number	2023-1273
Job Group	2E
Department	Medicine
Job Title	Instructor/Clinical - Medicine

The Department of Medicine of UConn Health is seeking applications for a mentored research program in Internal Medicine and its subspecialties.

The minimum qualifications are a MD/DO degree (or its equivalent) BC/BE in Internal Medicine, and a valid Connecticut medical license.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1273	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
Declined Offer	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 following websites:

- New England Journal of Medicine
- Society of General Internal Medicine
- UConn Health

1 Qualified applicant: 1 WF

- 1 WF accepted another program offer.

2 Interviewed applicants: 1 WM, 1 HF

- 1 WM declined the offer for employment.

The 1 HF selected had completed a UConn Health internal medicine residency program that included a clinical research tract. She had three years of research experience, was a board-eligible internist, and had a Connecticut medical license.

Start Date	8/23/2024
Requisition Number	2024-264
Job Group	2E
Department	20182-Orthodontics
Job Title	Instructor/Clinical

REQUIRED QUALIFICATIONS

- A dental degree (DDS, DMD, or foreign equivalent)
- Proficiency in written and spoken English
- Excellent interpersonal skills

PREFERRED QUALIFICATIONS

- Orthodontics specialty training
- Master's degree
- Research experience, especially clinical research
- Experience with publishing peer-reviewed scientific papers

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-264	0	1	0	0	0	0	2	2	0	0	1	6
Qualified	0	1	0	0	0	0	1	0	0	0	0	2
Interviewed	0	0	0	0	0	0	1	2	0	0	0	3
Hired	0	0	0	0	0	0	0	0	0	0	1	1

This position was posted on the UConn Health website.

2 Qualified applicants: 1 WF, 1 AM

- 1 WF, 1 AM's applications were received after the interview process was completed.

4 Interviewed applicants: 1 AM, 2 AF, 1 UU

- 1 AM did not have a defined research focus. His publications were primarily in non-indexed journals.
- 2 AF's publications were primarily in non-indexed journals and her experience in prospective clinical research was not at the level required for the position based on her responses to interview questions.

The 1 UU was selected. They had a DDS degree and experience in orthodontic research including clinical research at Harvard. They also had experience with publishing peer-reviewed scientific papers.

Start Date	3/7/2025
Requisition Number	2025-848
Job Group	2E
Department	10100-Public Health Sciences
Job Title	Instructor/Basic Sciences

QUALIFICATIONS
Education

- Master's degree or higher in Public Health, Epidemiology, Analytics, or a related field.

Experience

- Demonstrated expertise in public health theory and its technological applications.
- Proficiency in Microsoft 365 Suite, data management tools, Python programming, survey platforms, and content creation software.
- Experience with professional video production, including operating cameras, lighting, sound recording, and video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve).
- Previous teaching experience at the graduate level preferred.

Skills

- Strong ability to communicate technical and media content to diverse audiences.
- Experience in designing and supervising public health projects with media and social media components.
- Knowledge of ethical principles in public health research and data management, media production, and social media use.
- Knowledge of workflow automation tools like Power Automate to streamline processes and enhance efficiency.
- Strong organizational and project management skills to coordinate multiple responsibilities, including curriculum design, media creation, and departmental support.

Key Competencies

- Proficiency in integrating public health theories with tools like workflow automation, AI, and survey design, media production, and social media strategies.
- Expertise in instructional techniques for graduate-level learners.
- Commitment to fostering health equity and applying cultural competence in public health education, media content, and social media advocacy.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-848	0	0	1	0	0	0	1	0	0	0	0	2
Unqualified	0	0	1	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 Unqualified applicant did not meet the minimum requirements for the position.

1 Interviewed applicant: 1 AM

The 1 AM was selected. He had experience in public health theory, professional video production, and designing. He had experience supervising public health projects and instructional techniques for students. Additionally, he had completed his graduate assistant program at UConn Health in the Public Health Science department

EEO 3
Non-Teaching Professional

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3A Registered Nurse	0	30	2	0	1	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3A Registered Nurse	6/28/2024	Y	2024-936	WF	1
	6/28/2024	Y	2025-928	WF	1
	7/12/2024	N	2024-938	HF	1
	7/12/2024	Y	2024-1160	WF	1
	7/26/2024	Y	2024-825	WF	3
	7/26/2024	Y	2024-826	WF	1
	8/9/2024	N	2024-1287	WM	1
	8/9/2024	Y	2024-1052	WF	1
	8/9/2024	Y	2024-795	WF	1
	9/6/2024	N	2024-1370	AF	1
	9/20/2024	Y	2024-1156	WF	1
	10/4/2024	Y	2024-1419	BM	1
	10/18/2024	N	2025-031	WM	1
	10/18/2024	Y	2025-250	WF	1
	11/1/2024	Y	2025-271	WF	1
	11/15/2024	Y	2025-238	WF	1
	11/15/2024	Y	2025-343	WF	1
	11/29/2024	N	2025-349	AF	1
	11/29/2024	Y	2024-1210	WF	1
	12/13/2024	N	2025-338	HF	1
	12/13/2024	Y	2025-272	WF	1
	12/27/2024	N	2025-272	HF	1
	1/10/2025	Y	2025-250	BF	1
	1/24/2025	N	2025-586	WM	1
	1/24/2025	Y	2025-393	WF	1
	2/7/2025	Y	2025-155	WF	1
	2/7/2025	Y	2025-250	WF	1
	2/7/2025	Y	2025-524	WF	1
	2/7/2025	Y	2025-666	WF	1

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3A Registered Nurse	2/7/2025	Y	2025-096	WF	1
	3/7/2025	N	2024-894	WM	1
	3/7/2025	N	2024-894	AF	1
	3/7/2025	N	2025-498	HF	1
	3/7/2025	N	2025-498	AF	4
	3/7/2025	Y	2025-728	WF	1
	3/21/2025	Y	2025-815	WF	1
	4/4/2025	N	2025-723	WM	1
	4/4/2025	Y	2025-331	WF	1
	5/2/2025	Y	2025-1025	WF	1
	5/16/2025	Y	2025-894	WF	1
	5/30/2025	N	2025-1127	HF	1
	5/30/2025	Y	2025-1382	WF	1
	5/30/2025	N	PT-FT	WF	1
	5/30/2025	N	PT-FT	BF	1
	5/30/2025	N	PT-FT	TF	1
	5/30/2025	Y	PT-FT	WF	1

Start Date	6/28/2024
Requisition Number	2024-936
Job Group	3A
Department	81024-Endoscopy (Procedure Center) Unit
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

The 1 WF met a hiring goal.

Start Date	5/30/2025
Requisition Number	2025-928
Job Group	3A
Department	Postoperative Services Unit
Job Title	Staff Nurse CN2

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Ambulatory/outpatient experience
- Neurosurgery experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-928	1	10	0	2	0	1	0	2	1	0	1	18
Unqualified	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	0	7	0	1	0	0	0	2	1	0	1	12
Withdrawn	1	0	0	0	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

The 1 WF met a hiring goal.

Start Date	7/12/2024
Requisition Number	2024-938
Job Group	3A
Department	UMG-Internal Medicine
Job Title	Staff Nurse CN II - Outpatient - Internal Medicine - FLOAT

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.
- Experience in Primary Care and/or Women's Health is preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-938	1	4	0	4	0	2	1	1	0	4	1	18
Unqualified	0	0	0	0	0	0	0	0	0	1	1	2
Qualified	1	1	0	1	0	0	0	0	0	2	0	5
Interviewed	0	2	0	3	0	1	1	1	0	1	0	9
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 Unqualified applicants did not meet the minimum requirements for the position.

5 Qualified applicants: 1 WM, 1 WF, 1 BF, 2 TF

- 1 WM, a former employee, resigned not in good standing.
- 1 WF did not respond to requests to schedule an interview.
- 1 BF, 1 TF did not attend the scheduled interview.
- 1 TF had accepted another position.

11 Interviewed applicants: 3 WF, 3 BF, 2 HF, 1 AM, 1 AF, 1 TF

- 1 WF declined the offer of employment.
- 1 WF did not provide an updated resume. She also did not provide patient-focused responses to interview questions.
- 1 WF did not have the preferred experience in primary care.
- 1 BF was looking for a position that did not float, and she did not have experience in internal medicine and outpatient care.
- 1 BF had not worked with adult patients.
- 1 BF, 1 AM, 1 AF did not have experience in internal medicine and outpatient care.
- 1 HF did not demonstrate the necessary communication skills during the interview due to cell phone interruptions. She also did not provide an updated resume and voiced concerns about the travel required with the position.
- 1 TF did not have recent internal medicine experience and was working in a managerial role at a prison. Additionally, she could not start until August, which conflicted with the timeline of the position being filled.

The 1 HF was selected. She had two years of experience in primary care and had experience working in a floating position. Specifically, she had experience with chronic disease

management, nursing visits, medication agreements, and policy/procedures as well as providing education to patients.

Start Date	7/12/2024
Requisition Number	2024-1160
Job Group	3A
Department	80740-Dermatology Clinic
Job Title	Staff Nurse CN II - 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 1-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 e triages and coordinating with providers.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1160	2	7	0	1	0	0	0	2	0	0	3	15
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
Qualified	2	5	0	1	0	0	0	1	0	0	3	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

The 1 WF met a hiring goal.

Start Date	7/26/2024
Requisition Number	2024-825
Job Group	3A
Department	81022-Operating Room Unit
Job Title	Staff Nurses CN1 - Grad 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
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 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 2024.
- BLS Certification (please upload at the time of application)

PREFERRED REQUIREMENTS

- Bachelor of Science in Nursing is strongly preferred (those graduating in May 2024 are included)
- Clinical rotation or Capstone in an Operating Room

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-825	1	8	0	3	0	3	0	1	0	0	1	17
Unqualified	0	1	0	1	0	1	0	0	0	0	0	3
Qualified	1	4	0	1	0	2	0	1	0	0	1	10
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	3	0	0	0	0	0	0	0	0	0	3

The 3 WFs met hiring goals.

Start Date	7/26/2024
Requisition Number	2024-826
Job Group	3A
Department	81018-Neag Cancer Center (JDH)
Job Title	Staff Nurse CN1 - Grad 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
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.

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 2024.
- BLS Certification (please upload at the time of application)

PREFERRED REQUIREMENTS

- Bachelor of Science in Nursing is strongly preferred (those graduating in May 2024 are included)
- Clinical rotation or Capstone in a cancer unit.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-826	2	6	0	1	0	1	0	1	0	0	1	12
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	1	3	0	1	0	0	0	0	0	0	1	6
Interviewed	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

The 1 WF met a hiring goal.

Start Date	8/9/2024
Requisition Number	2024-1287
Job Group	3A
Department	81017-Postoperative Services Unit
Job Title	Staff Nurse 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.

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 experience of prior Pre Op and/or Post Op 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.
- BSN or an ADN/ASN and active enrollment in a BSN program.
- Two (2) or more years' experience working in a PreOp or PACU
- UConn Health Staff Nurse.
- EPIC experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1287	2	16	0	1	0	0	0	2	0	2	3	26
Unqualified	0	11	0	0	0	0	0	0	0	2	2	15
Qualified	1	4	0	0	0	0	0	1	0	0	1	7
Withdrawn	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	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

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 AF

7 Qualified applicants: 1 WM, 4 WF, 1 AF, 1 UU

- 1 WM was looking for an alternate schedule which was not offered through this position.
- 1 WF declined an offer to schedule an interview.
- 1 WF only had per diem PACU experience in an outpatient surgery center.
- 1 WF had not worked in PACU in seven years.
- 1 WF, 1 AF, 1 UU applied after the position was filled.

3 Interviewed applicants: 1 WM, 1 WF, 1 BF

- 1 WF had cancelled thirty minutes before her shadowing experience was to begin.
- 1 BF declined the opportunity for a shadowing experience.

The 1 WM was selected. He had nine years of experience as a registered nurse with over two years of experience in the PACU. He also had prior intensive care unit experience.

Start Date	8/9/2024
Requisition Number	2024-1052
Job Group	3A
Department	UMG-General Ob/Gyn
Job Title	Staff Nurse CN II - General OB - Outpatient

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

- Experience in Women's Health is preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1052	1	19	0	2	0	2	0	2	0	2	3	31
Unqualified	0	2	0	0	0	0	0	0	0	0	1	3
Qualified	1	11	0	2	0	2	0	2	0	2	2	22
Withdrawn	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

The 1 WF met a hiring goal.

Start Date	8/9/2024
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 acute care nursing experience.

PREFERRED QUALIFICATIONS

- 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	31	0	5	0	5	0	3	0	1	6	54
Unqualified	1	4	0	1	0	0	0	0	0	0	2	8
Qualified	2	20	0	4	0	3	0	3	0	1	2	35
Withdrawn	0	0	0	0	0	2	0	0	0	0	0	2
Interviewed	0	6	0	0	0	0	0	0	0	0	2	8
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	9/6/2024
Requisition Number	2024-1370
Job Group	3A
Department	70160-UMG-General Neurology
Job Title	Staff Nurse CN II - Outpatient

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

- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.
- BLS Certification
- IV Skills

PREFERRED EXPERIENCE

- EPIC experience
- Experience in a busy clinical outpatient practice such as an Internal Medicine and Neurology clinic.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1370	2	7	0	0	0	0	0	1	0	2	1	13
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Qualified	0	3	0	0	0	0	0	0	0	2	0	5
Interviewed	2	4	0	0	0	0	0	0	0	0	0	6
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicant did not meet the minimum requirements for the position.

5 Qualified applicants: 3 WF, 2 TF

- 1 WF's clinical outpatient practice experience was two years ago.
- 1 WF's nursing experience was in homecare except for four months in a clinical outpatient practice.
- 1 WF was selected for another UConn Health position.
- 1 TF withdrew.
- 1 TF did not have experience in a busy clinical outpatient practice such as an internal medicine and neurology clinic.

7 Interviewed applicants: 2 WM, 4 WF, 1 AF

- 1 WM requested decreased hours, which did not align with the position's required hours.
- 1 WM, 2 WF did not have experience in neurology.
- 1 WF indicated at the interview that she accidentally applied for this position.
- 1 WF withdrew her application from consideration after the interview.

The 1 AF selected had experience in clinical outpatient practices such as neurology and internal medicine. She provided complete responses to interview questions and provided detailed examples of how she ensured patient safety. Additionally, she asked pertinent follow up questions.

Start Date	9/20/2024
Requisition Number	2024-1156
Job Group	3A
Department	81037-Adult Sickle Cell Unit
Job Title	Staff Nurse CNII-Sickle Cell

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 QUALIFICATIONS

- 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
2024-1156	0	3	0	0	0	0	0	2	0	0	1	6
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
Qualified	0	1	0	0	0	0	0	1	0	0	1	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

The 1 WF met a hiring goal.

Start Date	10/4/2024
Requisition Number	2024-1419
Job Group	3A
Department	70000-UMG-IMA East Hartford
Job Title	Staff Nurse CN II - Outpatient

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Experience working in an outpatient/ambulatory clinic in Primary Care, Geriatrics, Family Medicine strongly preferred.
- Case management and homecare experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1419	0	4	1	4	0	4	0	1	0	0	4	18
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	0	3	0	4	0	3	0	1	0	0	4	15
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

The 1 BM met a hiring goal.

Start Date	10/18/2024
Requisition Number	2025-031
Job Group	3A
Department	81018-Neag Cancer Center (JDH)
Job Title	Staff Nurse CNII-Outpatient Surgical/Thoracic 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 registered nurse experience.

PREFERRED

- BSN or an ADN/ASN and active enrollment in a BSN program
- Surgical experience/ambulatory surgical experience
- Thoracic experience
- Medical/Surgical experience
- Outpatient clinic experience
- EPIC experience (electronic medical record system)
- Oncology Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-031	3	10	0	2	0	1	0	1	0	1	1	19
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	2	8	0	1	0	1	0	1	0	1	0	14
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 Unqualified applicants did not meet the minimum requirements for the position.

14 Qualified applicants: 2 WM, 8 WF, 1 BF, 1 HF, 1 AF, 1 TF

- 1 WM, 8 WF, 1 BF, 1 TF did not have the preferred oncology experience.
- 1 WM's experience with hands on patient care was not recent. He had been working in quality since 2019.
- 1 HF did not have experience in surgical, ambulatory surgical, thoracic, outpatient clinic, oncology, or with EPIC.
- 1 AF's preferred qualifications could not be determined based on application materials submitted.

3 Interviewed applicants: 1 WM, 1 WF, 1 UU

- 1 WF did not have the necessary communication skills, as she spoke negatively about her previous position and team members.
- 1 UU had a background in oncology but was focused on medical oncology rather than surgical oncology.

The 1 WM was selected. He had experience caring for post-surgical patients as well as experience utilizing EPIC.

Start Date	2/7/2025
Requisition Number	2025-250
Job Group	3A
Department	81018-Neag Cancer Center (JDH)
Job Title	Staff Nurses 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 acute care nursing 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
2025-250	3	25	0	5	0	5	0	4	0	0	2	44
Unqualified	0	1	0	2	0	0	0	0	0	0	1	4
Qualified	2	14	0	1	0	5	0	4	0	0	0	26
Withdrawn	1	1	0	0	0	0	0	0	0	0	1	3
Interviewed	0	7	0	1	0	0	0	0	0	0	0	8
Hired	0	2	0	1	0	0	0	0	0	0	0	3

The 2 WF's and 1 BF met hiring goals.

Start Date	11/1/2024
Requisition Number	2025-271
Job Group	3A
Department	81017-Postoperative Services Unit
Job Title	Staff Nurse CNII-PACU

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 experience of prior Pre Op and/or Post Op experience or a minimum of 2 years' experience in ICU or Step-Down 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.
- BSN or an ADN/ASN and active enrollment in a BSN program.
- Two (2) or more years' PreOp or PACU or 5+ years ICU/Step-Down
- UConn Health Staff Nurse.
- EPIC experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-271	1	24	0	2	0	3	0	2	0	0	1	33
Unqualified	0	11	0	0	0	1	0	0	0	0	0	12
Qualified	0	7	0	1	0	2	0	1	0	0	0	11
Interviewed	1	5	0	0	0	0	0	1	0	0	1	8
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

The 1 WF met a hiring goal.

Start Date	11/15/2024
Requisition Number	2025-238
Job Group	3A
Department	UMG-General Ob/Gyn
Job Title	Staff Nurse CN II - Outpatient

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- OB/GYN experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-238	0	24	0	4	0	3	0	1	0	4	2	38
Unqualified	0	1	0	1	0	1	0	0	0	1	0	4
Qualified	0	16	0	2	0	2	0	0	0	2	2	24
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	4	0	1	0	0	0	1	0	1	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

The 1 WF met a hiring goal.

Start Date	11/15/2024
Requisition Number	2025-343
Job Group	3A
Department	70120-UMG-General Dermatology
Job Title	Staff Nurse CN II - Dermatology

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Dermatology Experience
- Ambulatory/Outpatient experience
- BSN or active enrollment in a BSN program
- Experience answering nurse etriages and coordinating with providers.
- Ability to train in dermatology including Mohs, Dermatology and Psoriasis Center

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-343	3	11	0	2	0	2	0	3	0	0	1	22
Qualified	2	9	0	2	0	2	0	3	0	0	1	19
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

The 1 WF met a hiring goal.

Start Date	11/29/2024
Requisition Number	2025-349
Job Group	3A
Department	81024-Endoscopy (Procedure Center) Unit
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

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

- Minimum 2 years Med/Surg or Procedural area RN
- BLS Certifications. Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) This is the only accepted credential.

PREFERRED REQUIREMENTS

- 1 year or more 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
2025-349	2	8	0	1	0	1	0	3	0	0	0	15
Unqualified	0	3	0	1	0	0	0	0	0	0	0	4
Qualified	0	0	0	0	0	0	0	1	0	0	0	1
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	2	4	0	0	0	1	0	1	0	0	0	8
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 WF

1 Qualified applicant: 1 AF

- 1 AF, a UConn Health employee, was in her working test period and was not eligible to transfer per the University of Health Professionals collective bargaining union contract.

9 Interviewed applicants: 2 WM, 4 WF, 1 HF, 2 AF

- 1 WM did not have experience with advanced procedures.
- 1 WM, 2 WF, 1 HF did not have experience with gastroenterology endoscopy.
- 1 WF did not attend her scheduled shadowing.
- 1 WF had only six years of endoscopy experience without advanced procedures.
- 1 AF had a background in Pre-op/PACU of gastroenterology endoscopy, not assisting during procedures.

The 1 AF selected had sixteen years of endoscopy experience including advanced procedures.

Start Date	11/29/2024
Requisition Number	2024-1210
Job Group	3A
Department	70082-UMG-Surgery - Urology
Job Title	Staff Nurse CN II - Outpatient

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Urology Experience

- General Surgery experience
- Wound Care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1210	3	13	0	0	0	4	1	1	0	1	3	26
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
Qualified	2	10	0	0	0	4	1	0	0	0	2	19
Interviewed	1	2	0	0	0	0	0	0	0	0	1	4
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 1 WF met a hiring goal.

Start Date	12/13/2024
Requisition Number	2025-338
Job Group	3A
Department	70043-UMG-Gastroenterology
Job Title	Staff Nurse CN II - Outpatient

UConn Health is searching for an experienced Staff Nurse CNII with Gastroenterology experience.

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Gastroenterology Experience
- Ambulatory/Outpatient experience
- BSN or active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-338	3	11	0	1	0	2	0	1	0	0	1	19
Unqualified	1	0	0	0	0	0	0	0	0	0	0	1
Qualified	1	9	0	1	0	1	0	1	0	0	1	14
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 Unqualified applicant did not meet the minimum requirements for the position.

14 Qualified applicants: 1 WM, 9 WF, 1 BF, 1 HF, 1 AF, 1 UU

- 1 WM, 6 WF, 1 BF, 1 AF did not have gastroenterology or ambulatory experience.
- 1 WF was no longer interested in the position.
- 1 WF did not submit an updated resume, and her qualifications could not be fully evaluated.
- 1 WF did not have experience in gastroenterology.
- 1 HF had experience in pediatric gastroenterology, but not with the adult population.
- 1 UU had experience with home health/school nursing, not in a hospital/outpatient setting.

4 Interviewed applicants: 1 WM, 2 WF, 1 HF

- 1 WM did not demonstrate the required communication skills in his interactions during the interview as his responses were not patient centered.
- 1 WF was a UConn Health employee working in PACU. She was a UHP union member with contractual bargaining rights to be interviewed. She indicated she was only interested in the position because she wanted to leave her on-call position, not because she wanted to work in GI.
- 1 WF had experience in the emergency department which was not relevant to GI outpatient experience.

The 1 HF selected had gastroenterology ambulatory experience. Her experience included working in a surgery center and on a cardiac floor where she reviewed preparations for surgery and charts for cardiac clearance and dealt with difficult patients. She also provided patient-centered responses to interview questions.

Start Date	12/27/2024
Requisition Number	2025-272
Job Group	3A
Department	80740-Dermatology Clinic
Job Title	Staff Nurses CNIII

UConn Health is searching for an experienced Staff Nurse CNII with Dermatology experience.

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Dermatology Experience
- Ambulatory/Outpatient experience
- BSN or active enrollment in a BSN program
- Experience answering nurse etriages and coordinating with providers.
- Ability to train in dermatology including Mohs, Dermatology and Psoriasis Center

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-272	1	23	0	3	0	4	2	2	0	0	5	40
Unqualified	0	3	0	1	0	0	1	0	0	0	0	5
Qualified	0	17	0	2	0	2	1	2	0	0	4	28
Interviewed	1	2	0	0	0	1	0	0	0	0	0	4
Offer Declined	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	1	0	0	0	1	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

28 Qualified applicants: 17 WF, 2 BF, 2 HF, 1 AM, 2 AF, 4 UU

- 15 WF, 2 BF, 1 AM, 2 AF, 4 UU did not have professional nursing experience in dermatology or ambulatory care.
- 1 WF did not have professional nursing experience in dermatology and only had four months of ambulatory experience.
- 1 WF did not attend her scheduled interview.
- 1 HF withdrew.
- 1 HF did not have one year of professional nursing experience.

7 Interviewed applicants: 1 WM, 3 WF, 2 HF, 1 UU

- 1 WM did not have experience in dermatology.
- 1 WF was a UConn Health employee and a UHP union member with contractual bargaining rights to be interviewed. She did not have the preferred professional nursing experience in dermatology or ambulatory care.
- 1 WF ambulatory care experience was only in pediatrics, and she did not have dermatology experience.
- 2 HF did not demonstrate the required level of experience in procedural or dermatology based on their responses to interview questions.
- 1 UU declined the offer for employment.

The 1 HF selected had seven years of experience in surgical ambulatory care. Her experience included pre-operative preparation, post-operative care, and patient education. In addition, she had twenty-two years of experience as a registered licensed nurse.

The 1 WF met a hiring goal.

Start Date	1/24/2025
Requisition Number	2025-586
Job Group	3A
Department	81024-Endoscopy (Procedure Center) Unit
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

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

- Minimum 2 years Med/Surg or 1 year Procedural area RN
- BLS Certifications. Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) This is the only accepted credential.

PREFERRED REQUIREMENTS

- 1 year or more of Endoscopy experience
- Experience with admitting patients
- BSN Degree or active enrollment in a BSN program
- ACLS Certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-586	1	10	0	2	0	0	0	2	0	1	2	18
Unqualified	0	5	0	0	0	0	0	0	0	1	2	8
Qualified	0	2	0	2	0	0	0	1	0	0	0	5
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 WF

5 Qualified applicants: 2 WF, 2 BF, 1 AF

- 1 WF did not attend her scheduled interview.
- 1 WF did not have experience in endoscopy.
- 1 BF, 1 AF did not have experience with endoscopy procedures.
- 1 BF, a UConn Health employee, was in her working test period and was not eligible to transfer per the University of Health Professionals collective bargaining union contract.

4 Interviewed applicants: 1 WM, 2 WF, 1 AF

- 1 WF indicated she lived too far away to be on call which this position required.
- 1 WF provided negative responses to interview questions which demonstrated that she did not have the communication skills necessary for this position.

- 1 AF, a UHP union member with contractual bargaining rights to be interviewed did not have experience with admitting or recovering patients.

The 1 WM selected had the preferred endoscopy experience as well as experience in the Post Anesthesia Care Unit and the Emergency Department. He provided patient centered responses to interview questions.

Start Date	1/24/2025
Requisition Number	2025-393
Job Group	3A
Department	70158-UMG-Palliative Medicine Outpatient
Job Title	Staff Nurse CN II - Outpatient

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Ambulatory/outpatient experience
- Palliative care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-393	1	15	1	2	0	2	0	2	0	1	2	26
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	1	11	1	2	0	2	0	2	0	0	2	21
Interviewed	0	2	0	0	0	0	0	0	0	1	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	2/7/2025
Requisition Number	2025-155
Job Group	3A
Department	81029-Bone Marrow Transplant Unit
Job Title	Staff Nurse CNII-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.
- Minimum 1-year acute care experience.

PREFERRED

- BSN or actively enrolled in a BSN program.
- Bone marrow transplant or other cellular therapy experience
- Experience with apheresis procedures
- Oncology Experience
- Hematology Experience
- Outpatient clinic experience
- EPIC charting experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-155	4	16	0	1	1	2	0	6	0	2	4	36
Unqualified	1	2	0	0	0	0	0	2	0	0	2	7
Qualified	2	7	0	1	1	2	0	4	0	1	2	20
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	5	0	0	0	0	0	0	0	1	0	7
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	2/7/2025
Requisition Number	2025-524
Job Group	3A
Department	80320-Cardiology
Job Title	Staff Nurse CN II-Cardiology, Pulmonary, Nephrology and CT Neuro

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.
- BLS and ACLS certification are required

PREFERRED QUALIFICATIONS

- Ambulatory/outpatient experience in a multi-specialty group
- Critical care experience
- Previous experience floating multiple units
- BSN or active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-524	5	10	0	0	0	1	1	3	0	0	2	22
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Qualified	2	7	0	0	0	0	1	3	0	0	1	14
Interviewed	3	2	0	0	0	1	0	0	0	0	0	6
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	2/7/2025
Requisition Number	2025-666
Job Group	3A
Department	70063-UMG-Ob/Gyn Southington
Job Title	Staff Nurse CN II - Southington/East 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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Women's Health / OBGYN experience
- Ambulatory/Outpatient experience
- BSN or active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-666	1	15	0	3	0	2	0	1	0	1	1	24
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	1	9	0	1	0	2	0	1	0	1	1	16
Interviewed	0	4	0	2	0	0	0	0	0	0	0	6
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	2/7/2025
Requisition Number	2025-096
Job Group	3A
Department	83008-Cardiac Cath. Lab
Job Title	Staff Nurse CNII-Cardiac 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

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, ICU 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
2025-096	2	12	0	3	0	2	0	0	0	0	1	20
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	9	0	2	0	1	0	0	0	0	0	12
Interviewed	1	1	0	1	0	1	0	0	0	0	1	5
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 1 WF met a hiring goal.

Start Date	3/7/2024
Requisition Number	2024-894
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

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
- Epic Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-894	6	30	0	7	3	3	1	6	0	4	9	69
Unqualified	0	5	0	1	1	1	0	1	0	0	1	10
Qualified	4	19	0	6	2	1	1	3	0	2	6	44
Withdrawn	0	3	0	0	0	0	0	1	0	2	1	7
Interviewed	0	3	0	0	0	1	0	0	0	0	1	5
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	1	0	0	0	2

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

7 Withdrawn applicants: 3 WF, 1 AF, 2 TF, 1 UU

44 Qualified applicants: 4 WM, 19 WF, 6 BF, 2 HM, 1 HF, 1 AM, 3 AF, 2 TF, 6 UU

- 4 WM, 19 WF, 6 BF, 2 HM, 1 HF, 2 AF, 2 TF, 4 UU did not have experience working in an operating room.
- 1 AM had a H4 Visa and this position did not sponsor an applicant with a visa.
- 1 AF did not have recent operating room experience as she had not worked in an operating room since 2001.
- 1 UU did not have recent operating room experience, as they had not worked in an operating room since 2017.
- 1 UU did not respond to requests to schedule an interview.

8 Interviewed applicants: 2 WM, 3 WF, 1 HF, 1 AF, 1 UU

- 1 WM declined the offer of employment.
- 2 WF did not have experience in operating rooms. They were University Health Professionals (UHP) union members who had contractual bargaining rights to be interviewed.
- 1 WF did not provide articulate responses to questions regarding her scrub and circulate experience.
- 1 HF declined shadowing after interviewing.
- 1 UU was seeking per diem, not full time as required by the position.

The 1 WM selected had three years of experience working in operating rooms and as a registered nurse. Additionally, he provided articulate responses to interview questions.

The 1 AF selected had ten years of experience working in operating rooms. She had experience scrubbing and circulating in neurosurgery, orthopedics, gynecology, and urology. Additionally, she provided articulate responses to interview questions.

Start Date	3/7/2025
Requisition Number	2025-498
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
- 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 December 2024.
- BLS Certification (please upload at the time of application)

PREFERRED QULIFICATIONS

- Bachelor's Degree in Nursing
- Clinical rotation, capstone, or exposure to the OR

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-498	0	6	0	0	0	4	0	5	0	0	2	17
Qualified	0	5	0	0	0	2	0	1	0	0	0	8
Interviewed	0	0	0	0	0	1	0	0	0	0	2	3
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	4	0	0	0	5

These positions were posted on the UConn Health website.

8 Qualified applicants: 5 WF, 2 HF, 1 AF

- 1 WF declined an offer to schedule an interview.
- 2 WF had more than the special requirement of post graduate work experience.
- 2 WF, 1 HF did not have the preferred bachelor's degree in nursing.

- 1 HF's experience and certifications could not be determined as she did not include dates for clinical rotation or graduation.
- 1 AF was not BLS certified.

9 Interviewed applicants: 1 WF, 2 HF, 4 AF, 2 UU

- 1 WF declined the offer of employment.
- 1 HF, 2 UU did not demonstrate the required communications skills providing incomplete responses to interview questions that did not demonstrate their knowledge or experience.

The 1 HF selected had completed her clinical rotation in the operating room and post anesthesia care unit. She demonstrated attention to detail during the interview and identified key details during shadowing.

The 1 AF selected had completed her clinical rotation in obstetrics and maternity which included the operating room for c-sections. She exhibited the necessary communication skills during the interview, providing detailed responses to questions regarding the operating room.

The 1 AF selected had completed her clinical rotation in labor and delivery which included the operating room for c-sections. While shadowing she demonstrated the required communication skills and nursing skills.

The 1 AF selected had completed her capstone at UConn Health in perioperative, which included the operating room and post anesthesia care unit. She asked questions during interview and shadowing, which exhibited the required communication skills and nursing experience.

The 1 AF selected had completed her clinical rotation in the operating room at UConn Health. She asked questions during interview and shadowing which demonstrated the required communication skills.

Start Date	3/7/2025
Requisition Number	2025-728
Job Group	3A
Department	70045-UMG-Geriatrics
Job Title	Staff Nurse CN II - Outpatient

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Two (2) years ambulatory/outpatient nursing experience, preferably in primary care or geriatrics office.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-728	2	20	0	4	0	3	1	4	0	0	3	37
Unqualified	0	3	0	1	0	1	0	0	0	0	0	5
Qualified	2	13	0	2	0	2	1	4	0	0	3	27
Interviewed	0	3	0	1	0	0	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	3/21/2025
Requisition Number	2025-815
Job Group	3A
Department	UMG-General Ob/Gyn
Job Title	Staff Nurse CN II - Outpatient

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Women's Health / OBGYN experience
- Ambulatory/Outpatient experience
- BSN or active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-815	0	16	0	4	0	4	0	1	0	1	2	28
Unqualified	0	2	0	0	0	0	0	0	0	0	0	2
Qualified	0	11	0	3	0	2	0	1	0	0	2	19
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	1	0	2	0	0	0	1	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	4/4/2025
Requisition Number	2025-723
Job Group	3A
Department	UMG-Munson Comp Spine
Job Title	Staff Nurse CN II - Outpatient-Ortho

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Ambulatory/Outpatient experience
- EPIC experience
- Orthopedic experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-723	4	10	0	3	1	0	0	2	1	1	1	23
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	1	6	0	0	1	0	0	1	0	1	1	11
Interviewed	2	3	0	2	0	0	0	1	1	0	0	9
Hired	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

11 Qualified applicants: 1 WM, 6 WF, 1 HM, 1 AF, 1 TF, 1 UU

- 1 WM, 5 WF, 1 HM, 1 AF, 1 TF did not have the preferred orthopedic experience.
- 1 WF did not respond to requests to schedule an interview.
- 1 UU's experience in outpatient or orthopedic was in 2012 and not recent.

10 Interviewed applicants: 3 WM, 3 WF, 2 BF, 1 AF, 1 TM

- 1 WM withdrew his application after interviewing.
- 1 WM did not have the experience required for orthopedic nursing, as his background was in dermatology and a psychiatric facility.
- 1 WF did not have the preferred outpatient experience.
- 1 WF indicated she was no longer interested in the position after learning about the responsibilities of the position during the interview.
- 1 WF's experience was caring for pre-op and post op orthopedic pediatric patients. She did not have adult orthopedic experience.
- 1 BF did not have experience in an outpatient setting, as her experience was with inpatient care.
- 1 BF did not have experience in an outpatient setting or with orthopedics, as her experience was in a mental health unit and long-term facilities.

- 1 AF did not have experience with outpatient care and she also stated concerns over the position and being overwhelmed.
- 1 TM did not demonstrate the required communication skills or the ability to work as an effective team member, as his responses were not detailed.

The 1 WM selected had twenty years of experience working with spine patients in different settings. He provided detailed examples of his critical thinking, prioritization, and triage skills as well as his ability to work in a team environment. He also asked pertinent questions regarding the position which further demonstrated his knowledge.

Start Date	4/4/2025
Requisition Number	2025-331
Job Group	3A
Department	UMG-General Ob/Gyn
Job Title	Staff Nurse CN II - Outpatient

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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Women's Health / OBGYN experience
- Ambulatory/Outpatient experience
- BSN or active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-331	1	20	1	5	0	8	0	2	0	0	1	38
Unqualified	0	1	0	1	0	0	0	0	0	0	1	3
Qualified	1	11	1	3	0	7	0	2	0	0	0	25
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	5	0	1	0	1	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

The 1 WF met a hiring goal.

Start Date	5/2/2025
Requisition Number	2025-1025
Job Group	3A
Department	81017-Postoperative Services Unit
Job Title	Staff Nurse 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.

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 experience of prior Pre Op and/or Post Op experience or a minimum of 2 years' experience in an ICU or Step-Down 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' PreOp/PACU or 5+ years ICU/Step-Down(Critical Care)
- UConn Health Staff Nurse.
- EPIC experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1025	2	12	0	1	0	2	0	3	0	0	1	21
Unqualified	0	7	0	0	0	0	0	1	0	0	0	8
Qualified	2	0	0	0	0	1	0	1	0	0	0	4
Interviewed	0	2	0	1	0	0	0	0	0	0	1	4
Offer Declined	0	2	0	0	0	1	0	1	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	5/16/2025
Requisition Number	2025-894
Job Group	3A
Department	60180-Office of Patient Experience
Job Title	Staff Nurse CNII-Post Discharge 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 REQUIREMENTS

- Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.
- One (1) year professional nursing experience

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
2025-894	2	18	1	5	0	2	0	1	1	1	2	33
Unqualified	0	1	0	2	0	0	0	0	0	0	0	3
Qualified	1	10	1	3	0	2	0	1	1	1	2	22
Interviewed	1	6	0	0	0	0	0	0	0	0	0	7
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	5/30/2025
Requisition Number	2025-1127
Job Group	3A
Department	70000-UMG-IMA East Hartford
Job Title	Staff Nurse CN II - East 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.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.

PREFERRED QUALIFICATIONS

- Ambulatory/outpatient experience
- Primary Care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1127	3	12	0	4	0	6	0	0	0	0	3	28
Unqualified	0	0	0	1	0	1	0	0	0	0	1	3
Qualified	2	10	0	1	0	2	0	0	0	0	1	16
Interviewed	1	2	0	2	0	2	0	0	0	0	1	8
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

16 Qualified applicants: 2 WM, 10 WF, 1 BF, 2 HF, 1 UU

- 1 WM did not have experience in outpatient care.
- 1 WM, 9 WF and 2 HF did not have primary care experience or experience in an outpatient setting.
- 1 WF, 1 BF declined an offer to schedule an interview.
- 1 UU's experience was community health and not in an outpatient office setting.

9 Interviewed applicants: 1 WM, 2 WF, 2 BF, 3 HF, 1 UU

- 1 WM, 1 WF, 2 BF, 1 HF were UConn Health Employees and University of Health Professional (UHP) union members with contractual bargaining rights to be interviewed. They did not have outpatient experience or internal medicine experience.
- 1 WF had outpatient experience. However, she did not have primary care experience.
- 1 HF's primary care experience was as a medical assistant, and she did not have experience with phone triaging.
- 1 UU provided vague or indirect responses to job specific interview questions and behavioral questions.

The 1 HF selected had primary care outpatient experience as an RN and as an LPN. She provided patient centered responses to interview and behavioral questions. She provided concise detailed examples of her outpatient workflow experience, the necessary listening and communication skills as well as critical thinking and assessment skills.

Start Date	5/30/2025
Requisition Number	2025-1382
Job Group	3A
Department	80320-Cardiology
Job Title	Staff Nurse CN II - Outpatient

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

- Graduation from an accredited nursing program.
- One (1) year professional nursing experience.
- Incumbents must possess and maintain a current registered nurse license to practice nursing in the State of Connecticut.
- BLS and ACLS certification is required

PREFERRED QUALIFICATIONS

- ambulatory/outpatient experience
- Cardiology experience
- BSN or active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1382	3	14	1	3	0	5	0	0	0	0	4	30
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	1	8	1	3	0	4	0	0	0	0	4	21
Interviewed	2	4	0	0	0	0	0	0	0	0	0	6
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 1 WF met a hiring goal.

3A. (Registered Nurse) Hires – Part Time to Full Time – Adjusted Work Schedule

Staff Nurse CN2
(Surgery Center)

1 WF schedule was changed from part time to full time during the reporting period.

Staff Nurse CN2
(Cardiology)

1 WF schedule was changed from part time to full time during the reporting period.

Staff Nurse CN1
(Neag Cancer Center)

1 BF schedule was changed from part time to full time during the reporting period.

Staff Nurse CN2
(Neag Cancer Center)

1 TF schedule was changed 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	1	1	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3B Nursing Supervisor	10/18/2024	N	2025-286	WF	1
	2/21/2025	N	2025-655	WM	1
	4/21/2025	N	2025-926	WF	1
	5/2/2025	N	2025-1081	WF	1

Start Date	10/18/2024
Requisition Number	2025-286
Job Group	3B
Department	81010-OB/GYN
Job Title	Asst Nursing Mgr.-OB GYN

KNOWLEDGE AND 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 skills.
- Effective oral and written communication skills.
- Knowledge of general financial management.
- Supervisory ability.
- Considerable knowledge of relevant policies and procedures.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Nursing
- Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
- Three (3) years of acute care RN experience
- Two (2) years of current RN experience must be on an OB/GYN Labor & Deliver Unit
- Supervisory or charge function responsibilities

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-286	0	3	0	0	0	0	0	0	0	0	2	5
Unqualified	0	1	0	0	0	0	0	0	0	0	2	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Qualified applicant: 1 WF

- 1 WF accepted another position.

1 Interviewed applicant: 1 WF

The 1 WF selected had ten years of experience as a registered nurse in a labor and delivery unit. She provided detailed responses and examples to interview questions regarding her charge skills and experience.

Start Date	2/21/2025
Requisition Number	2025-655
Job Group	3B
Department	81009-Psychiatry 1 Unit
Job Title	Asst Nursing Mgr.-Psych

KNOWLEDGE AND 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 skills.
- Effective oral and written communication skills.
- Knowledge of general financial management.
- Supervisory ability.
- Considerable knowledge of relevant policies and procedures.

MINIMUM REQUIREMENTS

- Bachelor’s Degree in Nursing

- Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
- Three (3) years of acute care RN experience
- Two (2) years of current RN experience must be in an inpatient psychiatric unit.
- Supervisory or charge function responsibilities

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-655	3	1	0	1	0	0	0	0	0	0	0	5
Unqualified	1	0	0	1	0	0	0	0	0	0	0	2
Qualified	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	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Qualified applicant: 1 WM

- 1 WM was a former UConn Health employee who had separated with a stipulation agreement and was not eligible to be rehired.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WF had experience as co-chair in unit shared governance and was pursuing a leadership graduate degree, but she did not have experience in inpatient psychiatric unit.

The 1 WM selected had held leadership positions throughout his nursing career and communicated with all disciplines daily. He had experience in an inpatient psychiatric unit with behavioral interventions, redirections, and caring for patients with primary mental illness. Additionally, he had experience with patients who were substance abusers and who had cognitive disorders.

Start Date	4/21/2025
Requisition Number	2025-926
Job Group	3B
Department	70045-UMG-Geriatrics
Job Title	Asst Nursing Mgr.-Geriatrics

KNOWLEDGE AND 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 skills.
- Effective oral and written communication skills.
- Knowledge of general financial management.
- Supervisory ability.
- Considerable knowledge of relevant policies and procedures.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Nursing
- Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
- Three (3) years of acute care RN experience
- Two (2) years of current RN experience must be in outpatient/ambulatory care or acute inpatient hospital
- Supervisory or charge function responsibilities

PREFERRED QUALIFICATIONS

- Previous Assistant Nurse Manager experience
- Experience in primary care or geriatrics

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-926	0	6	0	3	0	1	0	0	0	0	0	10
Unqualified	0	3	0	1	0	1	0	0	0	0	0	5
Qualified	0	1	0	2	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.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Qualified applicants: 1 WF, 2 BF

- 1 WF's supervisory experience was nine years ago and not current.
- 1 BF did not respond to attempts to schedule an interview.
- 1 BF's nursing manager experience was eight years ago and not current.

2 Interviewed applicants: 2 WF

- 1 WF did not have the necessary managerial experience, as her experience as a nurse lead was with three other office staff who did not directly report to her.

The 1 WF was selected. She had general medicine experience supervising eighty staff members and managerial experience working alongside providers (MD and APRNs). She also had experience in labor relations and HR matters. Additionally, she was articulate and provided detailed examples of her critical reasoning skills.

Start Date	5/2/2025
Requisition Number	2025-1081
Job Group	3B
Department	UMG-Orthopaedics Module
Job Title	Asst Nursing Mgr.

KNOWLEDGE AND 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 skills.
- Effective oral and written communication skills.
- Knowledge of general financial management.
- Supervisory ability.
- Considerable knowledge of relevant policies and procedures.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Nursing
- Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
- Three (3) years of acute care RN experience
- Two (2) years of experience must be in a supervisory or charge function responsibilities

PREFERRED QUALIFICATIONS

- EPIC Experience
- Experience working with orthopedic patients

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1081	1	8	0	1	0	0	0	0	0	0	0	10
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	1	2	0	0	0	0	0	0	0	0	0	3
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

3 Qualified applicants: 1 WM, 2 WF

- 1 WM did not have experience in supervisory or charge functions.
- 1 WF did not have dates on her resume to indicate how long she had worked in each position; therefore, her qualifications were not able to be determined.
- 1 WF withdrew.

4 Interviewed applicants: 4 WF

- 1 WF did not have outpatient clinic experience. Her work as a charge nurse on the inpatient behavioral health unit did not include leadership functions (i.e., identifying and tracking QI measures, developing, and maintaining staffing schedules, template schedule builds, disciplinary processes.)
- 1 WF did not have outpatient clinic experience, as her background was inpatient in a PACU setting.
- 1 WF did not have experience counseling and coaching staff in a supervisory position as her background was focused on daily staff schedules and daily operational flow.

The 1 WF was selected. She had experience managing a total of fifteen employees in a union environment, in inpatient and outpatient areas. She provided detailed responses to interview questions regarding her leadership skills, organizational skills, and effective problem-solving skills. Additionally, she asked appropriate questions about the position.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3C Specialized Nurses	0	0	1	4	0	0	1	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3C Specialized Nurses	7/12/2024	N	2024-1067	WF	1
	7/12/2024	Y	2024-1079	BF	1
	7/26/2024	N	2024-1083	WF	1
	8/9/2024	N	2024-1095	WF	1
	8/9/2024	N	2024-1095	WF	1
	9/6/2024	N	2024-1311	HF	1
	12/13/2024	N	2025-484	WF	3
	4/21/2025	N	2025-1037	WF	1
	5/16/2025	N	2025-680	WF	2
	5/30/2025	N	2025-1034	WM	1

Start Date	7/12/2024
Requisition Number	2024-1067
Job Group	3C
Department	80280-Clinical Effectiveness Admin
Job Title	Stroke 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.

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
2024-1067	1	6	0	1	0	0	0	2	0	0	0	10
Unqualified	0	1	0	1	0	0	0	1	0	0	0	3
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Withdrawn	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	1	1	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 2 WF

1 Qualified applicant: 1 WF

- 1 WF did not have current critical care or intermediate nursing care experience.

4 Interviewed applicants: 1 WM, 2 WF, 1 AF

- 1 WM withdrew.
- 1 WF, 1 AF did not have current knowledge of the principles of program management, specialty anatomy and physiology, diagnosis, identification, or triage.

The 1 WF selected had a master's degree in nursing, which was key to developing education and maintaining staff competencies. She also had experience as a staff nurse in the intensive care unit providing specialized care to cardiac and stroke patients.

Start Date	7/12/2024
Requisition Number	2024-1079
Job Group	3C
Department	81100-JDH-Prof Prac and Clin Excellence
Job Title	Clinical Program Coordinator-Safe Patient Handling Program

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of program management; knowledge of specialty anatomy and physiology, diagnosis, identification and triage, preventive care, hyperacute care, diagnostics, acute care, post-acute care and discharge planning, rehabilitation, systems and quality, 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 use of Microsoft Office applications: Excel, Publisher, Word, and PowerPoint
- Strong leadership skills, time, and project management skills
- Ability to lead educational activities.
- Ability to facilitate change, work harmoniously with teams and manage effectively.
- Ability to multitask.

GENERAL EXPERIENCE: & TRAINING

- Bachelor's or Associate degree in an applicable discipline (examples are Registered Nurse, Physical Therapist)
- A minimum of three [3] years clinical experience in an acute care facility/setting to include training in the clinical program field.
- Must possess and maintain Connecticut State license during employment, in the required discipline.
- American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers

WORKING CONDITIONS

- Must be able to lift up to 50 lbs. and push and pull heavy objects.
- Be prepared to sit or stand for extended periods of time.
- Works irregular hours.
- May be exposed to communicable/infectious diseases.

PREFERRED EXPERIENCE:

- Experience with Safe Patient Handling initiatives
- Certification in Safe Patient Handling
- Ability to work across disciplines within a health system

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1079	0	13	0	3	0	0	0	0	0	0	1	17
Unqualified	0	5	0	1	0	0	0	0	0	0	1	7
Qualified	0	3	0	0	0	0	0	0	0	0	0	3
Interviewed	0	5	0	1	0	0	0	0	0	0	0	6
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF met a hiring goal.

Start Date	7/26/2024
Requisition Number	2024-1083
Job Group	3C
Department	80001-Population Health
Job Title	Clinical Patient Navigator - Population Health

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 (e.g., Stroke, breast cancer).
- 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 organizational 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 of experience in an Ambulatory, Hospital, Home Care, or Managed Care 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:

- Master's degree in Nursing may be substituted for one year of the required general experience.

SPECIAL REQUIREMENTS

- Considerable knowledge of clinical group practice operations and healthcare management systems.
- Ability to promote programs and services in the community.
- Extensive understanding of patient care.
- Strong interpersonal skills.
- Ability to maintain strict confidentiality.
- Ability to promote and build teamwork and multidisciplinary/coordinated care across service locations.
- Ability to instruct and train in population health and care management.
- Ability to assess populations and specific patients within an identified population for needs appropriate for care coordination services.
- Understanding of data capture requirements of registries and how UConn Health will use and submit.
- Strong problem-solving skills and the ability to establish priorities and manage effectively. Knowledge of TCM/CCM Billing.
- Incumbents in this class must maintain licensure on the applicable discipline (registered nurse).

PREFERRED EXPERIENCE

- Bachelor's degree in Nursing is highly preferred.
- Experience with population health and care management preferred.
- Experience with EPIC.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1083	2	8	0	3	0	3	0	1	0	0	1	18
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	0	0	0	1	0	1	0	1	0	0	1	4
Interviewed	2	7	0	2	0	0	0	0	0	0	0	11
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 Unqualified applicant did not meet the minimum requirements for the position.

4 Qualified applicants: 1 BF, 1 HF, 1 AF, 1 UU

- 1 BF, 1 HF, 1 AF, 1 UU did not have any experience with health care management.

13 Interviewed applicants: 2 WM, 8 WF, 2 BF, 1 HF

- 2 WM, 7 WF, 1 BF did not have population health or care management experience.
- 1 BF did not have experience with care planning, care management, and transitional care management.
- 1 HF declined the offer of employment.

The 1 WF selected. She had experience in primary care, home care, and inpatient care as well as care management and patient outreach. She provided detailed examples of advocating and educating patients as well as an understanding of SDOH needs. Additionally, she had experience in performing discharge calls and scheduling knowledge.

Start Date	8/9/2024
Requisition Number	2024-1095
Job Group	3C
Department	81160-Case Management
Job Title	RN Clinical Case Mgrs. - Case Mgmt. & Utilization Review

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

SUBSTITUITION ALLOWED: Bachelor's degree in nursing with three years' experience in an inpatient hospital setting or Case Management experience.

SPECIAL REQUIREMENTS: Incumbents in this class must maintain licensure as a registered nurse

PREFERRED REQUIREMENTS:

- Minimum 2 years case management ED experience or inpatient hospital experience.
- Utilization Review experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1095	0	10	0	2	0	3	0	1	0	1	0	17
Unqualified	0	6	0	1	0	0	0	0	0	0	0	7
Qualified	0	1	0	1	0	2	0	1	0	0	0	5
Withdrawn	0	0	0	0	0	0	0	0	0	1	0	1
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
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 Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 TF

5 Qualified applicants: 1 WF, 1 BF, 2 HF, 1 AF

- 1 WF, 2 HF, 1 AF did not have case management, ED, or inpatient acute care experience.
- 1 BF withdrew.

4 Interviewed applicants: 3 WF, 1 HF

- 1 WF declined the offer of employment.
- 1 HF was unable to answer questions regarding her experience with case management.

The 1 WF selected had case management and emergency department experience. She also provided thorough responses to interview questions and provided examples of her experience with Medicare regulations and notices.

The 1 WF selected had inpatient care coordination and case management experience. She also provided detailed responses to interview questions.

Start Date	9/6/2024
Requisition Number	2024-1311
Job Group	3C
Department	81037-Adult Sickle Cell Unit
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:
- Master's degree in Nursing may be substituted for one year of the required general experience.

PREFERRED EXPERIENCE:
- Experience with Sickle Cell patients.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1311	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	1	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	1	0	0	0	0	0	1
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicant did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 WF

2 Qualified applicants: 1 WM, 1 WF

- 1 WM did not have experience as a registered nurse in an outpatient environment.
- 1 WF did not show for the scheduled interview.

2 Interviewed applicants: 1 WF, 1 HF

- 1 WF was interested in a position with significant patient engagement which was not the role of this position.

The 1 HF was selected. She had five years of experience as a registered nurse both in inpatient and outpatient environments. She also had case management experience.

Start Date	1/24/2025
Requisition Number	2025-484
Job Group	3C
Department	81160-Case Management
Job Title	RN Clinical Case Managers

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

SUBSTITUITION ALLOWED: Bachelor's degree in nursing with three years' experience in an inpatient hospital setting or Case Management experience.

SPECIAL REQUIREMENTS: Incumbents in this class must maintain licensure as a registered nurse

PREFERRED REQUIREMENTS: Minimum 2 years case management experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-484	1	8	0	0	0	1	0	1	0	1	2	14
Unqualified	0	1	0	0	0	1	0	1	0	0	0	3
Qualified	0	4	0	0	0	0	0	0	0	0	2	6
Interviewed	1	0	0	0	0	0	0	0	0	1	0	2
Hired	0	3	0	0	0	0	0	0	0	0	0	3

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

6 Qualified applicants: 4 WF, 2 UU

- 4 WF, 2 UU did not have case management experience.

5 Interviewed applicants: 1 WM, 3 WF, 1 TF

- 1 WM was found to not have experience in case management based on his responses to interview questions.
- 1 TF had one year of experience in case management, which provided her background and exposure, but she did not provide detailed information in her responses.

The 1 WF selected had five years' experience in hospital case management experience and home care. Her combination of experience provided her with the comprehensive knowledge and skills needed for the position.

The 1 WF selected had four years of experience as a case manager and a discharge planner. She also provided clear, detailed responses to interview questions.

The 1 WF selected had ten years of experience as a registered nurse which included management. Her combination of experience provided her with comprehensive knowledge and skills. She also provided clear detailed responses to interview questions.

Start Date	4/21/2025
Requisition Number	2025-1037
Job Group	3C
Department	80280-Clinical Effectiveness Admin
Job Title	Clinical Program Coordinator

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of program management.
- Knowledge of specialty anatomy and physiology, diagnosis, identification and triage, preventive care, hyperacute care, diagnostics, acute care, post-acute care and discharge planning, rehabilitation, systems and quality, 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 use of Microsoft Office applications: Excel, Publisher, Word, and PowerPoint
- Strong leadership skills, time, and project management skills

- Ability to lead educational activities
- Ability to facilitate change, work harmoniously with teams and manage effectively
- Ability to multitask

GENERAL EXPERIENCE & TRAINING

- Bachelor's degree in Nursing
- A minimum of three [3] years inpatient clinical experience
- Two (2) years of inpatient experience must have been gained for cardiothoracic or critical care patients.
- Must possess and maintain Connecticut State license during employment, in the required discipline.

PREFERRED QUALIFICATIONS:

- Master's Degree in Nursing.
- Experience with TAVR patients.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1037	0	2	0	1	0	0	1	0	0	0	0	4
Unqualified	0	0	0	0	0	0	1	0	0	0	0	1
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 Unqualified applicant did not meet the minimum requirements for the position.

1 Qualified applicant: 1 WF

- 1 WF applied after the offer was made.

2 Interviewed applicants: 1 WF, 1 BF

- 1 BF stated that she did not have experience in a leadership role needed for the position.

The 1 WF selected had seven years of experience in cardiac clinical program management. She worked with patients who had heart transplants, heart failure, and transcatheter aortic valve replacements (TAVR).

Start Date	5/30/2025
Requisition Number	2025-680
Job Group	3C
Department	81160-Case Management
Job Title	RN Clinical Case Managers

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

SUBSTITUITION ALLOWED

- Bachelor's degree in nursing with three years' experience in an inpatient hospital setting or Case Management experience.

SPECIAL REQUIREMENTS

- Incumbents in this class must maintain licensure as a registered nurse

PREFERRED REQUIREMENTS

- Minimum 2 years case management experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-680	0	16	0	2	0	3	0	3	0	1	1	26
Unqualified	0	1	0	1	0	2	0	2	0	0	0	6
Qualified	0	7	0	1	0	0	0	1	0	0	1	10
Interviewed	0	4	0	0	0	1	0	0	0	1	0	6
Offer Declined	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

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

10 Qualified applicants: 7 WF, 1 BF, 1 AF, 1 UU

- 5 WF, 1 BF did not have two years' experience in case management.
- 2 WF, 1 UU did not respond to interview requests.
- 1 AF indicated they had a H1 Visa and UConn Health does not sponsor nurses on visas.

10 Interviewed applicants: 8 WF, 1 HF, 1 TF

- 2 WF declined the offer of employment.
- 2 WF withdrew.
- 1 WF did not attend her scheduled interview.
- 1 WF's hire date was after the end of the reporting period and will be explained in the 2026 Affirmative Action Plan.
- 1 HF was found to not have case management experience.
- 1 TF was looking for flexible hours, and the required schedule did not meet her needs.

The 1 WF selected had a bachelor's degree in nursing, over eleven years' experience as a registered nurse and had been working as a case manager for the last four years. She organized her days similarly to UConn Health's workflow. She also provided detailed examples of how she handled difficult cases.

The 1 WF selected had a bachelor's degree in nursing, fourteen years' experience as a registered nurse and six years of case management experience. She provided detailed examples of how she organized her workflow.

Start Date	5/30/2025
Requisition Number	2025-1034
Job Group	3C
Department	80280-Clinical Effectiveness Admin
Job Title	Trauma Clinical Program Coordinator

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of program management; knowledge of specialty anatomy and physiology, diagnosis, identification and triage, preventive care, hyperacute care, diagnostics, acute care, post-acute care and discharge planning, rehabilitation, systems and quality, 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 use of Microsoft Office applications: Excel, Publisher, Word, and PowerPoint
- Strong leadership skills, time, and project management skills
- Ability to lead educational activities
- Ability to facilitate change, work harmoniously with teams and manage effectively

- Ability to multitask

GENERAL EXPERIENCE & TRAINING

- Bachelor's degree in Nursing
- A minimum of three [3] years clinical experience in critical care or emergency management
- Must possess and maintain Connecticut State license during employment, in the required discipline.
- Must hold and maintain current Trauma Nurse Core Course (TNCC) Certification
- Must hold and maintain current Advanced Cardiac Life Support (ACLS)

PREFERED QUALIFICATIONS

- Master's Degree in Nursing or related field (ex. Education or nursing leadership).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1034	5	11	0	0	0	0	0	0	0	0	1	17
Unqualified	2	4	0	0	0	0	0	0	0	0	1	7
Qualified	1	2	0	0	0	0	0	0	0	0	0	3
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	4	0	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 Unqualified applicants did not meet the minimum requirements as posted.

1 Withdrawn applicant: 1 WF

3 Qualified applicants: 1 WM, 2 WF

- 1 WM, 1 WF did not have the preferred Master's degree.
- 1 WF did not have experience in trauma program management or the emergency department.

6 Interviewed applicants: 2 WM, 4 WF

- 1 WM, 2 WF did not have the experience in program management that was needed as they did not address fundamental questions about program management.
- 1 WF did not have the necessary experience with appropriate, safe care of a trauma patient based on answers to interview questions.
- 1 WF was not available to start until September 2025, and this position needed to be filled immediately.

The 1 WM selected had a Master's degree and four years of experience as a nurse in the emergency department. He demonstrated his knowledge of the responsibilities of the trauma program coordinator role in his detailed responses to interview questions.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3D Clinical Supervisors	0	0	0	1	0	1	1	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3D Clinical Supervisors	10/18/2024	N	2024-1028	WF	1
	3/21/2025	N	2025-269	WF	1
	4/21/2025	N	2025-712	WF	1

Start Date	10/18/2024
Requisition Number	2024-1028
Job Group	3D
Department	83006-Microbio + Serology
Job Title	Clinical Lab Supervisor - Microbiology

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- 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.

EXPERIENCE AND TRAINING
General Experience

- Bachelor's degree in medical technology or related science and three (3) years of progressively responsible experience.

SUBSTITUTION ALLOWED

- Accreditation as a Technologist from the Board of Registry (ASCP) in the related specialty may be substituted for the bachelor's degree.

SPECIAL REQUIREMENTS

- Incumbents in this class may be given a visual color test. May be required to travel to offsite locations.

WORKING CONDITIONS

- Incumbents in this class may be exposed to disagreeable odors, infectious materials, radioactive, toxic, and other hazardous substances. Work requires visual strain due to protracted, close examination of specimens and use of a microscope (light or fluorescent). Prolonged standing and walking. May be required to lift heavy objects.

PREFERRED EXPERIENCE

- Recent experience in molecular diagnostics and virology.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1028	5	6	0	0	0	1	0	5	0	0	1	18
Unqualified	3	2	0	0	0	1	0	4	0	0	1	11
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Withdrawn	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	2	1	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 UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for the position.

1 Withdrawn applicant: 1 AF

2 Qualified applicants: 2 WF

- 1 WF declined the interview.
- 1 WF did not have experience in clinical microbiology as her background was in histology and Mohs surgery.

4 Interviewed applicants: 2 WM, 2 WF

- 1 WM was found to not have supervisory experience during the interview.
- 1 WM did not have clinical microbiology experience and was not familiar with regulatory agency's clinical workflow.

- 1 WF did not explain having six different jobs over the past five years with gaps in employment.

The 1 WF selected had microbiology experience and knowledge of regulatory requirements. She also had supervisory experience and articulated the supervisory methods she had utilized.

Start Date	3/21/2025
Requisition Number	2025-269
Job Group	3D
Department	83002-Clinical Laboratory
Job Title	Clinical Lab Supervisor

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- 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.

EXPERIENCE AND TRAINING
General Experience

- Bachelor's degree in medical technology or related science and three (3) years of progressively responsible experience.

SUBSTITUTION ALLOWED

- Accreditation as a Technologist from the Board of Registry (ASCP) in the related specialty may be substituted for the bachelor's degree.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-269	0	5	0	1	0	0	0	1	0	0	2	9
Unqualified	0	1	0	1	0	0	0	1	0	0	1	4
Qualified	0	0	0	0	0	0	0	0	0	0	1	1
Withdrawn	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 UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for the position.

1 Withdrawn applicant: 1 WF

1 Qualified applicant: 1 UU

- 1 UU withdrew.

3 Interviewed applicants: 3 WF

- 1 WF had experience with supervisory duties but scored an average of 73% on interview questions and 63% on skills assessment.
- 1 WF did not answer questions related to supervisory skills and scored an average of 61% on interview questions and 45% on skills assessment.

The 1 WF was selected. She scored 97.5% on interview questions, 77% on skills assessment, and 92% on presentation. She provided detailed examples of her supervisory skills and experience.

The interview, skills assessment, and presentation were based on the following:

- Supervisory skills
- Conflict resolution skills
- Ability to plan workflow and prioritize
- Oral and written communication skills
- Approaches to educating employees and students
- Customer service skills

Start Date	4/21/2025
Requisition Number	2025-712
Job Group	3D
Department	83063 - Radiology -Ct
Job Title	Clinical Radiologic Supervisor

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Considerable knowledge of relevant agency policies and procedures.
- Considerable knowledge of relevant State and Federal laws, statues, and regulations.
- Considerable knowledge of the principles and practices of radiology including safety practices.
- Office management skills.
- Considerable interpersonal skills; considerable oral and written communication skills.
- Supervisory ability.

EXPERIENCE & TRAINING
General Experience

- Three (3) years' experience as a radiologic technologist relative to the specific modality at the level of Lead Technologist or equivalent.

SPECIAL REQUIREMENTS

- Must possess and maintain a license to practice as a radiographer in the State of Connecticut.
-

Must possess and maintain registration/certification by the American Registry of Radiological Technologists (ARRT) in Radiography [R] and the specialty relative to the modality supervising. If not registered/certified at time of hire, must obtain registration/certification within one (1) year.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-712	2	4	0	0	0	3	0	1	0	0	1	11
Unqualified	0	2	0	0	0	1	0	1	0	0	0	4
Qualified	1	1	0	0	0	2	0	0	0	0	0	4
Interviewed	1	0	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 UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for the position.

4 Qualified applicants: 1 WM, 1 WF, 2 HF

- 1 WM stated he was no longer interested in the position when contacted for an interview.
- 1 WF did not have experience in CT or MRI, as she was a mammography technologist.
- 2 HF did not materials leadership experience based on their application materials.

3 Interviewed applicants: 1 WM, 1 WF, 1 UU

- 1 WM did not have experience in leadership or skills in a supervisory role based on his responses to interview questions.
- 1 UU did not have experience with MRI and Siemens/GE CT equipment based on answers to interview questions.

The 1 WF selected had seven years of leadership experience in radiology. She provided detailed examples of her leadership experience such as coordinating daily operations and her ability to resolve conflicts. Additionally, she articulated her knowledge and skills with regulatory and technical compliance as well as effective safety practices.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3E Clinical Group	0	21	2	7	0	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3E Clinical Group	6/14/2024	N	2024-638	WM	1
	6/14/2024	N	2024-909	HM	1
	6/14/2024	N	2024-968	WM	1
	6/14/2024	Y	2024-865	AF	1
	6/14/2024	Y	2024-865	WF	1
	6/28/2024	Y	2023-1355	WF	1
	6/28/2024	Y	2024-1023	WF	1
	7/12/2024	N	2022-557	WM	2
	7/16/2024	Y	2022-557	WF	1
	7/12/2024	N	2024-937	AF	1
	7/12/2024	Y	2024-720	WF	1
	7/12/2024	Y	2024-810	WF	1
	7/26/2024	Y	2024-549	WF	1
	7/26/2024	Y	2024-701	WF	1
	9/6/2024	N	2024-701	WM	1
	9/20/2024	N	2024-1305	WM	1
	10/4/2024	N	2024-1309	WM	2
	10/4/2024	N	2024-1387	TF	1
	10/18/2024	N	2024-820	WM	1
	11/1/2024	Y	2025-297	WF	1
	12/13/2024	N	2025-265	TF	1
	12/27/2024	N	2024-1355	WM	1
	12/27/2024	Y	2025-496	WF	1
	1/10/2025	Y	2025-210	WF	1
	1/10/2025	Y	2025-362	WF	1
	1/10/2025	Y	2025-505	WF	1
	1/24/2025	Y	2025-231	WF	1
	1/24/2025	Y	2025-239	WF	2
	1/24/2025	Y	2025-545	WF	1
	2/7/2025	N	2024-1047	HF	1
	2/7/2025	Y	2025-644	WF	1
	2/21/2025	N	2025-112	WF	1
	2/21/2025	N	2025-112	HF	1

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3E Clinical Group	2/21/2025	N	2025-495	WM	1
	2/21/2025	Y	2025-603	WF	1
	3/7/2025	N	2025-603	WF	1
	3/7/2025	Y	2024-1121	WF	1
	3/7/2025	Y	2025-311	WF	1
	4/21/2025	N	2025-887	WF	1
	4/21/2025	Y	2025-388	BF	1
	5/16/2025	N	2025-1068	WF	1
	5/16/2025	N	2025-823	HM	1
	5/30/2025	N	2025-1123	WF	1
	5/30/2025	N	2025-1207	WM	1

Start Date	6/14/2024
Requisition Number	2024-638
Job Group	3E
Department	81021-Emergency Room Unit
Job Title	Physician Assistant - ER

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 Heath in accordance with the applicable Connecticut General Statute (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 Emergency Medicine environments.
- ACLS, PALS and ATLS certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-638	3	0	1	0	0	0	0	0	0	0	0	4
Unqualified	1	0	1	0	0	0	0	0	0	0	0	2
Qualified	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 Unqualified applicants did not meet the minimum requirements for the position.

1 Qualified applicant: 1 WM

- 1 WM did not have experience in an emergency medicine environment.

1 Interviewed applicant: 1 WM

The 1 WM selected was a licensed physician assistant who had ACLS certification. He had one year of physician assistant experience working in emergency medicine.

Start Date	6/14/2024
Requisition Number	2024-909
Job Group	3E
Department	81008-Surgery/Orthopedics Unit
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.

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
- 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 QUALIFICATION

- A minimum of 2 years work experience in an inpatient area caring for surgical/orthopedic patients as part of the patient population mix,
- At least two years' experience in an advanced practice role
- First assist experience in the OR

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-909	1	1	0	0	0	0	0	0	0	0	0	2
Qualified	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

The position was posted on the UConn Health website.

1 Qualified applicant: 1 WF

- 1 WF did not have the preferred experience in an advanced practice role, and she did not have experience caring for orthopedic patients.

1 Interviewed applicant: 1 HM

The 1 HM selected had twenty-three years of experience in an advanced practice role, and he had worked with orthopedic patients. Additionally, he provided detailed responses to interview questions.

Start Date	6/14/2024
Requisition Number	2024-968
Job Group	3E
Department	83083-Rehab Services - OP Pavillion
Job Title	Physical Therapist 2 - Neuro

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

- 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 Doctor of Physical Therapy
- Clinical Specialist Certification from ABPTS (American Board of Physical Therapy Specialists) in Neurology.
- LSVT Certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-968	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 position was posted on the UConn Health website.

1 Interviewed applicant: 1 WM

The 1 WM, a part-time UConn Health employee, was selected. He had a Doctor of Physical Therapy degree. He also had three years of physical therapy experience that included working with neurologic and vestibular patients.

Start Date	6/14/2024
Requisition Number	2024-865
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's degree in pharmacy from an accredited Pharmacy program
- Must possess and maintain license as a Registered Pharmacist in the State of Connecticut

PREFERRED QUALIFICATIONS

- One (1) or more years of experience in an acute healthcare setting
- Completion of a PGY1 Pharmacy Residency

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-865	2	6	0	0	0	1	0	1	0	0	0	10
Qualified	1	5	0	0	0	1	0	0	0	0	0	7
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	1	0	0	0	2

The 1 WF and 1 AF met hiring goals.

Start Date	6/28/2024
Requisition Number	2023-1355
Job Group	3E
Department	UMG-Ent Module
Job Title	Physician Assistant - Otolaryngology

An ideal candidate will be comfortable working in an outpatient, in-patient, or operating room environment. Candidates should either have experience with, or be willing to, learn how to care for complex head and neck cancer patients. Excellent communication and counseling skills a must.

MINIMUM QUALIFICATIONS
KNOWLEDGE, SKILLS & ABILITY

- 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

- 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

- Must pass the National Commission on Certification of Physicians Assistants certifying examination within two years of graduation. Once certified, must possess, and maintain certification.
- 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

- ENT experience
- Experience working as Physician Assistant in outpatient setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1355	2	3	0	0	0	1	0	0	0	0	1	7
Qualified	2	1	0	0	0	1	0	0	0	0	1	5
Withdrawn	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 met a hiring goal.

Start Date	6/28/2024
Requisition Number	2024-1023
Job Group	3E
Department	83120-Pharmacy
Job Title	Pharmacy Clinical Coordinator - Pain Management

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 hospital experience
- One (1) year American Society of Health-systems Pharmacists [ASHP] accredited resident program may substitute for two [2] years of the required 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.

PREFERRED EXPERIENCE

- Two or more years' experience in clinical pain management and/or palliative in a care patient-facing practice.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1023	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

The 1 WF met a hiring goal.

Start Date	7/26/2024
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

SPECIAL REQUIREMENTS

- Incumbents in this class must pass the National Commission on Certification of Physician Assistants certifying examination within two (2) years of graduation.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-557	6	17	1	2	0	1	0	1	1	0	6	41
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
Withdrawn	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	2	1	0	0	0	0	0	0	0	0	0	3

These positions were posted on the following websites:

- American Academy of Physician Assistants
- American Association of Neurological Surgeons
- UConn Health

The Unqualified applicants did not meet the minimum qualifications for the position.

1 Withdrawn applicant: 1 WF

21 Qualified applicants: 4 WM, 9 WF, 1 HF, 2 AF, 1 TM, 4 UU

- 1 WM, 2 WF, 1 AF did not have the preferred RNFA certification or experience as a surgical first assistant.
- 1 WM submitted incomplete application materials.
- 1 WM, 2 WF, 1 HF, 1 UU did not respond to attempts to schedule an interview.
- 1 WM, 2 WF, 1 TM, 3 UU did not have the preferred neurosurgical experience.
- 2 WF accepted other positions.
- 1 WF's cover letter contained grammatical errors.
- 1 AF withdrew.

16 Interviewed applicants: 4 WM, 8 WF, 2 BF, 2 UU

- 1 WM, a University Health Professional (UHP) union member, had contractual bargaining rights to be interviewed. He indicated in the interview that he did not have an interest in neurosurgery but was only interested in the schedule.
- 1 WM, 2 WF, 1 BF, 1 UU declined the offer of employment.
- 1 WF was selected for a Nurse Practitioner position, and her hire is discussed in job group 3M of the Hiring Goals Analysis.
- 1 WF, a UHP union member, was offered the position and Human Resources rescinded the offer. She did not pass the nurse practitioner boards.
- 1 WF, a UHP union member, did not have the RNFA certification.
- 1 WF did not respond to requests to schedule an interview.
- 1 WF, 1 UU did not answer questions accurately and completely.
- 1 BF, a UHP union member, did not have the preferred surgical first experience, RNFA certification, or neurosurgical experience.

The 1 WM selected had six years of neurosurgery experience, which included five years of surgical first experience. He also provided detailed responses to interview questions.

The 1 WM selected had completed clinical rotations in neurosurgery and cardiothoracic surgery as well as shadowing in orthopedic surgery. He also provided detailed responses to interview questions.

The 1 WF met hiring goal.

Start Date	7/12/2024
Requisition Number	2024-937
Job Group	3E
Department	UMG-Administration
Job Title	Quality Assurance Specialist (Registered Nurse) - Ambulatory

MINIMUM QUALIFICATION REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of quality assurance methods, trends, and issues.
- Considerable knowledge of the principles, practices, and current trends in the relevant QA area.
- Knowledge of and ability to apply relevant State and Federal regulations.
- Interpersonal skills.
- Oral and written communication skills; computer skills.
- Ability to analyze, develop, implement Q. A. data and quality performance measures.

EXPERIENCE AND TRAINING
MINIMUM REQUIREMENTS

- Bachelor's degree in nursing.

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.

PREFFERED 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
2024-937	2	16	0	3	0	1	0	2	0	0	1	25
Unqualified	0	1	0	0	0	0	0	1	0	0	0	2
Qualified	1	8	0	2	0	0	0	0	0	0	0	11
Withdrawn	0	2	0	0	0	0	0	0	0	0	1	3
Interviewed	1	5	0	1	0	1	0	0	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 Unqualified applicants did not meet the minimum requirements for the position.

3 Withdrawn applicants: 2 WF, 1 UU

11 Qualified applicants: 1 WM, 8 WF, 2 BF

- 1 WM did not respond to interview requests.
- 1 WF did not have general experience gained through active participation in quality assurance and patient safety activities.
- 2 WF were only interested in nurse administrator positions, which this position was not.
- 5 WF, 1 BF did not have quality assurance experience.
- 1 BF was interested in telecommuting, and this position was in office.

10 Interviewed applicants: 1 WM, 5 WF, 1 BF, 1 HF, 1 AF

- 1 WM did not successfully demonstrate his knowledge of principles, practices, and current trends in the relevant QA area in his responses to interview questions and his presentation.

- 1 WF's PowerPoint charts did not identify trends within top three incident categories. Also, her recommendations for next steps were not specific.
- 1 WF's PowerPoint did not have clear, concise, and easy to follow data visualization. Also, her safety incidents graphs were not accurate.
- 1 WF did not have experience with quality improvement or regulatory projects.
- 2 WF, 1 BF were University Health Professional union members who had bargaining contractual rights to be interviewed. They did not have quality assurance experience.
- 1 HF stated that she was looking for a position in the NICU.

The 1 AF selected had thirteen years of experience as a chair of a Quality and Safety hospital wide shared governance group. Her PowerPoint presentation contained charts that identified the top categories of safety incidents along with detailed analysis. She provided actionable recommendations with detailed delineation of next steps that could be implemented in the ambulatory clinics.

Start Date	7/12/2024
Requisition Number	2024-720
Job Group	3E
Department	83082-Rehab Services - Inpatient
Job Title	Speech Pathologist

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Considerable knowledge of anatomic, physiologic, linguistic, and psycholinguistic variables and their relation to develop and use of speech, voice, and language
- Considerable knowledge of understanding of speech and language disorders and management procedures used in habilitation/rehabilitation
- Knowledge of speech and language programs associated with hearing impairment
- Knowledge of diagnostic methods and their applicability to the difficult to test population
  - Basic knowledge of pathology of auditory system and assessment of those disorders
  - Considerable interpersonal, oral, and written communication skills
  - Skill in individual and group instruction
  - Evaluation skills of speech and language status and basis of disorders
  - Ability to interpret medical and psychological data bearing on speech pathology
  - Ability to prepare reports, records, and instructional material
  - Ability to lead and instruct others

EXPERIENCE AND TRAINING
General Experience

- Must possess and maintain a license as a Speech Pathologist in the State of CT

SPECIAL REQUIREMENT

- 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

- Acute care experience.
- Training and experience performing FEES (Fiberoptic Endoscopic Evaluation of Swallowing)
- Exposure to MBS (Modified Barium Swallow)
- Three (3) or more years' work experience as Speech Language Pathologist

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-720	1	5	0	0	0	0	0	0	0	1	1	8
Unqualified	0	0	0	0	0	0	0	0	0	1	0	1
Qualified	0	3	0	0	0	0	0	0	0	0	1	4
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

The 1 WF met a hiring goal.

Start Date	7/12/2024
Requisition Number	2024-810
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's degree in pharmacy from an accredited Pharmacy program
- Must possess and maintain license as a Registered Pharmacist in the State of Connecticut

PREFERRED QUALIFICATIONS

- One (1) or more years of experience in an acute healthcare setting
- Completion of a PGY1 Pharmacy Residency

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-810	2	5	0	0	0	0	0	2	0	0	0	9
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	2	2	0	0	0	0	0	2	0	0	0	6
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 1 WF met a hiring goal.

Start Date	7/26/2024
Requisition Number	2024-549
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 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
2024-549	2	2	0	0	0	0	2	0	0	0	1	7
Unqualified	0	0	0	0	0	0	1	0	0	0	1	2
Qualified	2	0	0	0	0	0	1	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

The 1 WF met a hiring goal.

Start Date	7/26/2024
Requisition Number	2024-701
Job Group	3E
Department	80840-Diabetes Education
Job Title	Diabetes Educator

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND 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.

EDUCATION 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.
- One (1) year recent experience providing diabetes self-management education.

Substitutions Allowed

- Master's degree may be substituted for one (1) year of the related professional experience.

SPECIAL REQUIREMENTS

- Candidates MUST be a Registered Nurse with at least 3 years of nursing experience.
- 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.
- 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.
- May require travel to satellite offices.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-701	1	12	0	1	1	1	0	1	0	1	2	20
Unqualified	0	3	0	0	1	0	0	0	0	0	2	6
Qualified	0	1	0	0	0	1	0	1	0	0	0	3
Interviewed	0	7	0	1	0	0	0	0	0	1	0	9
Hired	1	1	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications for the position.

3 Qualified applicants: 1 WF, 1 HF, 1 AF

- 1 WF did not attend her scheduled interview.
- 1 HF, a previous UConn Health employee, was not eligible for rehire.
- 1 AF was not an RN.

11 Interviewed applicants: 1 WM, 8 WF, 1 BF, 1 TF

- 2 WF did not possess current experience related to insulin pump use with patients.
- 4 WF did not have experience in a supervisor or leadership role.
- 1 WF, 1 TF did not have the knowledge needed regarding the care and other critical components of effective diabetes management. Furthermore, she did not have a nursing background with the practical skills and experience necessary.
- 1 BF did not have experience with diabetes education related technology such as insulin pumps or continuous glucose monitor use.

The 1 WM selected had eleven years of experience in both leadership and supervisor roles, providing diabetes self-management education in both inpatient and outpatient settings. He tailored his diabetes education to meet the unique needs of the diverse population he served. He had experience working in an interdisciplinary collaborative team. Additionally, his experience included the utilization of diabetes technology and staying abreast of emerging diabetes technologies to integrate new advancements into patient care.

The 1 WF met a hiring goal.

Start Date	9/20/2024
Requisition Number	2024-1305
Job Group	3E
Department	83084-Physical Therapy - Storrs
Job Title	Physical Therapist I

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:
Must possess and maintain current licensure as a Physical Therapist in the State of Connecticut

PHYSCAL THERAPIST 2:
Two (2) years' experience as a Physical Therapist

Must possess and maintain current licensure as a Physical Therapist in the State of Connecticut

SPECIAL REQUIREMENT:
Employees 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 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:
Experience in Orthopedic and Neurologic Physical Therapy
Clinical Specialist Certification from the American Physical Therapy Association

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1305	1	1	0	0	0	0	0	1	0	0	0	3
Unqualified	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	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicant did not meet the minimum qualifications for the position.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WF did not have the preferred experience in orthopedic and neurological physical therapy.

The 1 WM was selected. He was a licensed physical therapist who had orthopedic and neurologic physical therapy experience.

Start Date	11/15/2024
Requisition Number	2024-1309
Job Group	3E
Department	81021-Emergency Room Unit
Job Title	Physician Assistants -ER

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 Heath 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 Emergency Medicine environments.
- ACLS, PALS and ATLS certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1309	3	4	0	0	0	0	0	1	0	0	1	9
Qualified	1	3	0	0	0	0	0	1	0	0	1	6
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	2	0	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

6 Qualified applicants: 1 WM, 3 WF, 1 AF, 1 UU

- 1 WM, 3 WF, 1 AF, 1 UU were not interviewed because they were new graduates without two or more years of work experience as a Physician Assistant in Emergency Medicine environments.

3 Interviewed applicants: 2 WM, 1 WF

- 1 WF was not interested in a full-time position.

The 1 WM selected had over two years of experience as a PA in emergency medicine. He also had experience in psychiatry, which directly applied to emergency department cases.

The 1 WM selected had five years of PA experience in primary care with complex sick patient populations.

Start Date	10/4/2024
Requisition Number	2024-1387
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 policies and procedures
- Considerable knowledge of community resources
- Skills in the use of proper body mechanics and lifting techniques when assisting patients.
- 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.
- Ability to be flexible and adapt plans of care to meet the needs of each patient.

EXPERIENCE AND TRAINING:
General Experience:
PHYSICAL THERAPIST 1:

- Must possess and maintain current license as a Physical Therapist is the State of CT.

PHYSCAL THERAPIST 2:

- Must possess and maintain current license as a Physical Therapist is the State of CT.
- Two (2) years' experience as a Physical Therapist

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:

- Possess Doctor of Physical Therapy
- Clinical specialist certification from American Board of Physical Therapy Specialties (ABPTS) in orthopedics and/or sports.
- Athletic Trainer certification (ATC) and/or Certified Strength and Conditioning Specialist (CSCS).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1387	0	0	0	0	2	0	0	1	0	1	0	4
Qualified	0	0	0	0	1	0	0	1	0	0	0	2
Withdrawn	0	0	0	0	1	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.

1 Withdrawn applicant: 1 HM

2 Qualified applicants: 1 HM, 1 AF

- 1 AF did not have the clinical physical therapy experience needed.
- 1 HM's current management level position was not patient centered as required for this position. His job history was unstable with various short-term positions.

1 Interviewed applicant: 1 TF

The 1 TF was selected. She was a licensed physical therapist with a doctorate in physical therapy. She had five years of physical therapy experience. She also asked patient-driven questions.

Start Date	10/18/2024
Requisition Number	2024-820
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 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
GENERAL EXPERIENCE

- 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
2024-820	3	5	0	2	0	0	1	0	0	0	2	13
Unqualified	0	4	0	1	0	0	1	0	0	0	1	7
Qualified	2	1	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 UConn Health website.

The Unqualified applicants did not meet the minimum qualifications for the position.

5 Qualified applicants: 2 WM, 1 WF, 1 BF, 1 UU

- 2 WM withdrew.
- 1 WF declined the interview.
- 1 BF, 1 UU did not respond to attempts to schedule an interview.

1 Interviewed applicant: 1 WM

The 1 WM was selected. He was a Certified Athletic Trainer with a year of experience working at a university. He also had a pending CT State Athletic Trainer license.

Start Date	11/1/2024
Requisition Number	2025-297
Job Group	3E
Department	80280-Clinical Effectiveness Admin
Job Title	RN Q.A. 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 in Nursing may be substituted for a Bachelor's degree and one (1) year of experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-297	0	3	0	0	0	0	0	1	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	1	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	12/13/2024
Requisition Number	2025-265
Job Group	3E
Department	83120-Pharmacy
Job Title	Pharmacist - MTM

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's degree in pharmacy from an accredited Pharmacy program.
- Must possess and maintain license as a Registered Pharmacist in the State of Connecticut

PREFERRED QUALIFICATIONS

- One (1) or more years of experience in an acute healthcare setting as a pharmacist or pharmacy residency.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-265	1	2	0	1	0	0	0	3	0	1	1	9
Unqualified	1	0	0	0	0	0	0	1	0	0	0	2
Qualified	0	1	0	1	0	0	0	2	0	0	1	5
Offer Declined	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.

The Unqualified applicants did not meet the minimum qualifications for the position.

5 Qualified applicants: 1 WF, 1 BF, 2 AF, 1 UU

- 1 WF, 1 BF, 2 AF, 1 UU did not have the preferred experience in an acute healthcare setting as a pharmacist or pharmacy resident.

2 Interviewed applicants: 1 WF, 1 TF

- 1 WF declined the offer of employment.

The 1 TF was selected. She had four years of experience as a pharmacist in an ambulatory oncology setting. Her experience aligned with the scope of this position.

Start Date	12/27/2024
Requisition Number	2024-1355
Job Group	3E
Department	81013-Intensive Care Unit
Job Title	Physician Assistant/Nurse Practitioner- UHP

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 Physician Assistant (PA) program and/or completion of an accredited Nurse Practitioner (APRN) program
- Current unencumbered Physician Assistant (PA) or Nurse Practitioner (APRN) 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 a Physician Assistant (PA) or Nurse Practitioner (APRN)
- BLS & ACLS (if selected, must acquire prior to start date)
- ENLS certification preferred- but will need to complete during orientation

PREFERRED

- Inpatient critical care APRN OR PA experience
- ACNP or AG-ACNP
- Neuro-critical care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1355	4	5	0	0	0	0	0	0	0	0	0	9
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	2	1	0	0	0	0	0	0	0	0	0	3
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	2	0	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.

The Unqualified applicant did not meet the minimum qualifications for the position.

1 Withdrawn applicant: 1 WF

3 Qualified applicants: 2 WM, 1 WF

- 2 WM, 1 WF did not have the preferred critical care experience.

4 Interviewed applicants: 2 WM, 2 WF

- 1 WM wanted to work night shift hours and preferred surgical rather than neuroscience intensive care.
- 1 WF did not have PA or APRN neuro-critical care experience. She did not have surgical, cardiothoracic, or neurosurgical critical care experience. Additionally, she only had experience with five pulmonary artery catheters, which was not sufficient to do procedures independently.
- 1 WF indicated she was no longer interested in a full-time position.

The 1 WM was selected. He had nine years of PA experience with four of those years in cardiothoracic, which included operating room and post operative intensive care unit management of open-heart patients. He had experience managing patients with stroke and multiple medical issues following open heart surgery. Additionally, he had transcatheter aortic valve replacement experience as well as extracorporeal membrane oxygenation experience.

Start Date	12/27/2024
Requisition Number	2025-496
Job Group	3E
Department	83082-Rehab Services - Inpatient
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
- 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:
- Licensure as a physical therapist in the State of CT.

PHYSCAL THERAPIST 2:
- Licensure as a physical therapist in the State of CT.

- 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
2025-496	1	2	0	0	0	0	1	0	0	0	1	5
Qualified	0	1	0	0	0	0	1	0	0	0	1	3
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 1 WF met a hiring goal.

Start Date	1/10/2025
Requisition Number	2025-210
Job Group	3E
Department	60180-Office of Patient Experience
Job Title	Quality Assurance Specialist-RN Patient Experience

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles 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 four (4) years inpatient clinical experience.

SUBSTITUITION 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 as a Nurse Leader, Quality Assurance, Patient Advocate, Patient Relations, Patient Experience representative or specialist.

PREFERRED REQUIREMENTS

- Certified Professional In-Patient Experience (CPXP)
- Experience with Datix or other compliant/complaint feedback/quality reporting systems.
- Experience reviewing electronic patient medical records, I.e., EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-210	2	11	0	3	0	2	0	0	0	0	3	21
Unqualified	2	5	0	2	0	2	0	0	0	0	3	14
Qualified	0	5	0	1	0	0	0	0	0	0	0	6
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	1/10/2025
Requisition Number	2025-362
Job Group	3E
Department	60002-UConn Health Pharmacy Services Inc.
Job Title	Staff Pharmacist

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 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
2025-362	1	6	0	1	0	0	0	2	0	0	1	11
Qualified	0	3	0	1	0	0	0	1	0	0	1	6
Withdrawn	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	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	1/10/2025
Requisition Number	2025-505
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 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
2025-505	1	2	0	0	0	0	0	0	0	0	1	4
Unqualified	1	0	0	0	0	0	0	0	0	0	1	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

The 1 WF met a hiring goal.

Start Date	1/24/2025
Requisition Number	2025-231
Job Group	3E
Department	UMG-Orthopaedics Module
Job Title	Physician Assistant - Orthopedics

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

- 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

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 REQUIREMENT

- 1 year experience working as a Physician Assistant in an outpatient orthopedic clinic
- Experience working in the Operating Room with Orthopedic Surgeons.
- Epic experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-231	1	5	0	0	0	0	0	0	0	1	1	8
Unqualified	1	4	0	0	0	0	0	0	0	1	0	6
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

The 1 WF met a hiring goal.

Start Date	2/7/2025
Requisition Number	2025-239
Job Group	3E
Department	81019-Medical/Surgical/Oncology Unit
Job Title	Physician Assistants - 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 GENERAL EXPERIENCE

- Registered Nurse and completion an accredited Nurse Practitioner program or Physician assistant
- Incumbents in this class must possess a valid license to practice in the State of Connecticut

PREFERRED

- APRN or PA hematology/oncology experience
- Bone marrow transplant experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-239	0	6	0	2	0	0	0	1	0	0	0	9
Qualified	0	3	0	1	0	0	0	1	0	0	0	5
Interviewed	0	1	0	1	0	0	0	0	0	0	0	2
Hired	0	2	0	0	0	0	0	0	0	0	0	2

The 2 WF's met hiring goals.

Start Date	1/24/2025
Requisition Number	2025-545
Job Group	3E
Department	83082-Rehab Services - Inpatient
Job Title	Occupational Therapist II

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

- Considerable Knowledge of the principles and practices of occupational therapy including specific knowledge of anatomy, physiology, and kinesiology. neurology, neuroanatomy, and pharmacology specific to the patient population
- Strong understanding of exercise and therapy intervention related to a variety of acute care diagnoses.
- Knowledge of relevant agency policies and procedures
- Considerable knowledge of community resources
- Considerable oral and written communication skills
- Skill in developing and maintaining interpersonal relationships
- Skill in the use of proper body mechanics and lifting techniques when assisting patients
- Strong analytic and observational skills
- Ability to instruct others in principles and practices of occupational therapy
- Considerable ability to plan and implement a comprehensive occupational therapy plan
- Ability to be flexible and able to adapt plans of care to meet the needs of each patient
- Ability to have empathy and compassion, ability to gain the interest, trust, cooperation, and confidence of clients

EXPERIENCE AND TRAINING

General Experience: Occupational Therapist I

- Bachelor's degree or higher in Occupational Therapy from a program accredited by AOTA
- Current CT license to practice OT or temporary permit and must obtain license prior to permit expiration date.

General Experience: Occupational Therapist II
Bachelor's degree or higher in Occupational Therapy from a program accredited by AOTA
Two (2) years' experience as an Occupational Therapist including one (1) year experience in medical/neurological rehabilitation
Current CT license to practice OT

SPECIAL REQUIREMENTS

- Employees in this class will be required to possess and maintain current OT 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

- Acute care OT experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-545	0	14	0	1	0	1	0	2	0	0	2	20
Unqualified	0	5	0	1	0	1	0	2	0	0	1	10
Qualified	0	6	0	0	0	0	0	0	0	0	1	7
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

The 1 WF met a hiring goal.

Start Date	2/7/2025
Requisition Number	2024-1047
Job Group	3E
Department	83069-Radiology
Job Title	Physician Assistant - Radiology

MINIMUM QUALIFICATIONS KNOWLEDGE, SKILLS & ABILITY

- 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

- 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

- Must pass the National Commission on Certification of Physicians Assistants certifying examination within two years of graduation. Once certified, must possess, and maintain certification.
- 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

Extensive Interventional Radiology and Fluoroscopy experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1047	5	7	0	1	0	2	0	0	1	0	0	16
Unqualified	0	2	0	0	0	1	0	0	1	0	0	4
Qualified	3	4	0	1	0	0	0	0	0	0	0	8
Offer Declined	2	1	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 web site.

The Unqualified applicants did not meet minimum qualifications needed for this position.

8 Qualified applicants: 3 WM, 4 WF, 1 BF

- 2 WM, 1 WF did not have interventional radiology and fluoroscopy experience.
- 1 WM was not interested in a full-time position.
- 2 WF did not respond to repeated attempts to schedule an interview.
- 1 WF, 1 BF declined offers to schedule interviews.

4 Interviewed applicants: 2 WM, 1 WF, 1 HF

- 2 WM, 1 WF declined the offer.

The 1 HF was selected. She had interventional radiology and fluoroscopy experience. She provided detailed, patient-centered responses to interview questions. Additionally, she had worked in an emergency room and in an urgent care setting.

Start Date	2/7/2025
Requisition Number	2025-644
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 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
2025-644	1	3	0	0	1	0	0	0	0	0	1	6
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	1	0	0	0	0	0	1	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

The 1 WF met a hiring goal.

Start Date	2/21/2025
Requisition Number	2025-112
Job Group	3E
Department	81021-Emergency Room Unit
Job Title	Physician Assistants - 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 issued by the Connecticut State Department of Public Heath 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 Emergency Medicine environments.

- ACLS, PALS and ATLS certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-112	3	4	0	0	1	2	0	0	0	1	2	13
Unqualified	0	0	0	0	1	0	0	0	0	0	0	1
Qualified	3	2	0	0	0	1	0	0	0	1	2	9
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.

The Unqualified applicant did not meet minimum qualifications needed for this position.

9 Qualified applicants: 3 WM, 2 WF, 1 HF, 1 TF, 2 UU

- 3 WM, 2 WF, 1 HF, 1 TF, 2 UU were pending graduation or had just graduated and did not have PA experience.

3 Interviewed applicants: 2 WF, 1 HF

- 1 WF did not have two or more years of physician assistant experience in an emergency room environment.

The 1 WF selected had two and a half years of experience as a physician assistant. She had also worked as an Emergency Medical Technician (EMT) since 2018. Her responses to interview questions were focused on patient care.

The 1 HF selected had eight years of experience as a physician assistant in an emergency room environment. Her background working in the intensive care unit would transfer directly to this position.

Start Date	2/21/2025
Requisition Number	2025-495
Job Group	3E
Department	UMG-Orthopaedics Module
Job Title	Physician Assistant - UHP

Nurse Practitioner

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND 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.

Physician Assistant
MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- 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

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 REQUIREMENT

- Nurse Practitioner: Must possess and maintain a valid license to practice Advance Nursing in the State of Connecticut,
- 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.
- NEW GRADUATES ARE ENCOURAGED TO APPLY

PREFERRED QUALIFICATIONS

- A minimum of 1-2-years work experience as either an APRN or Physician Assistant in an inpatient or outpatient area caring for Orthopedic Spine patients (neurosurgery)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-495	2	1	0	1	0	0	1	1	0	0	1	7
Qualified	1	0	0	1	0	0	1	1	0	0	1	5
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.

5 Qualified applicants: 1 WM, 1 BF, 1 AM, 1 AF, 1 UU

- 1 WM, 1 BF, 1 AM, 1 AF, 1 UU did not have the necessary experience with orthopedic or neurosurgery patients.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WF was a University Health Professional union member with contractual bargaining rights to be interviewed. She was not yet licensed as an APRN. Additionally, she did not have APRN work experience in either an inpatient or outpatient clinic area.

The 1 WM was selected. He had experience in inpatient and outpatient orthopedics, inpatient neurosurgery experience, and spine deformity conditions. He provided detailed examples of his critical thinking skills and asked appropriate questions during the interview process.

Start Date	2/21/2025
Requisition Number	2025-603
Job Group	3E
Department	80280-Clinical Effectiveness Admin
Job Title	RN Q.A. Specialists

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 in Nursing may be substituted for the Bachelor's degree and one (1) year of experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-603	1	15	0	1	1	2	0	3	1	0	3	27
Unqualified	1	10	0	1	1	2	0	2	1	0	3	21
Qualified	0	3	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	1	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 Unqualified candidates did not meet the minimum qualifications of the position.

3 Qualified applicants: 3 WF

- 1 WF applied after both positions had been filled.
- 1 WF did not have the necessary experience working with quality improvement methodologies and tools, specifically root cause analysis.
- 1 WF did not respond to attempts to schedule an interview.

3 Interviewed applicants: 2 WF, 1 AF

- 1 AF declined the offer.

The 1 WF selected had experience in clinical quality improvement. She had experience with the American Heart Association's Get with the Guidelines-Heart Failure Registry, which focuses on patients hospitalized with heart failure.

The 1 WF met a hiring goal.

Start Date	3/7/2025
Requisition Number	2024-1121
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

- 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 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 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
2024-1121	0	6	0	1	0	0	0	1	1	0	0	9
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
Qualified	0	4	0	1	0	0	0	0	1	0	0	6
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 1 WF met a hiring goal.

Start Date	3/7/2025
Requisition Number	2025-311
Job Group	3E
Department	83082-Rehab Services - Inpatient
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
- 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:

- Licensure as a physical therapist in the State of CT.

PHYSCAL THERAPIST 2

- Licensure as a physical therapist in the State of CT.
- 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
2025-311	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 met a hiring goal.

Start Date	4/21/2025
Requisition Number	2025-887
Job Group	3E
Department	60002-UConn Health Pharmacy Services Inc.
Job Title	Staff Pharmacist

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 license as a Registered Pharmacist in the State of Connecticut.

PREFERRED KNOWLEDGE/ EXPERIENCE

- 2 years of retail/community and specialty pharmacy experience
- 1 year home infusion pharmacy experience
- Experience in pharmacy software applications, automated medication system, EPIC, CPR+, 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
2025-887	1	4	0	2	0	0	0	1	0	0	0	8
Qualified	1	1	0	1	0	0	0	1	0	0	0	4
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.

4 Qualified applicants: 1 WM, 1 WF, 1 BF, 1 AF

- 1 WM resume did not indicate experience with complex evolving responsibilities in a specialty pharmacy setting.
- 1 WF, 1 AF did not provide necessary information on their paperwork.
- 1 BF provided a resume which did not focus on her impact in previous roles, contained generalized statements, and inconsistencies which resulted in her not being fully evaluated.

4 Interviewed applicants: 3 WF, 1 BF

- 1 WF scored 27 and 5/11 on her assessment and expressed interest in another UConn Health position.
- 1 WF scored 22 and 7/11 on her assessment. She did not provide detailed responses or examples to interview questions.
- 1 BF scored 21 on her interview and 5/11 on her assessment. Her responses to interview questions regarding management and co-workers raised red flags. Also, the questions she asked were not regarding tasks or duties of the position or the team.

The interview and assessment were based on the following:

- Communication skills
- Conflict resolution skills

- Specialty pharmacy experience
- Infusion pharmacy experience
- Pharmacy software experience
- Pharmacy operation knowledge
- Pharmacy distribution practices

The 1 WF was selected. She scored 31 on her interview and 6.5/11 on her assessment. She had ten years of pharmacy experience which included retail and specialty experience. She had a background in clinical and operational setting as well as leadership and management. She had worked in a workflow and high-volume (1,750 prescriptions per week) processing. Furthermore, she provided patient centered responses to interview questions.

Start Date	4/21/2025
Requisition Number	2025-388
Job Group	3E
Department	81008-Surgery/Orthopedics Unit
Job Title	Physician Assistant

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
- RNFA Certification (First Assist for Nurse Practitioners only)

PREFERRED REQUIREMENTS

- Two (2) years Surgical Physician Assistant/Nurse Practitioner experience with at least one (1) year of neurosurgical experience. (Willing to train new PA graduates).

SPECIAL REQUIREMENTS

- Incumbents in this class must pass the National Commission on Certification of Physician Assistants certifying examination within two (2) years of graduation.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-388	1	12	0	2	0	2	0	3	0	0	3	23
Qualified	0	10	0	1	0	1	0	3	0	0	1	16
Interviewed	1	1	0	0	0	1	0	0	0	0	1	4
Withdrawn	0	1	0	0	0	0	0	0	0	0	1	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF met a hiring goal.

Start Date	5/16/2025
Requisition Number	2025-1068
Job Group	3E
Department	60180-Office of Patient Experience
Job Title	Quality Assurance Nurse-Patient Relations

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles 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 four (4) years inpatient clinical experience.

SUBSTITUITION ALLOWED

- Master's degree in Nursing and one (1) year inpatient clinical experience.

SPECIAL REQUIREMENTS

- Must possess and maintain a license in the State of Connecticut as a Registered Nurse.
- Two (2) years of General Experience must be from a closely related role as a Nurse Leader, Quality Assurance, Patient Advocate, Patient Relations, Patient Experience representative or specialist.

PREFERRED QUALIFICATIONS

- Certified Professional In-Patient Experience (CPXP)
- Experience with Datix or other compliant/complaint feedback/quality reporting systems.
- Experience reviewing electronic patient medical records, I.e., EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1068	0	11	0	1	0	1	0	1	0	0	1	15
Unqualified	0	7	0	0	0	0	0	1	0	0	0	8
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	2	0	1	0	0	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 Unqualified applicants did not meet the minimum qualifications of the position.

1 Withdrawn applicant: 1 HF

1 Qualified applicant: 1 WF

- 1 WF declined the request to interview.

5 Interviewed applicants: 3 WF, 1 BF, 1 UU

- 2 WF, 1 UU did not demonstrate knowledge of Patient Relations or regulatory requirements.
- 1 BF did not have the necessary experience with electronic tracking systems.

The 1 WF selected. She had experience in managing patient and family complaints and concerns. She had knowledge of regulatory requirements, patient relations processes, and patient experience principles based on her complete detailed responses to interview questions. She also had experience with electronic tracking systems, extracting and understanding data from various platforms and appropriately applying it to support initiatives.

Start Date	5/16/2025
Requisition Number	2025-823
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 policies and procedures
- Considerable knowledge of community resources

- Skills in the use of proper body mechanics and lifting techniques when assisting patients.
- 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.
- Ability to be flexible and adapt plans of care to meet the needs of each patient.

EXPERIENCE AND TRAINING

General Experience:
PHYSICAL THERAPIST 1:

- Must possess and maintain current license as a Physical Therapist in the State of CT.

PHYSCAL THERAPIST 2:

- Must possess and maintain current license as a Physical Therapist in the State of CT.
- Two (2) years' experience as a Physical Therapist

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

- Possess Doctor of Physical Therapy
- Pelvic health experience
- Clinical specialist certification from American Board of Physical Therapy Specialties (ABPTS) in orthopedics and/or sports.
- Athletic Trainer certification (ATC) and/or Certified Strength and Conditioning Specialist (CSCS).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-823	2	2	0	0	1	0	0	1	0	0	0	6
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
Withdrawn	1	0	0	0	0	0	0	0	0	0	0	1
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	0	0	0	1	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicant did not meet the minimum qualifications of the position.

1 Withdrawn applicant: 1 WM

4 Interviewed applicants: 1 WM, 2 WF, 1 HM

- 1 WM did not have experience in pelvic/women's health.
- 1 WF declined the offer.
- 1 WF did not demonstrate patient centered interpersonal skills during her clinical observation.

The 1 HM selected possessed a Doctor of Physical Therapy degree and had five years of physical therapy experience. He also provided clear detailed responses to interview questions and asked pertinent questions regarding the position. Additionally, during his clinical shadowing he communicated effectively with patients and staff by actively listening and using language that was easy for the patients to understand.

Start Date	5/30/2025
Requisition Number	2025-1123
Job Group	3E
Department	83082-Rehab Services - Inpatient
Job Title	Physical Therapist I

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:

- Licensure as a physical therapist in the State of CT.

PHYSCAL THERAPIST 2:

- Licensure as a physical therapist in the State of CT.
- 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
2025-1123	1	2	0	0	0	0	0	0	0	1	1	5
Interviewed	1	1	0	0	0	0	0	0	0	1	1	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

5 Interviewed applicants: 1 WM, 2 WF, 1 TF, 1 UU

- 1 WM, 1 WF, 1 TF accepted other positions.
- 1 UU did not provide patient centered responses and indicated they did not have a background with many of the populations that UConn Health serves.

The 1 WF was selected. She had worked for the past year at UConn Health in a physical therapy per diem position. She had inpatient acute care physical therapy experience in the ICU and IU as well as other units.

Start Date	5/30/2025
Requisition Number	2025-1207
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
- 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
- Licensure as a physical therapist in the State of CT.

PHYSCAL THERAPIST 2
- Licensure as a physical therapist in the State of CT.
- 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
2025-1207	2	1	0	0	0	0	0	0	0	1	0	4
Unqualified	1	1	0	0	0	0	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	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

2 Interviewed applicants: 1 WM, 1 TF

- 1 TF was selected for another UConn Health position.

The 1 WM was selected. He had inpatient acute care physical therapy experience. He demonstrated his ability to instruct others in principles and practices of physical therapy in the examples he provided. He provided detailed responses that showed his knowledge of the principles and practices of physical therapy as well as anatomy, physiology, kinesiology, neurology, neuroanatomy, general and abnormal psychology, group dynamics, human development, and pharmacology.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3F Research	34	2	0	0	0	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3F Research	6/14/2024	N	2024-911	AM	1
	6/14/2024	Y	2024-947	WM	1
	7/12/2024	N	2024-1225	AF	1
	7/12/2024	Y	2024-1289	WF	1
	7/26/2024	Y	2024-1374	WF	1
	8/9/2024	N	2024-1412	WF	1
	8/9/2024	N	2024-948	AF	1
	8/23/2024	N	2025-066	BF	1
	9/6/2024	N	2025-043	AM	1
	9/20/2024	N	2024-871	AF	1
	10/4/2024	N	2025-065	HF	1
	11/1/2024	N	2025-241	HF	1
	11/15/2024	N	2024-1384	HF	1
	11/15/2024	N	2025-344	WF	1
	11/29/2024	N	2025-333	AF	1
	12/27/2024	N	2025-596	HF	1
	2/7/2025	N	2025-617	HF	1
	2/7/2025	N	2025-811	WF	1
	3/7/2025	N	2025-129	WF	1
	3/21/2025	N	2025-942	TF	1
	4/21/2025	N	2025-739	HM	1
	5/2/2025	N	2025-553	AM	1
	5/16/2025	N	2025-555	HF	1
	5/30/2025	N	PT-FT	WF	1
	5/30/2025	N	PT-FT	AF	1
	5/30/2025	N	PT-FT	WF	1

Start Date	6/14/2024
Requisition Number	2024-911
Job Group	3F
Department	10420-Cell Biology
Job Title	Research Associate I

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Contributions to recent research projects as evidenced by co-authorship of several peer reviewed peers in the last 5 years.
- Extensive experience as evidenced by co-authorship of papers with mouse surgical procedures particularly cardiac perfusion of fixation with fluorescence immunohistochemistry and with a computerized light microscope and associated software.
- Familiarity with preparation of tissues to electron microscopy
- Familiarity with scanning microscopy
- Strong independent work ethic and time management
- Highly motivated to learn new technology
- Excellent interpersonal and communication skills
- Some supervisory ability.

EXPERIENCE AND TRAINING
General Experience

- A Master's Degree in a field of Biological Science, plus two (2) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed

- Bachelor’s Degree in a field of Biological Science and three (3) years of appropriate research experience, preferably in a health science/health care setting.

PREFERRED QUALIFICATIONS

- PhD or MD in a field of Biological Science

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-911	0	0	0	0	0	1	1	1	0	0	0	3
Unqualified	0	0	0	0	0	1	0	1	0	0	0	2
Hired	0	0	0	0	0	0	1	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

1 Interviewed applicant: 1 AM

The 1 AM was selected. He co-authored several peer-reviewed publications and had experience with mouse surgical procedures, microscopy, and imaging. Additionally, he had experience with cardiac perfusion in mice to fix tissues.

Start Date	6/14/2024
Requisition Number	2024-947
Job Group	3F
Department	10180-Pediatrics
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.
- Knowledge of regulatory procedures (e.g., informed consent, IRB applications, FDA regulations) involved with clinical research.
- Oral and written communication skills; managerial, interpersonal, and organizational skills.
- Ability to identify, produce, organize, analyze, evaluate, and interpret data.
- 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.

SPECIAL REQUIREMENTS

- May involve travel to local or out of state health care facilities and to attend clinical research meetings.

PREFERRED QUALIFICATIONS

- Previous experience in Rare Diseases, Emergency Medicine, or Oncology clinical research.
- Previous clinical research regulations or study coordination experience with managing multiple complex therapeutic studies.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-947	3	7	0	1	3	3	2	5	0	0	2	26
Unqualified	0	1	0	0	1	2	1	2	0	0	0	7
Qualified	1	2	0	0	1	0	1	2	0	0	1	8
Interviewed	1	3	0	1	1	1	0	1	0	0	1	9
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

The 1 WM met a hiring goal.

Start Date	7/12/2024
Requisition Number	2024-1225
Job Group	3F
Department	Molecular Oncology
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 a 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 plus one (l) 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

- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
- Basic research laboratory skills including histology techniques (cryosectioning, microtomy,special tissue staining)
- DNA/RNA/protein processing (extraction, purification, PCR, gel electrophoresis)
- Laser capture microdissection and animal handling techniques (weaning, ear tagging)

PREFERRED QUALIFICATIONS

- Certified Histotechnologist

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1225	3	5	0	1	1	0	0	5	1	0	1	17
Unqualified	2	4	0	1	1	0	0	3	1	0	1	13
Qualified	1	1	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

3 Qualified applicants: 1 WM, 1 WF, 1 AF

- 1 WM, 1 WF, 1 AF were not certified histotechnologists.

1 Interviewed applicant: 1 AF

The 1 AF selected had a degree in biochemistry and was a certified histotechnologist. She had two years of research laboratory experience including histology techniques.

Start Date	7/12/2024
Requisition Number	2024-1289
Job Group	3F
Department	10300-Orthopaedic Surgery
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 a 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 and computational sciences. 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.

PREFERRED QUALIFICATIONS

- Experience with basic molecular techniques including genotyping, real time RT-PCR, and Western blotting.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
- Knowledge of R studio and of computational analysis of RNA sequencing and single cell RNA sequencing data using Cell Ranger, Seurat, and R studio platforms.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1289	5	6	0	1	0	1	1	2	0	2	1	19
Unqualified	5	2	0	1	0	1	1	2	0	2	1	15
Qualified	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 1 WF met a hiring goal.

Start Date	7/26/2024
Requisition Number	2024-1374
Job Group	3F
Department	10180-Pediatrics
Job Title	Research Assistant 1 - Pediatrics

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 a 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.
- Blood collection, immunization, infection, and tissue harvest from mice and/or rabbits
- Mammalian cell culture methods
- Immunofluorescence assays, fluorescent microscopy, and/or multi-color flow cytometry
- Working with BSL-2 level pathogens
- *In vitro* propagation and/or transformation of *Treponema pallidum*, subspecies *pallidum*

EXPERIENCE AND TRAINING
General Experience

- Bachelor's Degree in Biochemical Science or Biology discipline required

SPECIAL REQUIREMENTS

- Experience with Blood collection, immunization, infection, and tissue harvest from mice and or rabbits. Mammalian cell culture methods, immunofluorescence assays, fluorescent microscopy and or multi color flow cytometry experience.

PREFERRED EXPERIENCE

- Experience with Molecular methodologies (e.g., PCR, qPCR, immunoblotting, ELISA.
- Inventorying and maintaining research specimens.
- Trouble shooting and adjusting experimental protocols.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1374	3	3	2	1	0	0	1	3	0	3	1	17
Unqualified	1	1	1	1	0	0	1	2	0	0	0	7
Qualified	2	1	1	0	0	0	0	1	0	2	1	8
Interviewed	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 1 WF met a hiring goal.

Start Date	8/9/2024
Requisition Number	2024-1412
Job Group	3F
Department	20800-BioMedical Engineering - SODM
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 Biomedical Engineering, Materials Science, Chemistry or related field. 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.
- Hands on knowledge in characterization techniques (XRD, Raman, or FTIR).
- Willingness to work at both UConn Health and the UConn Storrs campus for use of appropriate equipment

PREFERRED QUALIFICATIONS

- Master's Degree
- Knowledge of anatomy, mouse handling, and basic surgical/physiology procedure.
- Experience with mentoring and education.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1412	3	2	1	2	0	1	2	3	0	0	2	16
Unqualified	2	1	1	1	0	1	2	3	0	0	2	13
Qualified	1	0	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 Unqualified applicants did not meet the minimum requirements for the position.

2 Qualified applicants: 1 WM, 1 BF

- 1 WM did not have a Master’s degree and experience with mentoring and education.
- 1 BF did not have a Master’s degree. She only had three months of experience as a laboratory technician and two months of experience as a teaching assistant in a laboratory.

1 Interviewed applicant: 1 WF

The 1 WF selected had a Bachelor’s and Master’s degree in biomedical engineering and hands-on experience with characterization techniques as well as experience teaching and mentoring. Additionally, she was knowledgeable about anatomy, mouse handling, and basic surgical and physiological procedures based on her responses to interview questions.

Start Date	8/9/2024
Requisition Number	2024-948
Job Group	3F
Department	10140-Medicine - Administration
Job Title	Clinical Research Assistant II

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 computer data management.
- Oral and written communication skills.
- Knowledge of a science such as biology or psychology.
- Ability to identify, produce, organize, evaluate, and interpret data.
- Knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications, data safety, and monitoring plans) involved with clinical trials and other clinical research.
- Ability to work as a member of a project team.
- 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 plus one (1) year of clinical research experience in a relevant discipline. 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 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

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 EXPERIENCE

- Previous clinical research regulations or study coordination experience with managing multiple complex therapeutic studies.
- Previous experience with creating and managing patient registry studies.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-948	5	25	3	5	0	5	6	13	2	2	4	70
Unqualified	1	3	2	1	0	2	0	0	0	0	1	10
Qualified	4	21	1	4	0	2	6	11	2	2	3	56
Interviewed	0	0	0	0	0	1	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

The 1 AF was selected. She was a University Health Professional union member with recall rights to the position.

Start Date	8/23/2024
Requisition Number	2025-066
Job Group	3F
Department	10500-Univ of Conn Center on Aging
Job Title	Clinical Research Assistant I

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL & ABILITY

- Training and experience conducting Connecticut CoreQ nursing home resident and family satisfaction surveys
- Training and experience conducting Connecticut Money Follows the Person (MFP) program interviews
- Excellent interpersonal communication and problem-solving skills
- Proven ability to work independently

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
- Willingness to travel statewide to complete in person interviews.

- Must have a reliable car to travel to in-person interviews within Connecticut.

PREFERRED QUALIFICATIONS

- Computer skills include Internet, Word, Outlook, Excel, PowerPoint

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-066	3	5	0	3	0	0	2	4	0	1	2	20
Unqualified	3	5	0	2	0	0	2	4	0	1	2	19
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Interviewed applicant: 1 BF

The 1 BF was selected. She had training and experience conducting Connecticut (CT) CoreQ nursing home resident and family satisfaction surveys. She also had training and experience conducting the CT Money Follows the Person program.

Start Date	9/6/2024
Requisition Number	2025-043
Job Group	3F
Department	10200-Psychiatry
Job Title	Clinical Research Assistant III

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL & ABILITY

- Considerable knowledge of clinical research protocols, principles, and procedures.
- Considerable knowledge of clinical trials, including screening, interviewing, case reports forms, reviewing medical records.
- Considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases, and data management.
- Considerable knowledge of a science such as biology or psychology.
- Considerable knowledge of Good Clinical Practices and Code of Federal regulations.
- Excellent oral and written communication skills.
- Project management, interpersonal and organization skills.
- Ability to identify, produce, organize, analyze, evaluate, and interpret data.
- Considerable knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications) involved with clinical trials and other clinical research.
- Ability to work as a member of a project team.

- Knowledge of clinical tasks required for research (e.g., phlebotomy, centrifugation, etc.).

EXPERIENCE AND TRAINING
General Experience

- Bachelor's degree in the appropriate scientific discipline, e.g., Psychology, Neuroscience, Computer Science plus two (2) years of clinical research experience in fMR data acquisition, processing, analysis, and infrastructure maintenance. 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 seven (7) years of appropriate practical clinical research experience in fMRI data acquisition, processing, analysis, and infrastructure maintenance 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.
- Master's degree in a relevant discipline may be substituted for one (1) year of the general experience.

SPECIAL REQUIREMENTS

- This position may involve local or out of state travel to collaborating sites.
- Incumbents in this classification may be required to work some evenings and weekend hours
- Must be free of MRI contraindications and be able to facilitate and/or assist with neuroimaging data acquisition as demonstrated by a successful history of MRI Operator/Technologist certification for human fMRI data collection.
- Must maintain active human subjects (CITI) trainings in Responsible Conduct of Research, Human Subjects Research and Good Clinical Practice

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-043	0	6	1	0	1	1	1	5	0	0	3	18
Unqualified	0	6	1	0	1	1	0	5	0	0	3	17
Hired	0	0	0	0	0	0	1	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Interviewed applicant: 1 AM

The 1 AM was selected. He met the key criteria for the position, including knowledge of clinical research protocols, of experimental design, mathematics, statistics, computer applications and

procedures, computerized databases, and data management. He also had a bachelor's degree and two years of clinical research experience in fMRI data acquisition, processing, analysis, and infrastructure maintenance.

Start Date	9/20/2024
Requisition Number	2024-871
Job Group	3F
Department	10520-Neag Cancer Center (SOM)
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.
- Knowledge of laboratory equipment and laboratory techniques such as designing and optimizing research with the aims of exploring and developing next- generation gene editing strategies using CRISPR-based tools, designing, executing, and Interpreting research requiring molecular biology techniques Including cloning, qPCR, NGS, RNA and DNA analysis, cell culture, and other cell-based assays.
- Oral and written communication skills and ability to work independently, to attend to detail, problem solve and be organized.
- Some supervisory ability and training of undergraduates and employees of a lower class.

EXPERIENCE ANO TRAINING

General Experience

- 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

- Incumbents in the class may be required to travel.
- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases

PREFERRED EXPERIENCE

- Experience designing CRISPR constructs for insertion and deletion of specific genes.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-871	0	5	0	1	0	1	1	4	0	0	2	14
Unqualified	0	3	0	1	0	1	1	1	0	0	2	9
Qualified	0	2	0	0	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	1	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

3 Qualified applicants: 2 WF, 1 AF

- 2 WF, 1 AF did not have experience designing CRISPR constructs for insertion and deletion of specific genes.

2 Interviewed applicants: 2 AF

- 1 AF did not have associate level cancer research experience. Her experience was with human craniofacial development and pediatric recurrent abdominal pain.

The 1 AF was selected. She had seven years of experience with cancer research at the associate level and above. She provided evidence of her knowledge of research protocols, principles, and procedures in her detailed responses as well as examples of laboratory techniques and optimizing research.

Start Date	10/4/2024
Requisition Number	2025-065
Job Group	3F
Department	10500-Univ of Conn Center on Aging
Job Title	Clinical Research Assistant I - Bilingual

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL & ABILITY

- Knowledge of research protocols, principles, and procedures
- 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.
- 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 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

- Bilingual and bicultural Spanish and English
- Willingness to travel statewide to complete in person interviews.
- Must have a reliable car to travel to in-person interviews within Connecticut.
- 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-though.

PREFERRED QUALIFICATIONS

- Ability to communicate and interact effectively with people across cultures who have varying beliefs.
- Experience recruiting for and conducting interviews with research participants
- Experience working with older adults, people with physical, mental health and/or 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
2025-065	0	1	0	0	2	17	1	2	0	0	1	24
Unqualified	0	0	0	0	1	9	1	2	0	0	1	14
Qualified	0	1	0	0	1	4	0	0	0	0	0	6
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 Unqualified applicants did not meet the minimum requirements for the position.

6 Qualified applicants: 1 WF, 1 HM, 4 HF

- 1 WF, 4 HF submitted applications after interviews were conducted, and a candidate was selected for hire.
- 1 HM did not respond to interview requests.

4 Interviewed applicants: 4 HF

- 2 HF wanted a higher salary.
- 1 HF was not fluent in Spanish based on her responses to interview questions.

The 1 HF selected had knowledge of ethics and regulatory procedures involved with clinical trials and research. She was bilingual in Spanish and English. Additionally, she was familiar with the local community and had experience with the substance abuse population.

Start Date	11/1/2024
Requisition Number	2025-241
Job Group	3F
Department	10200-Psychiatry
Job Title	Clinical Research Assistant III

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL & ABILITY

- Considerable knowledge of clinical research protocols, principles, and procedures.
- Considerable knowledge of clinical trials, including screening, interviewing, case reports forms, reviewing medical records.
- Considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases and data management.
- Considerable knowledge of a science such as biology or psychology.
- Considerable knowledge of Good Clinical Practices and Code of Federal regulations.
- Excellent oral and written communication skills; project management, interpersonal and organization skills.
- Ability to identify, produce, organize, analyze, evaluate, and interpret data.
- Considerable knowledge of ethics and regulatory procedures (i.e., Informed consent, IRB applications) involved with clinical trials and other clinical research.
- Ability to work as a member of a project team.
- Knowledge of clinical tasks required for research (e.g., Psychophysiology, Mood Induction procedures, etc.).

EXPERIENCE AND TRAINING
General Experience

- Bachelor's degree in appropriate scientific discipline, e.g., Biology or Psychology plus two (2) years clinical research experience in a relevant discipline. 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 seven (7) 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. Master's degree in a relevant discipline may be substituted for one (1) year of the general experience

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.
- This position includes working with a female population, some with histories of trauma. Experience working with clinical populations and/or women with trauma is strongly preferred.
- Experience with SPSS; R statistical software

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-241	0	2	1	0	2	1	2	2	0	0	1	11
Unqualified	0	1	1	0	1	0	2	1	0	0	1	7
Interviewed	0	1	0	0	1	0	0	1	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 Unqualified applicants did not meet minimum qualifications needed for this position.

4 Interviewed applicants: 1 WF, 1 HM, 1 HF, 1 AF

- 1 WF, 1 HM did not have the experience conducting clinical interventions or structured clinical assessments with women suffering from alcohol use disorders and co-occurring trauma.
- 1 AF did not have experience working with patients with psychiatric conditions particularly addiction or alcohol problems.

The 1 HF selected had experience working on clinical trials and experience working with women and clinical populations with addiction and trauma histories. She had experience delivering clinical interventions and conducting structured clinical interviews. Additionally, she had experience with statistical software.

Start Date	11/15/2024
Requisition Number	2024-1384
Job Group	3F
Department	10520-Neag Cancer Center (SOM)
Job Title	Clinical Research Assistant II

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 computer data management
- Oral and written communication skills
- Knowledge of a science such as biology or psychology
- Ability to identify, produce, organize, evaluate, and interpret data
- Knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications, data safety, and monitoring plans) involved with clinical trials and other clinical research
- Ability to work as a member of a project team; 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 plus one (1) year of clinical research experience in a relevant discipline. 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 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

- 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 EXPERIENCE

- Clinical Research Database Management
- Certification as Clinical Research Associate by ACRP or equivalent certification.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1384	2	6	0	0	0	4	3	6	0	0	4	25
Unqualified	1	5	0	0	0	1	1	3	0	0	3	14
Qualified	1	1	0	0	0	1	2	3	0	0	1	9
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 Unqualified applicants did not meet minimum qualifications needed for this position.

9 Qualified applicants: 1 WM, 1 WF, 1 HF, 2 AM, 3 AF, 1 UU

- 1 WM, 1 AM, did not have the experience needed in a laboratory setting.
- 1 WF, 1 AF, 1 AM, 1 UU did not respond to requests for an interview.
- 2 AF did not have a bachelor's degree in the appropriate scientific discipline, e.g., Biology or Psychology.
- 1 HF cancelled the interview.

2 Interviewed applicants: 2 HF

- 1 HF did not respond to questions in a manner that demonstrated her ability to be successful in the position. When asked about maintaining the quality of work when there are tight deadlines, she responded saying she would come in on the weekends. In response to another question, she responded with how she skipped a required training to complete a task because she felt she did not need the training.

The 1 HF was selected. She had a Bachelor's degree in cognitive science and clinical research experience. She provided detailed responses to interview questions regarding the complexities involved in operating clinical research studies. She had experience working with various patients with a clinical team.

Start Date	11/15/2024
Requisition Number	2025-344
Job Group	3F
Department	10100-Public Health Sciences
Job Tite	Clinical Research Assistant I

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL & ABILITY

- Knowledge of research and evaluation protocols principles and procedures
- Knowledge of research and evaluation 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
- Knowledge of clinical tasks required for research
- Ability to work with state and regional partners and understand the state and regional
- substance use prevention and mental health promotion infrastructure
- knowledge of substance use and related public health concerns.

EDUCATION AND TRAINING

- Bachelor's degree in Social or Biomedical Sciences, Public Health, or related field. 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

- This position may require travel throughout the state.
- Occasional evenings/non-business hours may be required as needed.
- Knowledge and/or experience with the Strategic Prevention Framework (SPF), the substance use prevention infrastructure in Connecticut (including Regional Behavioral Health Action Organizations; RBHAOs) and the State Opioid Response (SOR) in Connecticut.
- Previous work experience within the UConn Health System.

PREFERRED QUALIFICATIONS

- Master's degree preferred in same areas.
- Ability to work with diverse external partners, including legislators, state agency staff and policy makers regional and community-based organizations, external researchers, and those impacted by substance use
- 1+ year of experience working with community, regional, and state partners on substance use and behavioral health-related topics
- 1+ year of experience working with the Department of Mental Health and Addiction Services (DMHAS) in CT and/or Regional Behavioral Health Action Organizations (RBHAOs)
- Experience with SAMHSA-funded projects (including SPARS data entry system)
- Experience in conducting needs assessments and evaluation using the Strategic Prevention Framework

- Experience in data visualization and creation of graphics (e.g., infographics) to communicate health related topics
- Knowledge of evidence-based practices for substance use prevention, overdose prevention, and mental health promotion
- Proficiency in using computer software for report creation, analysis, and visualization, including Canva (or similar), Microsoft Word, Excel, and PowerPoint, and statistical and survey packages (e.g., SPSS, SAS, Atlas.ti, NVivo, REDCap, and Qualtrics)
- Ability to organize and manage competing tasks, multiple projects, and meet deadlines
- Strong written and oral communication skills

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-344	1	9	0	0	0	2	2	7	0	0	4	25
Unqualified	1	8	0	0	0	2	2	6	0	0	4	23
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 Unqualified applicants did not meet minimum qualifications needed for this position.

2 Interviewed applicants: 1 WF, 1 AF

- 1 AF did not have the necessary experience in working on the State Opioid Response, with the DMHAS, or using the Strategic Prevention Framework. She did not have experience working with external partners outside of her internship. Additionally, she did not have experience in SAMHSA funded projects, with the large prevention infrastructure or with regional behavioral health action organizations.

The 1 WF was selected. She had a Bachelor's degree in biology and health sciences. For the past year she had been working at UConn Health as a research assistant in a temporary position. In that position, she worked on substance use prevention related topics. Additionally, she had experience with literature reviews, data analysis, creating visualizations and interacting with research and evaluation participants. Lastly, she had skills in both qualitative and quantitative data areas.

Start Date	11/29/2024
Requisition Number	2025-333
Job Group	3F
Department	10700-Child and Family Studies
Job Title	Research Assistant 2

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of research protocols, principles, and practices
- Knowledge of scientific techniques
- Knowledge of experimental design, relevant computer applications
- Knowledge of 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., Special Education or related field plus one (l) year of research experience collecting and analyzing data. 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.

PREFERRED REQUIREMENTS

- Experience with young children with disabilities
- Experience working in a team setting
- Experience working on grants with deadlines

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-333	4	4	0	0	1	2	0	5	0	0	2	18
Unqualified	4	4	0	0	0	0	0	4	0	0	1	13
Qualified	0	0	0	0	0	2	0	0	0	0	0	2
Interviewed	0	0	0	0	1	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 Unqualified applicants did not meet minimum qualifications needed for this position.

2 Qualified applicants: 2 HF

- 1 HF did not have experience working on grants.

- 1 HF wanted a remote position, which was not possible for this position.

3 Interviewed applicants: 1 HM, 1 AF, 1 UU

- 1 HM did not have experience working with grants and deadlines based on his responses to interview questions.
- 1 UU accepted another position.

The 1 AF selected had experience working with children with developmental disabilities and with autism disorders. She also had worked on grants and had experience with behavioral and cognitive interventions.

Start Date	12/27/2024
Requisition Number	2025-596
Job Group	3F
Department	100280-Molecular Biology & Biophysics
Job Title	Research Assistant 1

MINIMUM QUALIFICATION REQUIRED KNOWLEDGE, SKILL, AND ABILITY

- General knowledge of bacterial physiology and antibiotic responses
- Ability to interpret and execute experimental protocols
- Knowledge of experimental design
- Organize, analyze, and interpret scientific data
- Excellent oral and written communication skills
- Experience with sterile-techniques and culturing BSL-2 microorganisms
- Experience in working with and cloning using *P. aeruginosa* and *E. coli*
- Experience using software, such as GraphPad Prism, FlowJo, Biorender, and Microsoft Office Suite
- Performing fluorescence assays using flow cytometry and fluorimeters

Experience and Training
General Experience

- Bachelor's degree in Biology. Degrees in other areas may be substituted on a case-by-case basis.

Special Requirements

- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

PREFERRED QUALIFICATIONS

- Post-baccalaureate training

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-596	2	5	0	2	0	3	0	1	0	0	2	15
Unqualified	2	5	0	2	0	2	0	1	0	0	2	14
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

1 Interviewed applicant: 1 HF

The 1 HF was selected. She had experience with P. aeruginosa and antibiotic resistance and response.

Start Date	2/7/2025
Requisition Number	2025-617
Job Group	3F
Department	10580-Clinical Research Center
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 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

- 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

- Prior clinical research experience with human participants.
- Ability to work with research patients and their families in all aspects of the research process, i.e., screen, consent, perform study interventions, follow-up visits, etc.
- Certified Phlebotomist

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-617	0	11	1	2	0	4	2	8	0	1	2	31
Unqualified	0	6	1	2	0	0	2	4	0	0	0	15
Qualified	0	5	0	0	0	2	0	2	0	1	2	12
Interviewed	0	0	0	0	0	1	0	2	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 Unqualified applicants did not meet minimum qualifications needed for this position.

12 Qualified applicants: 5 WF, 2 HF, 2 AF, 1 TF, 2 UU

- 4 WF, 2 HF, 2 AF, 1 TF, 2 UU did not have experience working in clinical research with human participants.
- 1 WF did not have a bachelor's degree in the appropriate scientific discipline, e.g., Biology or Psychology.

4 Interviewed applicants: 2 HF, 2 AF

- 1 HF, 1 AF did not demonstrate the knowledge needed regarding the clinical tasks required for this research, specifically with research protocols and procedures based on their responses to interview questions.
- 1 AF accepted another position.

The 1 HF selected had a Bachelor's degree with a concentration in Healthcare and Clinical Research. She had clinical research experience with research patients and their families with screening, consent, study interventions, and follow-up visits. Additionally, she had experience using computer applications OnCore and EPIC.

Start Date	2/7/2025
Requisition Number	2025-811
Job Group	3F
Department	10180-Pediatrics
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, cell staining, etc.
- Basic knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment, and procedures
- Basic knowledge of a 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
- Working safely with BSL-2 level pathogens
- In vitro propagation and/or transformation of Treponema pallidum, subspecies pallidum, and other bacteria (e.g., E. coli)
- Production of recombinant proteins
- Blood collection, immunization, infection, and tissue harvest from mice and rabbits
- Immunofluorescence assays, fluorescent microscopy, and/or multi-color flow cytometry
- Inventorying and maintaining research specimens

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.

SPECIAL REQUIREMENTS

- Experience with blood collection, immunization, infection, and/or tissue harvest from mice and rabbits; protein purification experience; immunofluorescence assays; fluorescent microscopy and/or multi color flow cytometry experience
- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

PREFERRED EXPERIENCE

- Master's degree in Biochemical Science or Biology discipline required
- Experience with Molecular methodologies (e.g., PCR, qPCR, immunoblotting, ELISA)
- Troubleshooting and adjusting experimental protocols

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-811	1	10	0	0	3	1	0	3	0	1	1	20
Unqualified	1	8	0	0	3	1	0	2	0	1	1	17
Qualified	0	0	0	0	0	0	0	1	0	0	0	1
Withdrawn	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 Unqualified applicants did not meet minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

1 Qualified applicant: 1 AF

- 1 AF did not have the experience maintaining research specimens, particularly rabbits.

1 Interviewed applicant: 1 WF

The 1 WF selected had a Master's degree in biomedical sciences and one and a half years of research experience. She had experience with molecular methodologies, trouble shooting, and adjusting experimental protocols. Additionally, she had experience maintaining specimens such as mice and rabbits.

Start Date	3/7/2025
Requisition Number	2025-129
Job Group	3F
Department	10520-Neag Cancer Center (SOM)
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, cell staining, etc.

- Basic knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment, and procedures
- Basic knowledge of a 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.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

PREFERRED EXPERIENCE

- Cell culture, tissue/sample preparation, experience maintaining a sample repository, molecular cloning.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-129	4	12	0	4	1	4	4	9	1	2	7	48
Unqualified	0	1	0	0	0	1	0	2	1	0	0	5
Qualified	3	9	0	4	1	3	4	6	0	0	7	37
Withdrawn	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	0	0	0	0	0	0	2	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 Unqualified applicants did not meet minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WM

37 Qualified applicants: 3 WM, 9 WF, 4 BF, 1 HM, 3 HF, 4 AM, 6 AF, 7 UU

- 2 WM, 9 WF, 4 BF, 3 HF, 4 AM, 6 AF, 7 UU did not have experience with cell culture, tissue/sample preparation, and maintaining a sample repository.
- 1 WM did not have the basic knowledge of cellular biology needed.
- 1 HM did not have experience will cell cultures.

5 Interviewed applicants: 2 WF, 1 AF, 2 TF

- 1 WF was unable to demonstrate the knowledge needed with molecular cloning in her responses to interview questions.
- 1 AF declined the offer of employment.
- 2 TF were found to not have the necessary experience in cell cultures or tissue sampling based on their responses to interview questions and inability to provide examples of their experience.

The 1 WF selected had training, education, and experience at Boston University. Her experience included working with cell cultures, tissue sample preparation, and extraction. She also had experience in immunology, flow cytometry, and genomics as well as critical thinking in science.

Start Date	3/21/2025
Requisition Number	2025-942
Job Group	3F
Department	10460-Neuroscience
Job Title	Research Assistant 1

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:

- Experience in mouse embryo isolation and dissections, tissue harvesting, histological staining, Immunohistochemistry, in situ hybridization, histomorphometry, microscopy and image analysis
- Prior experience with primary cell culture, cell lines proliferation and differentiation assay.
- Molecular Biology skills including RNA isolation, qPCR, western blotting
- Prior experience in animal handling, mouse colony management, PCR genotyping, in vivo injections
- Organization, accuracy, and attention to detail
- Excellent communication and computer skills
- Ability to analyze, evaluate and interpret data.

EXPERIENCE AND TRAINING
General Experience

- Bachelor's degree in Molecular Biology, Cell Biology, or related area of study. Degrees in other areas may be substituted on a case-by-case basis.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-942	2	5	1	0	0	1	1	1	0	1	0	12
Unqualified	2	3	1	0	0	1	1	1	0	0	0	9
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	0	0	0	0	0	0	1	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

2 Qualified applicants: 2 WF

- 1 WF accepted another position.
- 1 WF did not have experience with situ hybridization.

1 Interviewed applicant: 1 TF

The 1 TF was selected. She had experience with histology, primary cell culture, differentiation assays, histomorphometry, microscopy, animal handling, and mouse work. She had experience within situ hybridization/RNA scope and working with skeletal tissues.

Start Date	4/21/2025
Requisition Number	2025-739
Job Group	3F
Department	10440-Neurology
Job Title	Clinical Research Assistant 1

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 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-739	0	16	0	2	2	4	1	3	1	0	5	34
Unqualified	0	10	0	2	1	3	1	1	1	0	4	23
Qualified	0	5	0	0	0	1	0	1	0	0	1	8
Withdrawn	0	1	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 Unqualified applicants did not meet the minimum requirements as posted.

2 Withdrawn applicants: 1 WF, 1 AF

8 Qualified applicants: 5 WF, 1 HF, 1 AF, 1 UU

- 4 WF, 1 HF, 1 UU did not have training or experience in clinical research.
- 1 WF, 1 AF's career had not been focused on clinical research in adults.

1 Interviewed applicant: 1 HM

The 1 HM was selected. He had clinical training, database and protocol training in EPIC, CITI, and Redcap. He had experience interacting with physicians and researchers. Additionally, he participated in clinical trials as well as the informed consent process.

Start Date	5/2/2025
Requisition Number	2025-553
Job Group	3F
Department	10840-The Cato T. Laurencin Institute
Job Title	Clinical Research Associate II

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.

PREFERRED QUALIFICATIONS

- A minimum of five (5) years of experience in clinical research. Project/program management, health equity, and scholarly publication.
- Incumbents in this class may be required to travel
- Experience with statistical applications, grant writing, leadership skills, and IRB
- Incumbents in this class may be required to undergo periodic tests and immunizations for communicable diseases
- PA or APRN

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-553	1	7	0	0	0	2	3	3	0	0	2	18
Unqualified	1	1	0	0	0	0	2	3	0	0	1	8
Qualified	0	3	0	0	0	0	0	0	0	0	0	3
Interviewed	0	3	0	0	0	2	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 Unqualified applicants did not meet minimum qualifications needed for this position.

3 Qualified applicants: 3 WF

- 2 WF did not respond to interview requests.
- 1 WF did not have experience writing grants.

7 Interviewed applicants: 3 WF, 2 HF, 1 AM, 1 UU

- 2 WF, 2 HF, 1 UU were found to not have experience with grant writing based on their responses to interview questions.
- 1 WF did not have medical background in a health care setting, as she had worked in animal research.

The 1 AM selected had a Medical Degree and had worked with patients with health disparities. He also had experience writing publications and grants as well as with data management.

Start Date	5/16/2025
Requisition Number	2025-555
Job Group	3F
Department	10740-UCONN Health Disparities Institute
Job Title	Research Assistant 2

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

a. Ability to work independently, pay attention to detail, solve problems, and be organized.
b. Ability to manage multiple projects and to meet deadlines.
c. Demonstrated success working as a member of a project team.
d. Understanding of and interest in health disparities and the social determinants of health.
e. Facilitation and conflict resolution skills.
f. Knowledge of the community and the principles of community engagement.
    a. Exceptional oral and written communication skills in English and Spanish.

b. Demonstrated success working in a hybrid environment.
c. Ability to learn new concepts and skills and apply those to job responsibilities.

EXPERIENCE AND TRAINING
General Experience

- Bachelor's degree or higher in community or public health, social work, community psychology, allied health profession, or related field and one (1) year of appropriate public or community health evaluation or research experience.

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

a. Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
b. Must have demonstrable work experience in health disparities, health equity, services utilization, and/or community engagement.
c. Must have experience working on a team.
d. Experience working with diverse Black and Latine communities.
e. Extensive experience and expertise with Microsoft Office (Outlook, Internet Explorer, Word, Excel, PowerPoint, Access, etc.).
f. Proficiency in qualitative and quantitative data collection and analysis methods.
g. Submission of a research manuscript or health policy related writing sample will be requested (e.g., health policy brief or research paper).
h. A skills assessment during the interview is 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. Experience with program planning, outreach, and advocacy.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-555	8	27	4	10	7	16	4	14	0	4	11	105
Unqualified	6	25	4	9	3	9	3	14	0	4	8	85
Qualified	0	1	0	0	4	4	1	0	0	0	2	12
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	2	1	0	0	0	2	0	0	0	0	1	6
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

1 Withdrawn applicant: 1 BF

12 Qualified applicants: 1 WF, 4 HM, 4 HF, 1 AM, 2 UU

- 1 WF, 3 HM, 2 HF, 2 UU did not have the qualitative analysis knowledge needed.
- 1 HM, 1 HF applied after the selected candidate was chosen.
- 1 HF accepted another position.
- 1 AM was selected for another position at UConn Health.

7 Interviewed applicants: 2 WM, 1 WF, 3 HF, 1 UU

- 1 WM, 1 UU could not start this position within the time frame that was needed.
- 1 WM, 2 HF did not have experience developing partnerships with community members.
- 1 WF did not have the necessary oral and written communication skills in English and Spanish.

The 1 HF selected had experience to recruit participants into health and health equity research studies in Spanish. She also had experience with qualitative data analysis in Spanish.

3F. (Research) Hires – Part Time to Full Time – Adjusted Work Schedule

Research Assistant 1
(Occupational and Environmental Medicine)

1 WF schedule was changed from part time to full time during the reporting period.

Research Assistant 1
(Endocrinology)

1 AF schedule was changed from part time to full time during the reporting period.

Research Associate 1
(Child and Family Studies)

1 WF schedule was changed 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	1	6	2	4	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3G Clinical Technologist	6/14/2024	Y	2024-1061	BF	1
	6/14/2024	Y	2024-234	BM	1
	8/9/2024	N	2024-077	WF	1
	11/1/2024	N	2025-057	AM	1
	11/15/2024	Y	2024-1382	HM	1
	3/21/2025	N	2025-740	WF	1

Start Date	6/14/2024
Requisition Number	2024-1061
Job Group	3G
Department	83006-Microbio + Serology
Job Title	Medical Technologist I

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 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
2024-1061	0	0	1	2	0	1	1	0	0	0	1	6
Unqualified	0	0	0	0	0	1	1	0	0	0	1	3
Qualified	0	0	0	1	0	0	0	0	0	0	0	1
Withdrawn	0	0	1	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF selected met a hiring goal.

Start Date	6/14/2024
Requisition Number	2024-234
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.

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
2024-234	0	3	1	1	0	1	0	2	0	2	1	11
Unqualified	0	1	0	0	0	0	0	0	0	1	0	2
Qualified	0	1	0	1	0	1	0	1	0	0	1	5
Interviewed	0	1	0	0	0	0	0	1	0	1	0	3
Hired	0	0	1	0	0	0	0	0	0	0	0	1

The 1 BM selected met a hiring goal.

Start Date	8/9/2024
Requisition Number	2024-077
Job Group	3G
Department	83003-Core Lab
Job Title	Medical Technologist 2 - Core-Flow Cytometry

MINIMUM QUALIFICATIONS
REQUIRED KNOWLEDGE. SKILLS &ABILITY

- Considerable knowledge of various laboratory disciplines i.e.: flow cytometry, coagulation, hematology, chemistry, serology, urinalysis, 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

- 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 Alinity Chemistry, Becton
- Dickinson FACS Canto 10 or other flow cytometry platforms
- Specialist in Cytometry, SCYM (ASCP), International Specialist in Cytometry, SCYM (ASCPI)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-077	5	7	0	2	0	2	0	2	0	0	4	22
Unqualified	1	5	0	1	0	1	0	2	0	0	0	10
Qualified	3	1	0	1	0	0	0	0	0	0	3	8
Withdrawn	1	0	0	0	0	1	0	0	0	0	0	2
Interviewed	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.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 1 WM, 1 HF

8 Qualified applicants: 3 WM, 1 WF, 1 BF, 3 UU

- 1 WM did not have experience in flow cytometry or special coagulation testing.
- 1 WM, 1 WF did not have experience in flow cytometry, bone marrow preparation, or special coagulation testing.
- 1 WM accepted another position.
- 1 BF cancelled her scheduled interview.
- 2 UU did not have experience in a clinical laboratory or flow cytometry.
- 1 UU were terminated from their previous position for attendance issues.

2 Interviewed applicants: 1 WF, 1 UU

- 1 UU stated that they were looking for a hematology position which was not the concentration in the flow cytometry lab.

The 1 WF was selected. She had two years of medical technology experience, and she was ASCP certified. She also had positive references.

Start Date	11/1/2024
Requisition Number	2025-057
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 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 during employment certification 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 Epic Beaker

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-057	0	2	2	0	1	0	1	2	0	0	0	8
Unqualified	0	0	2	0	0	0	0	2	0	0	0	4
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Withdrawn	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	0	0	0	0	0	1	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 WF

1 Qualified applicant: 1 WF

- 1 WF withdrew.

2 Interviewed applicants: 1 HM, 1 AM

- 1 HM scored 42% on interview questions and 21% on the assessment. He was not familiar with laboratory instrumentation.

The 1 AM was selected. He scored 62% on interview questions and 73% on the assessment. He had experience working in a microbiology laboratory and utilizing laboratory instrumentations.

The interview questions and assessments were based on the following:

- Experience in microbiology
- Knowledge of laboratory instrumentation
- Computer skills
- Knowledge of clinical laboratory procedures
- Knowledge of scientific methods

Start Date	11/15/2024
Requisition Number	2024-1382
Job Group	3G
Department	83007-Blood Bank-Lab Medicine
Job Title	Medical Technologist I

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 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 during employment certification 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

- Knowledge of Epic Beaker and SoftBank systems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1382	1	2	0	0	2	2	1	2	0	0	0	10
Unqualified	0	0	0	0	0	2	0	1	0	0	0	3
Qualified	0	1	0	0	0	0	0	1	0	0	0	2
Withdrawn	0	1	0	0	0	0	1	0	0	0	0	2
Interviewed	1	0	0	0	1	0	0	0	0	0	0	2
Hired	0	0	0	0	1	0	0	0	0	0	0	1

The 1 HM selected met a hiring goal.

Start Date	3/21/2025
Requisition Number	2025-740
Job Group	3G
Department	83003-Core Lab
Job Title	Medical Technologist II - POC/DLT

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

- 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 during employment certification 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.: iSTAT, Clinitek, Rapid Ag testing, DCA, Hemocue, Glucose testing

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-740	1	2	2	0	0	0	0	0	0	0	1	6
Unqualified	1	1	0	0	0	0	0	0	0	0	0	2
Qualified	0	0	2	0	0	0	0	0	0	0	0	2
Interviewed	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.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Qualified applicants: 2 BM

- 1 BM did not have experience in chemistry or hematology as his background was in microbiology.
- 1 BM indicated he was not eligible to work in the U.S. without visa sponsorship. This position was not eligible for sponsorship.

2 Interviewed applicants: 1 WF, 1 UU

- 1 UU did not have the necessary level of experience with regulatory agencies and computer software as evidenced by their responses to interview questions.

The 1 WF was selected. She had five years of experience with POC/DLT devices including Istat, Clinitek and glucose meters. She also had ten years of experience with EPIC Beaker, general laboratories, and regulatory agencies.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3H Finance Group	5	0	0	0	0	1	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3H Finance Group	6/14/2024	N	2024-886	AF	1
	6/14/2024	N	2024-942	WF	1
	6/28/2024	Y	2024-616	WM	1
	7/12/2024	N	2024-776	WF	1
	1/10/2025	N	2025-431	TF	1
	5/16/2025	N	2025-1131	WF	1

Start Date	6/14/2024
Requisition Number	2024-886
Job Group	3H
Department	62121-Research-Finance
Job Title	Staff Accountant 1 - Research Finance

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 closely related field.

Preferred Qualifications

- Strong Microsoft Excel skills
- Experience with testing and implementing systems.
- Bachelor's degree in accounting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-886	11	6	2	1	0	3	4	4	1	0	5	37
Unqualified	1	3	0	0	0	2	2	1	1	0	3	13
Qualified	8	3	2	1	0	1	2	2	0	0	2	21
Interviewed	2	0	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 Unqualified applicants did not meet the minimum requirements for the position.

21 Qualified applicants: 8 WM, 3 WF, 2 BM, 1 BF, 1 HF, 2 AM, 2 AF, 2 UU

- 1 WM cancelled the interview and did not wish to reschedule an interview.
- 1 WM did not have the preferred Microsoft Office Excel skills.
- 1 WM's experience focused on reconciling accounts and did not include basic accounting principles and practices.
- 1 WM, 1 WF, 1 BM, 1 BF, 1 AM, 1 UU submitted incomplete application materials.
- 1 WM's resume did not include detailed information on his accounting experience, specifically, the minimum requirement of evaluating financial statements and other accounting reports.
- 3 WM, 1 HF, 1 AM, 1 AF did not have the preferred Bachelor's degree in accounting.
- 1 WF, 1 AF declined requests for an interview.
- 1 WF, 1 BM, 1 UU did not have experience in accounting and did not indicate knowledge of accounting principles or other qualifications that would relate to the position.

3 Interviewed applicants: 2 WM, 1 AF

- 1 WM scored 1.6 on the skills assessment.
- 1 WM scored 2.5 on the skills assessment.

The 1 AF was selected. She scored the highest score of 3.25 on the skills assessment.

The skills assessment was based on the following:

- Accounts payable and receivable calculations
- Data analysis utilizing Excel
- Reconciliation

- Ability to communicate effectively
- Travel review
- Fund review

Start Date	6/14/2024
Requisition Number	2024-942
Job Group	3H
Department	62121-Research-Finance
Job Title	Staff Accountant I - Research Finance

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 closely related field.

Preferred Qualifications

- Strong Microsoft Excel skills
- Experience with testing and implementing systems.
- Bachelor's degree in accounting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-942	4	2	2	2	0	0	0	2	1	0	1	14
Unqualified	0	1	0	1	0	0	0	0	1	0	0	3
Qualified	2	0	2	1	0	0	0	1	0	0	1	7
Interviewed	2	0	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

7 Qualified applicants: 2 WM, 2 BM, 1 BF, 1 AF, 1 UU

- 1 WM did not have the preferred Microsoft Office Excel skills.
- 1 WM's experience focused on reconciling accounts but did not include basic accounting principles and practices.
- 2 BM, 1 BF, 1 AF, 1 UU did not have four years of para-professional experience in accounting, auditing, or financial examining.

4 Interviewed applicants: 2 WM, 1 WF, 1 AF

- 1 WM scored 3.2 out of 5 on the skills assessment.
- 1 WM scored 2.1 out of 5 on the skills assessment.
- 1 AF scored 2.06 out of 5 on the skills assessment.

The 1 WF was selected. She scored the highest score of 4.2 out of 5 on the skills assessment.

The skills assessment was based on the following:

- Accounts payable and receivable calculations
- Data analysis utilizing Excel
- Reconciliation
- Ability to communicate effectively
- Travel review
- Fund review

Start Date	6/28/2024
Requisition Number	2024-616
Job Group	3H
Department	62060-Finance and Reporting
Job Title	Reimbursement Analyst 2 - Finance

MINIMUM QUALIFICATION REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Considerable knowledge of the principles and practices of financial management
- Knowledge of 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

- Eight (8) years of experience related to revenue capture, healthcare reimbursement procedures, including working knowledge of CPT and ICD-10 codes. Four (4) years of experience must be in a healthcare environment.

PREFERRED REQUIREMENT

- A minimum of three (3) years of experience working in the EPIC systems for professional billing.
- Epic reporting experience
- Experience with Managed Care, Commercial Generic and Governmental Insurance follow-up.
- A minimum of Five (5) years' experience in Professional Billing supervisory role, with professional billing, claims, follow up and denial processes.
- Advanced knowledge of Excel (lookups, pivot tables, data parsing)

SUBSTITUTION ALLOWED

- Bachelor's degree in financial management, accounting, healthcare administration, or closely related field may be substituted for four (4) years of experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-616	1	4	0	2	0	5	1	2	0	1	2	18
Unqualified	0	1	0	0	0	1	1	1	0	0	2	6
Qualified	0	2	0	0	0	3	0	0	0	1	0	6
Withdrawn	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	0	1	0	2	0	1	0	0	0	0	0	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM met a hiring goal.

Start Date	7/12/2024
Requisition Number	2024-776
Job Group	3H
Department	62060-Finance and Reporting
Job Title	Staff Accountant I - Finance and Reporting

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 closely related field.

Preferred Qualifications

- Banner
- Husky Buy
- Advanced Excel (experience working with large datasets)
- Adobe experience
- Fixed Asset experience
- B.S in Accounting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-776	6	8	3	0	0	2	2	5	0	3	4	33
Unqualified	0	3	1	0	0	1	1	0	0	2	4	12
Qualified	6	3	2	0	0	1	1	3	0	1	0	17
Interviewed	0	1	0	0	0	0	0	2	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 Unqualified applicants did not meet the minimum requirements for the position.

17 Qualified applicants: 6 WM, 3 WF, 2 BM, 1 HF, 1 AM, 3 AF, 1 TF

- 1 WM, 1 WF, 1 AM did not have the necessary accounting experience in the areas of fixed assets, reconciliations, and systems.
- 1 WM, 1 BM, 1 AF did not have experience in complex accounting, journal entry, or fixed assets.
- 4 WM, 1 WF, 1 BM, 1 HF did not have experience in journal entry, fixed assets, financial statement reporting or analysis.
- 1 WF, 2 AF, 1 TF declined the interview request.

4 Interviewed applicants: 2 WF, 2 AF

- 1 WF, 2 AF did not have the level of experience needed with systems and financial statement reporting based on their responses to interview questions.

The 1 WF selected had experience including complex journal entries, financial statement analysis, financial statement reporting, reconciliations, and audits.

Start Date	1/10/2025
Requisition Number	2025-431
Job Group	3H
Department	62060-Finance and Reporting
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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-431	5	6	0	0	1	5	2	1	0	1	1	22
Unqualified	0	2	0	0	0	2	2	0	0	0	0	6
Qualified	3	4	0	0	0	3	0	0	0	0	0	10
Withdrawn	1	0	0	0	0	0	0	1	0	0	0	2
Interviewed	1	0	0	0	1	0	0	0	0	0	1	3
Hired	0	0	0	0	0	0	0	0	0	1	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 1 WM, 1 AF

10 Qualified applicants: 3 WM, 4 WF, 3 HF

- 3 WM, 3 WF, 1 HF did not have accounting experience in the areas of financial statements, multifaceted journal entries, analysis, audits, health care, reimbursement, or Excel.
- 1 WF did not respond to interview requests.
- 2 HF did not have six years of experience in auditing, finance, or accounting.

4 Interviewed applicants: 1 WM, 1 HM, 1 TF, 1 UU

- 1 WM, 1 HM, 1 UU did not provide detailed responses and examples of their knowledge and experience with financial statements, multifaceted journal entries, analysis, audits, reimbursements, or Excel.

The 1 TF selected had experience in a healthcare finance department utilizing the Enterprise Resource planning systems to manage financial processes. She also had accounting experience with financial statements, multifaceted journal entries, analysis, audits, reimbursements, and Excel.

Start Date	5/16/2025
Requisition Number	2025-1131
Job Group	3H
Department	62043-Patient Financial Services - Admin
Job Title	Patient Services / Accounts Coordinator

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1131	0	13	0	3	0	7	1	2	0	3	1	30
Unqualified	0	4	0	2	0	3	1	1	0	1	1	13
Qualified	0	2	0	1	0	3	0	0	0	1	0	7
Interviewed	0	6	0	0	0	1	0	1	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

7 Qualified applicants: 2 WF, 1 BF, 3 HF, 1 TF

- 1 WF was previously selected for a UConn Health position and failed to complete the required onboarding process.
- 1 WF accepted another position.
- 1 HF did not respond to the interview request.
- 1 BF, 1 HF did not have experience in revenue cycle-billing.

- 1 HF, a UConn Health employee and University Health Professional (UHP) union member, was in her working test period and not eligible for transfer per the collective bargaining unit contract.
- 1 TF did not attend her scheduled interview and did not respond to further communications.

10 Interviewed applicants: 7 WF, 1 HF, 1 AF, 1 TF

- 1 WF, 1 AF scored seventy percent on her interview assessment.
- 1 WF scored fifty percent on her interview assessment.
- 1 WF scored forty percent on her interview assessment.
- 2 WF scored forty-five percent on her interview assessment.
- 1 WF, 1 HF scored fifty-five percent on her interview assessment.
- 1 TF scored sixty percent on her interview assessment.

The 1 WF was selected. She scored eighty percent on her interview assessment.

The interview assessment was based on the following:

- EPIC experience
- Analyzing patient and hospital billing accounts experience
- Knowledge of ANSI standard coding
- Problem solving skills
- Organizational skills
- Supervisory skills
- Accounts receivable reconciliation experience
- Change management skills

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3I Administrative Group	6	0	1	0	0	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3I Administrative Group	6/14/2024	N	2024-588	WF	1
	7/26/2024	N	2024-1297	WF	1
	8/9/2024	N	2024-844	WF	1
	8/23/2024	N	2024-1012	WF	1
	12/27/2024	N	2025-474	WF	1
	1/10/2025	N	2024-588	WF	1
	1/24/2025	N	2025-457	WF	1
	2/21/2025	Y	2025-583	WM	1
	3/21/2025	Y	2025-732	WM	1
	3/21/2025	Y	2025-801	WM	1
	5/16/2025	N	2024-1100	BF	1
	5/30/2025	N	2025-842	WF	1

Start Date	1/10/2025
Requisition Number	2024-588
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's 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 implementing curriculum

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-588	1	37	2	3	1	8	0	6	0	1	7	66
Unqualified	0	13	2	2	1	4	0	2	0	1	1	26
Qualified	1	19	0	1	0	3	0	2	0	0	6	32
Withdrawn	0	2	0	0	0	0	0	1	0	0	0	3
Interviewed	0	1	0	0	0	1	0	1	0	0	0	3
Hired	0	2	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

3 Withdrawn applicants: 2 WF, 1 AF

32 Qualified applicants: 1 WM, 19 WF, 1 BF, 3 HF, 2 AF, 6 UU

- 1 WM, 7 WF, 1 BF, 1 HF, 2 UU did not have two years of experience in a National Association for the Education of Young Children (NAEYC) accredited childcare program working with children ages six weeks to five years.
- 1 WF did not complete the required questions associated with the position during the application process.
- 1 WF accepted another position.
- 4 WF, 1 HF, 1 UU declined the request for interview.
- 5 WF, 1 HF, 2 AF, 1 UU did not possess an Associate or Bachelor's degree in early childhood education or a related field.
- 1 WF, 2 UU did not respond to interview requests.

5 Interviewed applicants: 3 WF, 1 HF, 1 AF

- 1 WF, 1 HF's incomplete responses to interview questions did not demonstrate their experience relevant to the position.
- 1 AF preferred to work with the older age group and was uncomfortable with infants and one-year olds.

The 1 WF selected had a degree in education as well as two years of experience at an NAEYC accredited center. She provided detailed responses to interview questions regarding Early Learning and Development Standards (CT ELDS) and Documentation and Observation for Teaching (DOTS). She also created an age-appropriate activity and story for the classroom.

The 1 WF selected had a degree in early childhood education as well as six years of experience at a NAEYC accredited center. She provided detailed responses to interview questions regarding CT ELDS and DOTS. She created an activity based on a specific theme and ELDS.

Start Date	7/26/2024
Requisition Number	2024-1297
Job Group	3I
Department	UMG-Administration
Job Title	Program Manager - Guide Program

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Considerable knowledge and expertise in the field of dementia
- Experience with dementia curriculum development
- Exceptional organizational and program management skills.
- Training or knowledge of Six Sigma, Lean Six Sigma, or continuous process improvement principles.
- Effective interpersonal, communication, team building and coaching skills.

- Comprehensive knowledge of high-level problem solving, critical thinking and analytical skills.
- Considerable knowledge of functional disciplines, relevant principles, policies, and procedures.
- Considerable knowledge of relevant State and Federal laws, statues, and regulations.
- Advanced computer skills.
- Leadership and supervisory ability.

EXPERIENCE AND TRAINING

General Experience

- Eight (8) years of experience working in an academic and/or healthcare environment pertaining to the particular area indicated by the parenthetical title with two (2) years of experience in managing multi-track, moderate to complex programs.
- Or an equivalent combination of education, experience and/or training which provides the required knowledge, skills, and abilities.

Substitutions Allowed

- Bachelor's degree in business management or a relevant field may be substituted for four (4) years of General Experience. A Master's degree may be substituted for one (1) year of the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1297	0	5	0	3	1	1	0	0	0	1	1	12
Unqualified	0	3	0	3	1	1	0	0	0	1	1	10
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 Unqualified applicants did not meet the minimum requirements for the position.

1 Qualified applicant: 1 WF

- 1 WF, a previous employee, resigned not in good standing.

1 Interviewed applicant: 1 WF

The 1 WF selected had experience working with people with dementia and their caregivers. She had developed support group programs and curriculum on dementia for caregivers and healthcare professionals. Additionally, she had community connections with recruiting patients for the Guiding an Improved Dementia Experience (GUIDE Model), and she managed a program in Boston with care plan development on complex billing based on the payers/contracts.

Start Date	8/9/2024
Requisition Number	2024-844
Job Group	3I
Department	61121-Library
Job Title	Librarian 2 - Data Librarian

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Demonstrated experience providing consultations and instruction.
- Demonstrated knowledge of the research data lifecycle, data stewardship practices, and open science.
- Knowledge of data management and curation technologies, preservation principles and best practices, funder data management requirements, data services need across the research l lifecycle, and research data management issues and trends.
- Demonstrated experience providing reference services and literature searches using specialized databases, evidence-based resources, and reference materials in the health sciences.
- Demonstrated public service skills and a strong commitment to customer service.
- Evidence of reliable, effective, professional interpersonal, oral, and written communication skills.
- Demonstrated ability to work both independently and collaboratively with an open approach to problem-solving and recommending, implementing, and supporting solutions.
- Some supervisory ability

EXPERIENCE AND TRAINING
General Experience

A master's degree in library science from a school accredited by the American Library Association, plus one (1) year of post-graduate degree employment in a relevant area of professional library work. A minimum of one (1) year of experience must have been at a level equivalent to Librarian 1.

PREFERRED QUALIFICATIONS

- Minimum of two years of professional related experience.
- Demonstrated knowledge of metadata schema, authority control, and relevant descriptive standards.
- Knowledge of or experience with generalist data repositories.
- Demonstrated involvement in professional development.
- Experience in developing online instructional modules or tutorials.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-844	4	10	0	0	0	3	0	2	0	0	3	22
Unqualified	2	2	0	0	0	3	0	1	0	0	0	8
Qualified	1	4	0	0	0	0	0	0	0	0	2	7
Withdrawn	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	1	3	0	0	0	0	0	0	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 Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 AF

7 Qualified applicants: 1 WM, 4 WF, 2 UU

- 1 WM, 4 WF, 1 UU did not have experience with generalist data repositories and did not indicate they had knowledge of metadata schema, authority control, and relevant descriptive standards.
- 1 UU required a visa, and this position did not sponsor a visa.

6 Interviewed applicants: 1 WM, 4 WF, 1 UU

- 1 WM did not have experience providing reference services and literature searches using specialized databases, evidence-based resources, and reference materials in a health sciences library.
- 1 WF provided unclear responses to interview questions which demonstrated that she did not have knowledge of data library services, data management, data service needs, data stewardship, and the research data lifecycle.
- 1 WF was found to not have met the meet minimum qualifications on demonstrated knowledge of the data management and curation technologies, preservation principles and best practices, funder data management requirements, and research data management issues and trends.
- 1 WF, 1 UU did not have experience in an academic library and health sciences library reference skills based on responses to interview questions.

The 1 WF was selected. She had health science library experience and had advanced training in library data services, including preservation principles, data management and curation technologies, and research data lifecycle. She also had experience developing and facilitating presentations.

Start Date	8/23/2024
Requisition Number	2024-1012
Job Group	3I
Department	60102-Health Marketing & Multimedia Services
Job Title	Health Writer and Marketing Associate

MINIMUM QUALIFICATIONS REQUIRED

- Strong understanding of marketing writing, concepts, and its application.
- Strong writing, proofreading, and editing skills with attention to detail.
- Strong prioritization, organizational, time management, and problem-solving skills.
- Excellent verbal, written, and interpersonal skills.
- Knowledge of AP style and plain language writing.
- Knowledge of technical applications of work.
- Ability to understand and apply healthcare communication techniques for targeted audiences.
- Ability to understand the impact on the application to various mediums.
- Ability to function effectively in a fast-paced environment.

EDUCATION AND TRAINING
General Experience

- Six (6) years of professional experience in marketing and writing experience for a business or organization.

Substitutions Allowed

- Bachelor's degree in English, Marketing, or a closely related field may be substituted for four (4) years of general experience.

PREFERRED QUALIFICATIONS

- Previous experience in a higher education or healthcare industry setting.
- Knowledge of project management software and content management systems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1012	8	21	1	1	0	0	1	0	0	3	5	40
Unqualified	2	6	1	0	0	0	0	0	0	2	3	14
Qualified	5	10	0	1	0	0	1	0	0	1	2	20
Withdrawn	1	0	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.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 WM

20 Qualified applicants: 5 WM, 10 WF, 1 BF, 1 AM, 1 TF, 2 UU

- 4 WM, 6 WF did not have experience in a healthcare setting.
- 1 WM, 1 WF, 1 UU did not have experience with project management software and content management systems.
- 3 WF did not have marketing writing experience.
- 1 WM withdrew.
- 1 BF did not have experience in a health care or university setting.
- 1 AM's marketing experience was focused on video, not writing.
- 1 TF did not have experience in a healthcare, or university setting, or familiarity with content management systems.
- 1 UU's writing experience was focused on science rather than healthcare.

5 Interviewed applicants: 5 WF

- 1 WF communicated that she was no longer interested in the position.
- 3 WF did not have the level of experience in health marketing writing needed for the position per their writing samples.

The 1 WF selected had fifteen years of health marketing writing experience utilizing content management systems. Her health writing marketing samples did not contain grammatical errors and utilized healthcare communication techniques for targeted audiences.

Start Date	2/7/2025
Requisition Number	2025-474
Job Group	3I
Department	60040-Human Subjects Protection/IRB
Job Title	Research Compliance Monitors 1

MINIMUM QUALIFICATION REQUIRED
KNOWLEDGE, SKILLS, AND ABILITY

- Excellent knowledge of State and Federal laws, regulations and procedures pertaining to human subjects' protection in research including, but not limited to 45 CFR 46, 21 CFR 50, and 21 CFR 56.
- Considerable knowledge of Good Clinical Practice
- Knowledge of clinical research protocols, principles, and procedures with emphasis on study monitoring.

- Knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms and medical records
- Knowledge of sciences such as biology and psychology
- Knowledge of scientific auditing techniques.
- 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 clinical 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 formation.
- 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 clinical research experience.

Substitution: Certification as a Clinical Research Associate or equivalent with four (4) years of appropriate practical clinical research monitoring experience.

PREFERRED EXPERIENCE

- Certified IRB Professional credentials, or at least 2 years of IRB experience
- Working knowledge of the substantial body of federal regulations governing activities involving human subjects and making determinations in social and behavioral research (45 CFR 46, 21 CFR 50, 56, 312, 812, HIPAA, FERPA and others as required) and ability to apply these regulations and institutional policies accurately and timely to facilitate research.
- Experience using independent judgment to interpret, analyze and apply Federal laws and institutional guidelines to promote compliant practices in research involving human subjects.
- Experience working collaboratively with interdisciplinary teams of external and internal individuals.
- Proficiency with Microsoft Office, Webex, and electronic data management / submission systems, preferably IRIS software and the IRB module.
- Experience managing multiple projects at a time with minimal supervision to ensure work is completed within required timeframes.
- Excellent interpersonal, verbal, and written communication skills.
- Excellent organizational skills to effectively multi-task to meet deadlines and trouble-shoot problems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-474	0	11	0	0	0	3	1	0	0	1	2	18
Unqualified	0	4	0	0	0	0	0	0	0	0	1	5
Qualified	0	5	0	0	0	2	0	0	0	1	1	9
Interviewed	0	1	0	0	0	1	1	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

9 Qualified applicants: 5 WF, 2 HF, 1 TF, 1 UU

- 5 WF, 1 HF, 1 TF, 1 UU were not interviewed due to collective bargaining recall rights of employees.
- 1 HF declined the interview request.

4 Interviewed applicants: 2 WF, 1 HF, 1 AM

- 1 WF, 1 AM were not selected as the hired candidate had recall rights to the position.
- 1 HF was promoted and is discussed in the Promotional Goals Analysis section.

The 1 WF, a part-time UConn Health employee, was selected. She was a University Health Professional union member with recall rights to the position.

Start Date	1/24/2025
Requisition Number	2025-457
Job Group	3I
Department	62126-Sponsored Program Services
Job Title	Sponsored Programs Specialist

MINIMUM QUALIFIATIONS REQUIRED
KNOWLEDGE, SKILLS, AND ABILITY

- In-depth knowledge of relevant Federal and State regulations to administer research programs.
- Strong knowledge of the University's policies regarding research.
- 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.
- 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).
- Advanced computer skills; proficiency in applicable word processing, database, and spreadsheet applications.
- Ability to interpret complex regulations.
- Ability and flexibility to meet deadlines and accommodate changing priorities.

EXPERIENCE AND TRAINING
General Experience

- Eight (8) years' experience in grants management, accounting and contract administration performing duties involved in monitoring and maintaining complex and diverse agreements and financial records.

Substitution

- Bachelor's degree in related field may be substituted for four (4) years of the general experience.

Special Experience

- One (1) year of the general experience working with Federal grants and contracts.
- Experience with Uniform Guidance, applicable Federal Circulars, NIH and NSF application processes, and other federal agencies and voluntary health organizations such as American Cancer Society, American Heart Association, etc.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-457	0	4	0	1	0	1	0	1	0	0	0	7
Unqualified	0	1	0	1	0	1	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

1 Qualified applicant: 1 WF

- 1 WF declined the interview request.

2 Interviewed applicants: 2 WF

- 1 WF had knowledge of and experience with sponsored program services was focused on administrative duties. She did not have experience with application preparation, reviewing funding opportunities or submission of applications and post-award requests and reports. She was not certified as a research administrator certification and did not plan to pursue this certification.

The 1 WF selected had experience communicating with federal representatives, state and local healthcare specialists regarding research administration principles, federal and state regulations, and grants management. She had ten years of experience working with sponsored projects which included being a customer of UConn Health's Sponsored Program Services (SPS). Additionally, she earned her Certified Research Administrator certification and was the primary contact and administrator for an $80 million federally funded program.

Start Date	2/21/2025
Requisition Number	2025-583
Job Group	3I
Department	62080-Purchasing
Job Title	Procurement Contract Specialist

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, AND ABILITY

- Strong knowledge of the principles, practices and applicable State of Connecticut and federal laws related to procurement, public bidding, and contract awards and management.
- Knowledge of financial principles and standards pertaining to various types of purchases and contracts.
- Knowledge of procurement and contract monitoring systems.
- Computer skills, which must include a strong working knowledge of MS Word, Excel, Access, Outlook, and computer-based reporting tools.
- Strong bid/contract drafting, and organizational and time management skills.
- Ability to communicate effectively both orally and in writing.
- Proven ability to work on multiple projects simultaneously.
- Ability to facilitate solutions in a fast-paced environment.
- Ability to analyze and evaluate information, identify problems, and develop alternative solutions.

EXPERIENCE AND TRAINING
General Experience

- Eight (8) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment.
- Understanding of public competitive bidding requirements, including those that are specific to public construction projects.
- Ability to work independently with little day-to-day instruction.

Substitution

- College degrees in business administration, accounting or closely related field may be substituted for four (4) years of the above general experience.

PREFERRED QUALIFICATIONS

- Experience facilitating and leading complex bid preparation, analysis, and negotiation for the procurement of facilities goods & services and construction projects, particularly in the context of a healthcare organization and/or State of Connecticut agency.
- Bachelor's degree in Finance, Business, or related field.
- Experience identifying, developing, and managing strategic business relationships.
- Project management skills and ability to independently follow through on assignments from inception to completion.
- Experience collecting and analyzing data using advanced Microsoft Excel skills (VLOOKUP), performing detailed financial analyses and cost comparisons, benchmarking and negotiating pricing based on that data and our internal spend, and achieving and documenting cost reductions.
- Demonstrated analytical capability and problem-solving skills.
- Experience presenting potential projects to Director in a well-developed, professional manner.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-583	9	5	1	2	0	0	2	0	0	0	3	22
Unqualified	4	3	0	1	0	0	2	0	0	0	1	11
Qualified	4	2	1	1	0	0	0	0	0	0	1	9
Interviewed	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

The 1 WM met a hiring goal.

Start Date	3/21/2025
Requisition Number	2025-732
Job Group	3I
Department	70027-UMG-Population Health
Job Title	Healthcare Data Analyst

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of health care industry standards and practices in descriptive/predictive analytics and reporting concepts.
- Applied knowledge of statistical analyses including opportunity assessments, clinical and financial risk tracking, trend identification, and predictive modeling exercises.
- Advanced knowledge and proficiency of data management applications, Microsoft Office suite, data visualization tools, reporting tools, database programming languages, and related software and other applications.
- Advanced knowledge in importing data for use in report software, spreadsheets, graphs, and flowcharts.
- Strong analytical, mathematical, creative problem-solving and critical thinking skills with attention to detail.
- Excellent verbal and written communication skills with considerable knowledge of proper grammar, punctuation, and spelling.
- Considerable interpersonal and collaboration skills with the ability to interact effectively in a team environment as well as independently.
- Detailed oriented, excellent organizational, planning, and prioritizing skills with flexibility and adaptability in a variety of work situations.
- Proven ability to communicate complex data analytics using clear and concise methods and presentation media.

EXPERIENCE AND TRAINING
GENERAL EXPERIENCE

- Six (6) years of experience in a healthcare data analytical role.

SUBSTITUTION ALLOWED

- Bachelor's degree in computer science, information management systems, healthcare, mathematics, statistics, or related field and two (2) years of experience may be substituted for general experience.

PREFERRED QUALIFICATIONS

- Proficiency in data engineering, analytics and visualization tools and techniques including SQL (complex queries, functions, and stored procedures), Python, R and Tableau.

- Minimum 2 years of experience with medical informatics, data engineering, data mining, machine learning, data ETL, optimization, and report extraction, using electronic health record data.
- Experience with Epic electronic medical records platform.
- Experience with data analytics related to value-based programs.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-732	4	6	1	4	0	2	17	14	0	2	5	55
Unqualified	0	1	0	1	0	2	8	9	0	2	2	25
Qualified	2	2	0	3	0	0	8	4	0	0	3	22
Interviewed	1	3	1	0	0	0	1	1	0	0	0	7
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM met a hiring goal.

Start Date	3/21/2025
Requisition Number	2025-801
Job Group	3I
Department	10840-The Cato T. Laurencin Institute
Job Title	Marketing Associate II

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 the 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
2025-801	6	9	0	2	1	0	1	2	0	1	3	25
Unqualified	2	7	0	2	0	0	1	2	0	1	1	16
Qualified	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	2	2	0	0	1	0	0	0	0	0	2	7
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM met a hiring goal.

Start Date	5/16/2025
Requisition Number	2024-1100
Job Group	3I
Department	10100-Public Health Sciences
Job Title	Community Based Education Specialist

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL & ABILITY

- Considerable knowledge of the principles/theories of adult learning.
- Knowledge of current educational literature and research in practice.
- Considerable knowledge of community systems and resources.
- Knowledge of writing/editing.
- Skill in planning, developing, implementing and evaluation of educational programs.
- Considerable interpersonal skills.
- Considerable oral and written communication skills.
- Computer skills.
- Teaching ability.
- Ability to plan curriculum to a targeted audience.
- Ability to work under pressure deadlines.

EXPERIENCE AND TRAINING
General Experience

- Master's degree in a related field and three (3) years of relevant experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1100	1	17	0	2	1	1	0	0	0	0	1	23
Unqualified	0	9	0	0	0	0	0	0	0	0	1	10
Qualified	1	7	0	1	0	1	0	0	0	0	0	10
Interviewed	0	1	0	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

10 Qualified applicants: 1 WM, 7 WF, 1 BF, 1 HF

- 1 WM, 7 WF, 1 BF, 1 HF did not have experience in a public health environment.

3 Interviewed applicants: 1 WF, 1 BF, 1 HM

- 1 WF did not demonstrate her knowledge of the local public health environment based on her incomplete responses to interview questions.
- 1 HM did not respond to a request to schedule a second interview.

The 1 BF selected had a master's degree in public health with a concentration in community health from UConn. She also had five years of experience in the local public health environment and demonstrated her knowledge in her detailed responses.

Start Date	5/30/2025
Requisition Number	2025-842
Job Group	3I
Department	60100-Communications
Job Title	Marketing Associate II

Knowledge, Skills, And Abilities

- Must possess the technical knowledge to manage marketing projects and perform multiple tasks concurrently in a fast-paced environment successfully.
- A strong understanding of marketing techniques, excellent communication, organizational, interpersonal, analytical, and customer service skills, proofreading experience, and attention to detail are a must.

Minimum Qualifications Required

- Six (6) years of experience in related fields such as marketing, communications, project management.

Substitution Allowed

- A bachelor's degree in marketing, communications or a closely related field may substitute for four (4) years of general experience.
- Master's degree in a closely related field may be substituted for one (1) year of experience.

Preferred Qualifications

- Previous experience in healthcare industry setting.
- Knowledge of email marketing execution and planning, including list maintenance and familiarity with platforms like Constant Contact and MailChimp.
- Event planning and sponsorship management skills.
- Experience working with vendors and media buyers.
- Working knowledge of Basecamp, Airtable, Asana, Monday, or similar platforms.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-842	10	25	0	0	1	3	1	2	3	1	11	57
Unqualified	1	3	0	0	0	1	0	1	1	1	3	11
Qualified	7	18	0	0	1	2	1	1	2	0	7	39
Withdrawn	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	2	1	0	0	0	0	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 Unqualified applicants did not meet the minimum requirements as posted.

2 Withdrawn applicants: 2 WF

39 Qualified applicants: 7 WM, 18 WF, 1 HM, 2 HF, 1 AM, 1 AF, 2 TM, 7 UU

- 1 WM, 1 HF did not have healthcare or marketing experience.
- 1 WF declined an offer to schedule an interview.
- 1 WF submitted an incomplete application.
- 1 WF did not have marketing experience.
- 2 WM, 4 WF, 1 TM, 1 UU did not have healthcare or project management experience.
- 3 WM, 3 WF, 1 HM, 1 HF, 1 AM, 1 AF, 1 TM, 4 UU did not have healthcare experience.
- 1 WM, 8 WF, 2 UU did not have project management experience.

5 Interviewed applicants: 2 WM, 2 WF, 1 UU

- 1 WM was selected for another UConn Health position.
- 1 WM, 1 UU did not have project management experience.

- 1 WF was a UHP union member with contractual bargaining rights to be interviewed but she did not have project management and marketing experience.

The 1 WF selected had experience in marketing, project management, healthcare, and business to customer background. She provided examples of her organizational skills, experience in customer service, and demonstrated her knowledge of marketing techniques in her responses to interview questions.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3J Admin Program Coord	5	0	0	0	1	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3J Admin Program Coord	7/12/2024	N	2024-1050	HF	1
	8/23/2024	N	2024-1346	WF	1
	9/20/2024	N	2025-079	WF	1
	10/4/2024	N	2025-080	WF	1
	2/21/2025	N	2025-538	WF	1
	2/21/2025	N	2025-689	WF	1
	4/21/2025	N	2025-885	WF	1
	5/16/2025	N	2025-917	WF	1
	5/30/2025	N	2025-454	WF	1

Start Date	7/12/2024
Requisition Number	2024-1050
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
2024-1050	0	23	1	6	0	8	0	2	0	5	6	51
Unqualified	0	13	1	4	0	7	0	1	0	5	4	35
Qualified	0	5	0	1	0	0	0	1	0	0	2	9
Interviewed	0	4	0	1	0	0	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 Unqualified applicants did not meet the minimum requirements as posted.

9 Qualified applicants: 5 WF, 1 BF, 1 AF, 2 UU

- 5 WF, 1 AF, 1 UU did not have the necessary experience with programs supporting health professions such as Medicaid/Medicare services.
- 1 BF, 1 UU did not attend the scheduled interview.

7 Interview applicants: 5 WF, 1 BF, 1 HF

- 1 WF was no longer interested in the position.
- 1 WF declined the offer of employment.
- 1 WF was found not to have experience with community programs and with programs supporting clinicians or patients who receive Medicaid/Medicare services based on her responses to interview questions.
- 1 WF did not have experience in providing technical support services to clients and agencies.
- 1 WF did not have experience coordinating with community organizations or giving presentations.

- 1 BF was found to not have experience with programs supporting clinicians or patients who receive Medicaid/Medicare services based on her responses to interview questions.

The 1 HF selected had experience supporting programs for residents and clinicians. She communicated her knowledge of office administration and experience coordinating with community-based organizations in examples and detailed responses. Additionally, she had supervisory and training experience.

Start Date	8/23/2024
Requisition Number	2024-1346
Job Group	3J
Department	61280-Administrative Support Services
Job Title	Adm Program Coordinator - Admin Support Services

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 of administrative 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 QUALIFICATIONS
Prior experience with event coordinating
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.
Experience with onboarding process including administering background checks and issuing photo ID's/Parking Passes.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1346	1	33	0	10	1	7	0	4	0	2	3	61
Unqualified	1	23	0	8	1	5	0	4	0	2	3	47
Qualified	0	6	0	2	0	0	0	0	0	0	0	8
Interviewed	0	3	0	0	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.

The Unqualified applicants did not meet the minimum requirements as posted.

8 Qualified applicants: 6 WF, 2 BF

- 6 WF, 1 BF did not have experience with event coordinating or onboarding processes.
- 1 BF withdrew.

6 Interviewed applicants: 4 WF, 2 HF

- 1 WF was a University of Health Professional union contract member who had contractual bargaining rights to be interviewed but did not have event coordinating experience and had only assisted in the onboarding process six years ago.
- 1 WF did not demonstrate the necessary communication skills as one of her responses to an interview question was inappropriate and she did not provide complete responses to other questions.
- 1 WF did not provide detailed information regarding her administrative background and experiences.
- 1 HF was a UConn Health employee who had received an unsatisfactory evaluation.
- 1 HF was a University of Health Professional union contract member who had contractual bargaining rights to be interviewed but she did not have experience with event coordination or the onboarding process.

The 1 WF selected had experience with event coordination and onboarding processes. She completed an internship in the UConn Health Information Technology Project Management Department during which she assisted project managers with completing required documentation, and administrative tasks to ensure projects were on schedule and within budget. Additionally, she thoroughly answered the interview questions and provided detailed examples of her administrative experience.

Start Date	9/20/2024
Requisition Number	2025-079
Job Group	3J
Department	80261-Medical Staff Services
Job Title	Credentialing Coordinator/Adm Program Coordinator

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 & TRAINING:
General Experience:
Six (6) years' relevant administrative experience related to processing hospital initial appointment and reappointment applications.

SUBSTITUTIONS ALLOWED
Bachelor's degree and two (2) years of relevant experience may be substituted for the general Experience.

SPECIAL EXPERIENCE
Must have experience in hospital 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-079	1	7	0	2	1	7	0	3	0	0	3	24
Unqualified	1	5	0	2	1	6	0	2	0	0	3	20
Qualified	0	1	0	0	0	1	0	1	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 Unqualified applicants did not meet the minimum requirements as posted.

3 Qualified applicants: 1 WF, 1 HF, 1 AF

- 1 WF, a previous employee, resigned not in good standing.
- 1 HF, 1 AF did not have the CPCS certification needed.

1 Interviewed applicant: 1 WF

The 1 WF was selected. She had seventeen years of credentialing experience as well as the preferred CPCS certification.

Start Date	10/4/2024
Requisition Number	2025-080
Job Group	3J
Department	10260-Obstetrics and Gynecology
Job Title	Administrative Program Coordinator - Ob/Gyn Residency Program

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 & TRAINING:
General Experience:
Six (6) years of administrative experience working in an academic/residency and/or healthcare environment.

SUBSTITUTIONS ALLOWED
Bachelor's degree and two (2) years of relevant experience may be substituted for the general Experience.

PREFERRED EXPERIENCE:

- Knowledge of RAS (Electronic Residency Application Service). The Association of American Medical Colleges (AAMC) developed ERAS - the Electronic Residency Application Service to transmit residency applications, letters of recommendation, Dean's letters, transcripts, and other supporting credentials from medical schools to residency program directors
- Knowledge of ResidencyCAS (Centralized Application Service) – a new system that will be used by UConn Health for the OB/GYN residency program

- Advanced experience with complex computer programs such as Microsoft Word, Excel, PowerPoint, MyEvaluations.com, Blackboard and Amion.
- Experience administering all aspects of residency or fellowship programs
- Knowledge of the HuskyBuy system
- Excellent organizational skills, ability to multi-task, and exercise good judgment

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-080	0	26	0	7	0	18	3	2	0	3	1	60
Unqualified	0	16	0	5	0	15	2	0	0	3	1	42
Qualified	0	8	0	2	0	2	1	2	0	0	0	15
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 Unqualified applicants did not meet the minimum requirements as posted.

15 Qualification applicants: 8 WF, 2 BF, 2 HF, 1 AM, 2 AF

- 6 WF, 1 BF, 2 HF, 1 AM, 1 AF did not have administrative experience working in an academic, residency, and/or healthcare environment that was needed.
- 1 WF was not eligible for rehire because she had previously been terminated from UConn Health.
- 1 WF had resigned from UConn Health without notice.
- 1 BF, 1 AF did not respond to interview requests.

3 Interviewed applicants: 2 WF, 1 HF

- 1 WF's experience was in a neurosurgery residency program which was not related to this position.
- 1 HF did not have the preferred qualifications of experience with residency related tasks. She had a background focused on healthcare administration, not medical education/program coordination.

The 1 WF was selected. She had worked part-time in the UConn Health OBGYN residency program and gained experience with the Accreditation Council for Graduate Medical Education (ACGME) and Graduate Medical Education (GME) program specific requirements and regulations. She also had utilized my Evalutions to provide support with the creation, distribution, tracking and filing of resident, faculty, and rotational evaluations.

Start Date	2/21/2025
Requisition Number	2025-538
Job Group	3J
Department	10140-Medicine - 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 & TRAINING:
General Experience:
Six (6) years of administrative experience working in an academic/residency and/or healthcare environment.

SUBSTITUTIONS ALLOWED
Bachelor's degree and two (2) years of relevant experience may be substituted for the general Experience.

PREFERRED QUALIFICATIONS:
Experience with MyEvaluations.com, Ambulatory Medicine Clerkships, Travel, and Fiscal Duties.
Experience working with a residency or fellowship program.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-538	1	18	0	3	0	2	1	1	0	4	1	31
Unqualified	1	6	0	2	0	1	0	0	0	0	0	10
Qualified	0	7	0	1	0	1	0	1	0	4	1	15
Interviewed	0	3	0	0	0	0	1	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 web site.

The Unqualified applicants did not meet the minimum requirements as posted.

15 Qualified applicants: 7 WF, 1 BF, 1 HF, 1 AF, 4 TF, 1 UU

- 7 WF, 1 BF, 1 HF, 1 AF, 4 TF, 1 UU were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.

6 Interviewed applicants: 5 WF, 1 AM

- 2 WF were found to not have the preferred experience with resident scheduling, evaluations, or program operations based on their responses to interview questions.
- 1 WF declined the offer of employment.
- 1 WF, 1 AM did not demonstrate the necessary experience with residency or fellowship programs and were not proficient coordinating travel or the use of MyEvaluations based on their incomplete responses to interview questions.

The 1 WF selected had one year of experience with the UConn Health residency program. She had experience with MyEvaluations, travel, and fiscal duties. Additionally, she was knowledgeable about compliance and program logistics as she provided thorough and detailed responses to interview questions.

Start Date	2/21/2025
Requisition Number	2025-689
Job Group	3J
Department	UMG-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' healthcare setting experience in medical group administration or clinical support as an administrative assistant, office manager, and/or program coordinator.

SUBSTITUTION ALLOWED:
Bachelor's degree and two (2) years of healthcare setting experience in medical group administration or clinical support as an administrative assistant, office manager and/or program coordinator may substitute for the general experience.

PREFERRED QUALIFICATIONS/EXPERIENCE:

A bachelor's degree in healthcare administration, business administration, or a related field.
Proficiency in using office software, such as Microsoft Office Suite, and familiarity with electronic health records (EHR) systems.
Experience supervising or leading a team.
Exceptional written and verbal communication skills, with the ability to interact effectively with diverse stakeholders.
Demonstrated ability to resolve administrative and logistical issues efficiently.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-689	0	16	0	4	0	6	0	1	0	1	0	28
Unqualified	0	8	0	4	0	4	0	1	0	1	0	18
Qualified	0	4	0	0	0	1	0	0	0	0	0	5
Interviewed	0	3	0	0	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 web site.

The Unqualified applicants did not meet the minimum requirements as posted.

5 Qualified applicants: 4 WF, 1 HF

- 1 WF, a UConn Health employee, was not eligible for transfer for six months per the collective bargaining contract.
- 3 WF did not have experience in a healthcare setting particularly related to medical group administration or clinical support.
- 1 HF withdrew.

5 Interviewed applicants: 4 WF, 1 HF

- 1 WF did not have experience with clinical policies and educational programs. She also did not have regulatory exposure.
- 1 WF did not have experience with educational programs or clinical policies.
- 1 WF could not provide examples of her experience with educational programs, regulatory audits/reviews or planning of large-scale events.
- 1 HF did not respond to the request to schedule a second interview.

The 1 WF was selected. She had experience with drafting and implementing clinical policies and participating in regulatory audits. She had experience managing physician assistant and nurse practitioner trainees. Additionally, she had experience coordinating large-scale events.

Start Date	4/21/2025
Requisition Number	2025-885
Job Group	3J
Department	10020-Graduate Medical Education
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:
Strong knowledge in the Microsoft Office Suite, Adobe products, MyEvaluations.com, and Survey Monkey.
Knowledge of Graduate Medical Education.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-885	3	15	1	1	0	8	1	3	0	2	3	37
Unqualified	0	3	0	1	0	7	1	2	0	2	0	16
Qualified	3	4	1	0	0	0	0	1	0	0	3	12
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	6	0	0	0	1	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 web site.

The Unqualified applicants did not meet the minimum requirements as posted.

1 Withdrawn applicant: 1 WF

12 Qualified applicants: 3 WM, 4 WF, 1 BM, 1 AF, 3 UU

- 1 WM did not have a stable work history as he was employed for short periods of time at his positions.
- 1 WM did not have experience with administrative tasks and skills that supported a program as his experience was managerial.
- 1 WM's application materials were unclear regarding degree completion.
- 2 WF did not have administrative experience drafting budgets.
- 1 WF did not provide information as to why she separated from her previous positions.
- 1 WF did not have six years of administrative experience as her background was in physical education.
- 1 BM's previous experience as a systems coordinator was not applicable to the administrative focus of this position.
- 1 AF only had experience in clinical areas not administrative.
- 1 UU had worked in clinical areas for the past seven years. Her administrative experience was in human resources, which was not applicable to this position.
- 1 UU did not have experience in clinical administration.
- 1 UU did not attend her scheduled interview.

8 Interviewed applicants: 7 WF, 1 HF

- 1 WF did not complete the Excel assessment. She also was unable to answer interview questions regarding graduate medical education.
- 1 WF did not follow the Excel assessment directions regarding sorting and where to send the completed assessment.
- 1 WF did not follow the Excel assessment directions. She also stated that previous co-workers did not like her in response to interview questions.
- 1 WF did not provide appropriate examples of her ability to communicate effectively with co-workers.
- 1 WF was late for the interview. She also did not follow the Excel assessment directions regarding sorting and where to send the completed assessment.
- 1 WF withdrew.
- 1 HF did not complete the Excel assessment.

The 1 WF was selected. She had a bachelor's degree in accounting. She also had experience drafting budgets involving external funding as well as preparing budget summaries and budget projections. Additionally, she had advanced Excel skills such as creating pivot tables and complex formulas. Furthermore, she asked pertinent questions during the interview.

The Excel assessment focused on:

- Creating pivot tables
- Creating formulas
- Creating sub totals
- Sorting

Start Date	5/16/2025
Requisition Number	2025-917
Job Group	3J
Department	20020-Academic Affairs-Den
Job Title	Administrative Program Coordinator

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of data management and statistical analysis
Considerable oral and written communications skills
Considerable interpersonal skills
Knowledge of applicable program rules and regulations
Ability to trouble shoot effectively
Ability to schedule and prioritize work
Some supervisory ability

EXPERIENCE AND TRAINING:
General Experience:
Six (6) years' relevant administrative experience in a higher education setting.

Substitutions Allowed:
Master's Degree in Education or a Bachelor's degree and two (2) years of relevant experience in a higher education setting may be substituted for the general experience.

Special Requirements:
Experience developing and managing databases, spreadsheets, and complex schedules.
Advanced experience with Microsoft Office, including Word, Excel, and PowerPoint.

Preferred Requirements:
Master's degree in Education, Management, or related field.
Experience with student information systems and learning management systems (e.g., Blackboard, PeopleSoft, and Oasis)
Experience with statistical software (e.g., SPSS)
Proficiency in Qualtrics and/or other survey creation and administration tools
Experience working with students in Graduate or Undergraduate Education
Experience working with health professions education.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-917	2	11	0	2	0	3	0	0	0	1	2	21
Unqualified	2	5	0	1	0	3	0	0	0	1	0	12
Qualified	0	5	0	1	0	0	0	0	0	0	1	7
Interviewed	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 web site.

The Unqualified applicants did not meet the minimum requirements as posted.

7 Qualified applicants: 5 WF, 1 BF, 1 UU

- 1 WF withdrew her application from consideration.
- 1 WF did not respond to requests to schedule an interview.
- 3 WF, 1 BF, 1 UU did not indicate the special requirements of experience developing and managing databases, spreadsheets, and complex schedules. They also did not have advanced experience with Microsoft Office, including Word, Excel, and PowerPoint.

2 Interviewed applicants: 1 WF, 1 UU

- 1 UU was late for the interview and left before the interview was completed.

The 1 WF was selected. She had experience developing and managing databases, spreadsheets, and complex schedules. She had advanced experience with Microsoft Office, including Word, Excel, and PowerPoint. She provided correct detailed responses to interview questions regarding her experience with the applications above.

Start Date	5/30/2025
Requisition Number	2025-454
Job Group	3J
Department	10140-Medicine - 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 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 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 filling requirements.
Experience drafting complex correspondence & interpreting policies and procedures.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-454	3	34	1	7	0	11	0	6	0	5	2	69
Unqualified	2	11	1	4	0	7	0	3	0	2	1	31
Qualified	1	18	0	2	0	1	0	2	0	3	1	28
Interviewed	0	3	0	1	0	3	0	1	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 web site.

The Unqualified applicants did not meet the minimum requirements as posted.

28 Qualified applicants: 1 WM, 18 WF, 2 BF, 1 HF, 2 AF, 3 TF, 1 UU

- 1 WM, 6 WF, 1 HF, 1 TF did not have experience with grant administration, submission processes, budgeting, or regulatory compliance related to research funding.
- 3 WF did not have experience with grant application processes or compliance with federal funding regulations.
- 1 WF was previously selected for a UConn Health position. She did not complete the required onboarding process.
- 1 WF was previously employed at UConn Health. Her resignation was not in good standing.
- 7 WF, 2 BF, 1 AF, 1 UU did not have experience with Banner, LDCA, EPAF, NIH ASSIST, Grant.gov and InfoED.
- 1 AF did not have experience in program logistics, budget management, grant administration, and grant submissions.
- 2 TF did not have experience submitting, managing, or ensuring compliance with research grants and funding agency requirements.

10 Interviewed candidates: 5 WF, 1 BF, 3 HF, 1 AF

- 1 WF did not attend the scheduled interview.
- 1 WF was a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed. She did not have experience with NIH program rules, grant submissions, and pre and post award process. She also did not have experience with budget preparation or NIH ASSIST, Grant.gov and InfoED.
- 1 WF, 1 BF, 3 HF, 1 AF did not have experience with grant management, or NIH ASSIST, Grant.gov and InfoED. not have experience drafting budgets and managing program funds.
- 1 WF declined the position.

The 1 WF was selected. She had worked in the Jackson Laboratory where she performed administrative coordination for faculty, including grant submission preparation, travel arrangements, and onboarding of research staff. She assisted with bio sketches, which are required when applying for grants, and other funding opportunities. Additionally, she had experience with compliance documents, and progress reports as well as managing lab logistics and maintaining databases such as ORCID and PubMed and using Microsoft Office and SAS.

24-1240Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3K Social Worker	1	0	2	0	1	2	0	1

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3K Social Worker	6/28/2024	N	2024-1001	WF	1
	7/12/2024	N	2024-1240	BF	1
	11/15/2024	N	2025-161	WF	1
	5/30/2025	N	2025-1169	WF	1
	7/26/2024	N	PT-FT	WF	1

Start Date	6/28/2024
Requisition Number	2024-1001
Job Group	3K
Department	81180-Social Work
Job Title	Social Worker 2 - Medical/IP

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of principles, procedures, and techniques of medical social work services
- Considerable knowledge of social, psychological, medical, economic, and legal factors influencing individual and group behavior
- Considerable knowledge of group dynamics and case work methods
- Considerable knowledge of community resources
- Oral and written communication skills
- Considerable interpersonal skills
- Ability to plan/execute effective service programs to meet client needs
- Ability to work autonomously to make decisions affecting patients and families and to respond to crises under pressure/deadline
- Ability to work with chronically and terminally ill/physically impaired individuals and their families

EXPERIENCE AND TRAINING:

General Experience:

- Master's degree from an accredited school of social work
- Two (2) years of medical social work experience, preferably in a medical/health science setting for the medical services.

SPECIAL QUALIFICATIONS:

- Employees in this class must possess and retain a license to practice clinical social work (LCSW) in the State of Connecticut
- Employees in this class may be required to travel

- Incumbents in this class may be required to be bilingual.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1001	0	4	0	1	0	0	0	0	0	0	2	7
Unqualified	0	3	0	0	0	0	0	0	0	0	1	4
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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Qualified applicant: 1 WF

- 1 WF did not have medical social work experience in a medical/health science setting for the medical services.

2 Interviewed applicants: 1 WF, 1 BF

- 1 BF was interested in counseling and private practice, not palliative care, and discharge planning, which was the focus of this position.

The 1 WF selected had a master's degree in social work and was an LCSW. She had experience in oncology and palliative care/hospice. Additionally, she had experience in medical social work with discharge planning and psychosocial counseling.

Start Date	7/12/2024
Requisition Number	2024-1240
Job Group	3K
Department	10200-Psychiatry
Job Title	Social Worker 2

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

- Considerable experience working with children, adolescents, and families
- Considerable experience providing group therapy interventions
- Considerable experience working in a psychiatric mental health setting
- Considerable experience providing coordinated clinical care with child psychiatrists
- 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 under pressure to meet deadlines
- Ability to provide clinical supervision for social work students in training

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 social work or counseling.

SPECIAL REQUIREMENTS:

- Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut
- May be required to travel
- Must have demonstrated experience providing psychotherapy and CBT.

PREFERRED EXPERIENCE:

- Considerable knowledge of community resources in Southington, CT
- Experience with the Child and Family Development program at UConn Health located in Southington, CT

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1240	0	2	1	3	0	0	0	0	0	0	0	6
Unqualified	0	0	1	0	0	0	0	0	0	0	0	1
Qualified	0	2	0	2	0	0	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 Unqualified applicant did not meet the minimum qualifications of the position.

4 Qualified applicants: 2 WF, 2 BF

- 2 WF, 2 BF did not have experience with the Child and Family Development program at UConn Health in Southington, CT, or other community resources there.

1 Interviewed applicant: 1 BF

The 1 BF selected had a master's degree in social work and was an LCSW. She had three years of experience with the Child and Family Development program at UConn Health in Southington. She also had experience coordinating services with the Southington school system personnel and community clinicians and programs.

Start Date	11/15/2024
Requisition Number	2025-161
Job Group	3K
Department	80360-Psychiatric Clinic
Job Title	Social Worker II - Outpatient

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of principles, procedures, and techniques of medical social work services
- Considerable knowledge of social, psychological, medical, economic, and legal factors influencing individual and group behavior
- Considerable knowledge of group dynamics and case work methods
- Considerable knowledge of community resources
- Oral and written communication skills
- Considerable interpersonal skills
- Ability to plan/execute effective service programs to meet client needs
- Ability to work autonomously to make decisions affecting patients and families and to respond to crises under pressure/deadline
- Ability to work with chronically and terminally ill/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 in a psychiatric mental health setting working with psychiatric patients.

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 QUALIFICATIONS:

- Training and experience in Dialectal Behavioral Therapy (DBT)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-161	1	3	1	1	0	4	0	0	0	0	1	11
Qualified	1	0	1	1	0	3	0	0	0	0	0	6
Interviewed	0	2	0	0	0	1	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.

6 Qualified applicants: 1 WM, 1 BM, 1 BF, 3 HF

- 1 WM did not have experience in outpatient settings providing long term individual psychotherapy.
- 1 BM had not been providing individual psychotherapy in the last five years.
- 1 HF had not been in a group practice for five years and did not have experience applicable to the patient population at UConn Health.
- 1 BF, 1 HF had primarily worked with children which was not applicable to treating the adult patient population at UConn Health.
- 1 HF did not have two years of relevant experience in a psychiatric mental health setting working with psychiatric patients.

5 Interviewed applicants: 3 WF, 1 HF, 1 UU

- 1 WF stated that she preferred working primarily with children and wanted to return to a younger population, this position would work with all ages.
- 1 WF, 1 UU were found to not have the two years of relevant experience in a psychiatric mental health setting working with psychiatric patients required for this role.
- 1 HF had five years' experience running a partial hospital program which was not applicable to this position as a clinician in an outpatient setting.

The 1 WF was selected. She was an LCSW and had twenty-three years of experience in an outpatient setting providing long-term individual psychotherapy. She had experience with the same patient populations at that Psychiatric Clinic including patients with trauma, PTSD, anxiety, depression, affective disorders, and addictions. She was also in the process of completing DBT training.

Start Date	5/30/2025
Requisition Number	2025-1169
Job Group	3K
Department	81180-Social Work
Job Title	Social Worker II - Inpatient

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
2025-1169	1	6	1	0	0	0	0	0	0	0	1	9
Unqualified	0	5	0	0	0	0	0	0	0	0	0	5
Qualified	0	0	1	0	0	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications as posted.

2 Qualified applicants: 1 BM, 1 UU

- 1 BM, 1 UU did not have medical experience with adult services

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM indicated he was interested in an outpatient position, and this position was in the hospital.

The 1 WF was selected. She had a Master’s degree in social work from UConn and had four years of adult hospital social work experience. She also had experience with community agencies.

3K. (Social Worker) Hires – Part Time to Full Time – Adjusted Work Schedule

Social Worker 2
(Occupational and Environmental Medicine)

1 WF schedule was changed from part time to full time during the reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3L Technical Professional	0	0	0	0	0	0	15	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3L Technical Professional	6/14/2024	N	2023-1242	WF	1
	6/14/2024	N	2024-1041	WM	1
	6/14/2024	Y	2022-828	AM	1
	7/12/2024	N	2024-1077	WM	1
	7/26/2024	N	2023-1445	HF	1
	7/26/2024	N	2024-1041	WM	1
	7/26/2024	N	2024-1077	HF	1
	7/26/2024	Y	2024-1103	AM	1
	8/9/2024	N	2024-1157	WM	1
	10/18/2024	N	2024-1356	AF	1
	11/15/2024	N	2022-427	WM	1
	1/24/2025	N	2025-193	WF	1
	2/21/2025	N	2025-714	WF	1
	4/4/2025	N	2025-616	HF	1
	4/4/2025	N	2025-867	WM	1
	4/4/2025	N	2025-969	HM	1

Start Date	6/14/2024
Requisition Number	2023-1242
Job Group	3L
Department	61120-IT Clinical Systems
Job Title	Application Architect

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of principles of application development/database management/systems programming / systems integration and decision support.
- Demonstrated expert knowledge in the principles of client server development.
- Knowledge of the principles and techniques of data modeling, including experience with data modeling tools.
- Considerable knowledge of data warehouse extracts, transformation, and load procedures.
- Demonstrated expert knowledge of one or query/reporting tools.
- Considerable knowledge of servers.

- Knowledge of computer operating systems.
- Considerable demonstrated knowledge and understanding of internet tools and technologies, including principles of web application development.
- Expert knowledge of Microsoft application development tools and methodologies.
- Considerable demonstrated knowledge of distributed systems architecture, networks, middleware, or object-oriented analysis design.
- Knowledge of technology supports.
- Considerable knowledge and demonstrated understanding of personal digital assistant (PDA) programming methodologies, knowledge of the strategy, structures, processes, procedures, and key technical elements of the enterprise.
- Ability to develop complex systems and module requirements, ability to write and maintain program documents.
- Ability to define strategies and plans for influencing multiple decision makers.
- Experienced in facilitating sessions that address complex or highly sensitive issues.
- Effective communication and interpersonal skills.
- Understands and can explain the interrelationship of multiple concepts and translates these concepts, ideas, and situations into clear, understandable, and simple terms.
- Ability to understand long-term trends and implications of alternative approaches.
- Ability to articulate technical concepts and ideas in support of process improvement to business partners.
- Knowledge of project management tools with proficiency in their use.
- Supervisory ability.

EXPERIENCE AND TRAINING
General Experience

- Eight (8) years' experience of progressively complex programming, system analysis and design experience or data management experience in a multi-platform environment. If position is for application development, two years of the general experience must have application architecture responsibilities.

Substitution Allowed

- Bachelor's degree in information systems management, engineering or closely related field may be substituted for four (4) years of the general experience.

Preferred Qualifications

- Experience supporting Finance, Human Resources, Budget, Office of Logistics Management, Procurement, Research Grants, Cash Management, Patient Billing stakeholders.
- Experience developing/ supporting Apex applications
- Experience developing / supporting interfaces with Banner, Epic, Cores, AMIS, Strata, Macola, Banks
- Experience developing processed to produce daily, weekly, monthly reports and/or Excel filed for user data analysis, data issue, process flow.

- Experience with vendor management
- Experience with customer service
- Experience with project management
- Experience managing Banner, Bridge issues
- Experience developing hundreds of Oracle objects (Packages, Procedures, Functions, Tables Views) to support Apex developed Bridge File gateway used for Banner traffic.
- Considerable knowledge of critical business workflow processes like payroll file creation, Tax 1099/1098, Check Escheating, Fixed Assets, Apex management of Banner journal entries, Apex management of Employee and vendor payments.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1242	3	4	1	1	0	0	2	1	0	0	2	14
Unqualified	1	0	1	1	0	0	0	0	0	0	1	4
Qualified	1	3	0	0	0	0	1	1	0	0	1	7
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

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

7 Qualified applicants: 1 WM, 3 WF, 1 AM, 1 AF, 1 UU

- 1 WM, 2 WF, 1 AF, 1 UU did not have eight years' experience of progressively complex programming, experience with Oracle or required programming languages like PL/SQL and APEX applications.
- 1 WF did not have experience supporting HR, finance, procurement, research finance departments, or experience with the technology Oracle, required programming languages like PL/SQL and APEX applications.
- 1 AM was interested in only working remotely. This is not a full-time remote position.

3 Interviewed applicants: 1 WM, 1 WF, 1 AM

- 1 WM was found to not have experience supporting finance, procurement, and research finance departments. He did not have experience building and supporting Banner interfaces, developing the daily and weekly processes, or developing any customization in the Banner system, as he did not provide examples of his experience.
- 1 AM did not have demonstrate his experience building and supporting Banner interfaces. Additionally, he did not have experience developing Oracle objects, and supporting human resources, finance, research finance, and procurement departments based on responses to interview questions.

The 1 WF selected had eight years of progressively complex programming experience. Part of her experience included assisting in a Banner upgrade project as well as solving Banner problems. She had experience providing answers and guidance to Banner user questions. She had

experience developing Oracle objects as well as eight months of consultant experience working at UConn Health supporting human resources, finance, research finance, and procurement departments.

Start Date	7/26/2024
Requisition Number	2024-1041
Job Group	3L
Department	61127-IT Enterprise Technology
Job Title	Technical Analysts I

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY

- Telecom – Strong Knowledge of VoIP and Avaya Voice systems
- Considerable knowledge of network equipment, knowledge network wiring and troubleshooting, ability to install data hardware components and identify potential network problem areas
- Ability to follow complicated instructions
- Excellent record keeping ability
- Knowledge of personal computers and printers
- Ability to interact with all levels of employees during pre-survey and installation of voice and data equipment, ability to learn equipment

EXPERIENCE AND TRAINING
General Experience

- Five (5) years of in-depth experience working with network infrastructure wiring, voice and network equipment requiring problem solving / troubleshooting skills or five (5) years of experience in utilizing computer network devices, telecommunications programming, and design / configuration

Substitution Allowed

- Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) years of the general experience. Bachelor's degree in Computer Science may be substituted for four (4) years of the general experience.

Preferred Qualifications

- Telecom - Experience with programming Avaya communication systems. Experience in low voltage wiring.
- Understanding of network technology.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1041	17	2	4	0	3	2	2	1	2	1	7	41
Unqualified	10	2	2	0	3	2	2	1	2	1	6	31
Qualified	3	0	1	0	0	0	0	0	0	0	0	4
Withdrawn	0	0	1	0	0	0	0	0	0	0	0	1
Interviewed	2	0	0	0	0	0	0	0	0	0	1	3
Hired	2	0	0	0	0	0	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 BM

4 Qualified applicants: 3 WM, 1 BM

- 3 WM, 1 BM did not have experience in telecommunications that was needed for the position.

5 Interviewed applicants: 4 WM, 1 UU

- 1 WM was interested in a remote position, but this position was not remote.
- 1 WM did not have the necessary level of experience in working with Avaya communication systems based on his responses to interview questions.
- 1 UU stated that the pay scale was too low for his consideration.

The 1 WM selected had experience deploying and programming Avaya communication systems. He had experience with network technology such as installing, testing, and troubleshooting CAT6 cables. He also provided accurate responses to interview questions.

The 1 WM selected had experience with programming Avaya communication systems. He had experience with network technology such as troubleshooting and networking. Additionally, he provided detailed responses to interview questions.

Start Date	6/14/2024
Requisition Number	2022-828
Job Group	3L
Department	10780-Cell Analysis Modeling - CCAM
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

Special Requirements

- Working knowledge of integrated development environments (IDEs) for development and debugging (e.g., Eclipse and JetBrains Tools)
- Proficiency in Java

Preferred Qualifications

- Proficiency in Python

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-828	33	5	9	4	6	0	19	12	3	3	15	109
Unqualified	23	3	6	3	2	0	10	8	3	2	13	73
Qualified	9	2	3	1	4	0	6	4	0	1	2	32
Withdrawn	1	0	0	0	0	0	1	0	0	0	0	2
Interviewed	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

The 1 AM met a hiring goal.

Start Date	7/12/2024
Requisition Number	2024-1077
Job Group	3L
Department	61125-IT Project Management Office
Job Title	Information Technology Project Managers

MINIMUM QUALIFIATIONS 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 projects.
- 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1077	13	11	2	1	4	1	6	9	0	0	4	51
Unqualified	8	6	1	1	2	0	2	6	0	0	3	29
Qualified	2	3	1	0	1	0	3	3	0	0	1	14
Interviewed	2	2	0	0	1	0	1	0	0	0	0	6
Hired	1	0	0	0	0	1	0	0	0	0	0	2

These positions were posted on the following websites:

- Indeed.com
- LinkedIn
- UConn Health

The Unqualified applicants did not meet the minimum requirements for the position.

14 Qualified applicants: 2 WM, 3 WF, 1 BM, 1 HM, 3 AM, 3 AF, 1 UU

- 1 WM, 2 WF, 1 BM, 1 AM, 3 AF, 1 UU did not have professional project management experience.
- 1 WF, 1 AM did not have experience in healthcare or infrastructure projects.
- 1 HM did not have experience in a clinical environment.
- 1 WM did not attend the scheduled interview.
- 1 AM needed a H1 – Visa sponsorship which was not eligible for this position.

8 Interviewed applicants: 3 WM, 2 WF, 1 HM, 1 HF, 1 AM

- 1 WM was found to not have experience or a background in healthcare or infrastructure projects.
- 1 WM, 1 WF, 1 HM did not have the necessary level of experience in healthcare and with EHR systems, as they did not have practical experience working in a formal project manager role.
- 1 WF, 1 AM were found to not have experience in a clinical environment or with electronic health record systems based on their responses to interview questions.

The 1 WM had ten years of professional project management experience including leveraging project management institute processes. He had experience working in clinical healthcare with electronic medical record systems.

The 1 HF had ten years of experience as a project manager in healthcare and had experience working with EPIC electronic medical record systems. She also provided detailed examples of her working knowledge of EPIC and project management within healthcare.

Start Date	7/26/2024
Requisition Number	2023-1445
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 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.

SUBSTITUTION ALLOWED

- Associate Degree in Software Engineering, Management Information Systems, or closely related field may be substituted for two (2) years of the general experience.
- Bachelor's degree in Software Engineering, Management Information Systems, or closely related field may be substituted for four (4) years of the general experience.

SPECIAL REQUIREMENT

- 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.

PREFERRED QUALIFICATIONS

- Epic certified in PB Administration, Benefit Engine, HB Administration
- System build, testing and developing workflows for PFS, SBO and Ri functions with EHRs in particular. Epic and 3rd party revenue cycle systems
- A strong knowledge of credit card software and devices integrated with Epic, Epic Security and Epic Client Billing.
- Experience in supporting PFS, SBO and Revenue Integrity Operations in their daily use of EHRs and 3rd party systems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1445	14	10	11	5	0	4	2	6	0	3	8	63
Unqualified	10	10	10	4	0	3	2	5	0	2	8	54
Qualified	2	0	1	1	0	0	0	1	0	1	0	6
Withdrawn	2	0	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 Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 2 WM

6 Qualified applicants: 2 WM, 1 BM, 1 BF, 1 AF, 1 TF

- 1 WM did not have experience in professional billing, with Epic PB, and the years of experience required for an Analyst II position.
- 1 WM, 1 AF did not have experience in the revenue cycle or with Epic PB.
- 1 BM, 1 TF did not have the revenue cycle experience needed for this position, specifically with professional billing, and patient financial services.
- 1 BF was only interested in remote position, but this position was not remote.

1 Interviewed applicant: 1 HF

The 1 HF had EPIC Professional Billing experience as well as experience in the revenue cycle in operational areas and professional billing. She had worked as the liaison between patient financial services and information technology. In that position, she provided system specs as well as associated communications to ensure the system changes met the business unit's requirements.

Start Date	7/26/2024
Requisition Number	2024-1103
Job Group	3L
Department	61120-IT Clinical Systems
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
2024-1103	11	1	5	0	4	1	12	2	0	1	6	43
Unqualified	6	1	3	0	3	0	4	0	0	1	5	23
Qualified	0	0	1	0	0	0	6	2	0	0	1	10
Withdrawn	1	0	0	0	1	0	0	0	0	0	0	2
Interviewed	4	0	1	0	0	1	1	0	0	0	0	7
Hired	0	0	0	0	0	0	1	0	0	0	0	1

The 1 AM met a hiring goal.

Start Date	8/9/2024
Requisition Number	2024-1157
Job Group	3L
Department	61127-IT Enterprise Technology
Job Title	Technical Analyst III - Desktop Engineer

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY

- Infrastructure - extensive knowledge of system architecture.
- Excellent project management techniques.
- Knowledge in programming language(s) used in the enterprise.
- Expert knowledge of system tools.
- Extensive experience in implementing disaster recovery plans, ability to communicate effectively and present ideas to the level needs of the audience.
- Ability to take action to ensure customer satisfaction.
- Ability to analyze techniques, strong problem-solving ability, and the ability to coach others in problem-solving techniques.
- Demonstrates careful attention to details.
- Strong interpersonal skills.
- Ability to adapt to change.
- Ability to conduct research/information seeking.
- Ability to lead a wide range of teams.
- Supervisory ability. General - working knowledge and 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 work as a team member.
- Knowledge and ability to troubleshoot problems.
- Ability to understand customers' needs.
- Ability to prepare and execute a project plan.
- Effective written and verbal communication skills including ability to express technical data in layman terms.

- Excellent interpersonal skills.
- Good supervisory skills.

EXPERIENCE AND TRAINING
General Experience

- Seven (7) years' experience utilizing computer network devices, systems, and communications services with experience in leading complex projects and utilizing multi-protocol networks and operating systems or processing experience in system engineering, application development, operating system and network design/configuration and management including distributed and centralized desktop systems processing models.

Substitution Allowed

- Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) years of the general experience. Bachelor's degree in Computer Science may be substituted for four (4) years of the general experience.

Special Requirements

- 3 years' experience with Active Directory management in a large, multi-site network
- 3 years' experience with recent versions of SCCM in a large (over 1000 device) network

Preferred Qualifications

- Highly Desirable
  - Extensive experience with Active Directory management including extensive group policy management
  - Extensive Experience with Microsoft systems maintenance tools (SCCM,WSUS)
  - Extensive experience supporting Microsoft Windows operating systems
  - Extensive experience configuring, deploying, and supporting desktop/laptop computers and peripherals
  - Extensive experience with help desk incident support and escalation including use of an enterprise help desk ticketing system (Service Now)
  - Extensive experience supporting Networked computers in a large multi-location environment
  - Experience with Microsoft OS and application deployment tools and technology
  - Experience with automation scripting (Batch, VB Script, PowerShell)
  - Experience in implementation project support and team deployments
  - Experience with PC Disk encryption and encryption management system
  - Experience with end point EDR (Crowdstrike) deployment and management
  - Experience with Active Directory management including firm understanding of access rights management at the share and file system levels and experience with DFS

- Experience with enterprise change management system, policies, and procedures
- Endpoint and Process Automation experience
- Epic deployment and management of end points in Epic EMR environment
- Experience with desktop component deployment and upgrading projects in a network environment

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1157	4	0	1	0	1	0	3	0	1	0	4	14
Unqualified	2	0	0	0	0	0	2	0	1	0	3	8
Qualified	1	0	1	0	1	0	1	0	0	0	1	5
Hired	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

5 Qualified applicants: 1 WM, 1 BM, 1 HM, 1 AM, 1 UU

- 1 WM did not have experience supporting SCCM, Microsoft systems maintenance tools, imaging systems, or active directory at an engineering level.
- 1 BM did not have experience in SCCM or active directory engineering.
- 1 HM did not have experience with SCCM or InTune, application packaging, with management and day to day operations of SCCM, or with OS Deployment task development and maintenance experience.
- 1 AM was not interviewed as he had an H1B visa. This position was not eligible for visa sponsorship.
- 1 UU did not have relevant engineering experience, as their background was in managing a help desk.

1 Interviewed applicant: 1 WM

The 1 WM was selected. For the past eighteen years, he had been responsible for Active Directory management of endpoint objects and group policy management. He had previously worked for UConn Health for thirteen years. For the past five years, he had worked supporting SCCM, Desktop Windows OS imaging processes and Active Directory. He also had experience with EPIC electronic medical records system.

Start Date	10/18/2024
Requisition Number	2024-1356
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.

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.

PREFERRED QUALIFICATION

- 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.
- Additional Epic certification and proficiencies, even if not in Ambulatory will be considered.
- A motivated individual who can take initiative, as attitude and eagerness to learn are essential.
- Certification in EpicCare Ambulatory

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1356	15	19	5	11	4	5	4	4	1	5	12	85
Unqualified	10	10	4	5	4	3	3	3	1	4	10	57
Qualified	2	6	1	5	0	2	1	0	0	1	1	19
Withdrawn	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	3	1	0	1	0	0	0	0	0	0	1	6
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 2 WF

19 Qualified applicants: 2 WM, 6 WF, 1 BM, 5 BF, 2 HF, 1 AM, 1 TF, 1 UU

- 1 WM, 1 WF, 2 BF submitted applications after interview process was completed.
- 1 WM, 2 WF, 1 AM did not have experience in ambulatory or analyst build.
- 1 WF did not include a resume in her application materials.
- 1 WF, 1 BM were only interested in a remote position, but this position was not remote.

- 1 WF, 2 BF, 1 HF did not have analytic experience.
- 1 BF did not have experience building software, ambulatory policies/procedures and workflows and did not indicate experience in an acute or direct care patient setting.
- 1 HF, 1 TF did not have experience as an analyst or education in informatics or clinical systems.
- 1 UU did not have experience in ambulatory, as their background was focused on revenue.

7 Interviewed applicants: 3 WM, 1 WF, 1 BF, 1 AF, 1 UU

- 1 WM did not have experience in a direct patient care area or knowledge of clinical workflows, as his background was focused on financial reporting. In addition, he did not have knowledge of the Epic application.
- 1 WM's answers to interview questions did not address the subject of the questions and were not detailed. His experience was focused on radiology, and he did not demonstrate knowledge of ambulatory workflows or the Epic EMR.
- 1 WM had analyst build experience with products other than Epic such as Allscripts. The focus of his previous positions was serving in an end-user support role and not system build. His responses to interview questions were incomplete and vague.
- 1 WF did not answer many of the interview questions and was unable to provide concrete examples of work experience to back up answers to others. Most of her experience was with support in a help desk role for various applications and not build in the Epic application.
- 1 BF did not possess an understanding of ambulatory clinical workflows, policies, and procedures. She did not have experience in a direct care patient environment as her background was focused on the laboratory.
- 1 UU did not have the necessary knowledge of ambulatory workflows.

The 1 AF was selected. She had a Bachelor's degree in health information management as well as a Master's degree in health, hospital law, privacy, and cybersecurity. She also had eight years of experience in acute health care utilizing EPIC (electronic medical records system). Additionally, she answered all questions in depth with detailed examples of her analytical skills, knowledge of ambulatory workflows and knowledge of the EPIC system and build.

Start Date	11/15/2024
Requisition Number	2022-427
Job Group	3L
Department	61120-IT Clinical Systems
Job Title	Application Architect - Oracle DBA/Banner Admin

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of principles of application development / database management / systems programming / systems integration and decision support
- Demonstrated expert knowledge in the principles of client server development
- Knowledge of the principles and techniques of data modeling, including experience with data modeling tools
- Considerable knowledge of data warehouse extracts, transformation, and load procedures
- Demonstrated expert knowledge of one or query/reporting tools
- Considerable knowledge of servers
- Knowledge of computer operating systems
- Considerable demonstrated knowledge and understanding of internet tools and technologies, including principles of web application development
- Expert knowledge of Microsoft application development tools and methodologies
- Considerable demonstrated knowledge of distributed systems architecture, networks, middleware, or object-oriented analysis design
- Knowledge of technology support
- Considerable knowledge and demonstrated understanding of personal digital assistant (PDA) programming methodologies, knowledge of the strategy, structures, processes, procedures, and key technical elements of the enterprise; ability to develop complex systems and module requirements, ability to write and maintain program documents
- Ability to define strategies and plans for influencing multiple decision makers
- Experienced in facilitating sessions that address complex or highly sensitive issues
- Effective communication and interpersonal skills
- Understands and can explain the interrelationship of multiple concepts and translates these concepts, ideas, and situations into clear, understandable, and simple terms
- Ability to understand long-term trends and implications of alternative approaches
- Ability to articulate technical concepts and ideas in support of process improvement to business partners
- Knowledge of project management tools with proficiency in their use
- Supervisory ability

EXPERIENCE AND TRAINING
General Experience

- Eight (8) years' experience of progressively complex programming, system analysis and design experience or data management experience in a multi-platform environment. If position is for application development, two years of the general experience must have application architecture responsibilities.

Substitution Allowed

- Bachelor's degree in information systems management, engineering or closely related field may be substituted for four (4) years of the general experience

SPECIAL REQUIREMENTS

- Knowledge and understanding of relational databases (Oracle, SQL Server, MySQL)
- Experience with Oracle Software, in particular Oracle 19c RDBMS installation, patching, performance, and networking
- Perform evening and weekend work as necessary
- Excellent verbal and written communication skills
- Experience with Ellucian Banner and Ellucian ODS – Specifically Banner 9/ODS 9, OFM/WebLogic, E-Procurement, Evisions, IntelleCheck, Ellucian Page Builder, with installation, upgrades, and customer support
- Experience with SQL based report development tool

PREFERRED QUALIFICATIONS

- At the time of appointment, the candidate must possess a four-year degree in Computer Science or related field.
- Proficient in use of SQL, PL/SQL
- Experience with an integrated enterprise database and the use of database functions, procedures, triggers, indexes, etc.
- Experience working with Linux, Windows, Java, and JavaScript
- Experience with Tomcat and OpenJDK
- The willingness and ability to successfully help members of the college community with their computing needs
- Ability to successfully translate user's needs into useful computer programs

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-427	5	2	6	0	0	0	5	2	0	0	4	24
Unqualified	2	1	3	0	0	0	0	2	0	0	3	11
Qualified	2	0	2	0	0	0	2	0	0	0	0	6
Interviewed	0	1	1	0	0	0	3	0	0	0	1	6
Hired	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on Indeed.com and the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

6 Qualified applicants: 2 WM, 2 BM, 2 AM

- 1 WM did not have experience with either Banner Finance/HR applications or with Oracle DBA.
- 1 WM, 1 BM, 2 AM did not respond to attempts to schedule an interview.
- 1 BM did not have experience in Oracle DBA, as his background was focused on level 2 support of infrastructure environments.

7 Interviewed applicants: 1 WM, 1 WF, 1 BM, 3 AM, 1 UU

- 1 WF did not have technical experience with Oracle DBA. Her Oracle experience was with performing upgrades and solving issues with vendor assistance.
- 1 BM did not have the required level of experience for both Banner Finance and HR modules, and Oracle DBA skills based on his incomplete responses to interview questions.
- 2 AM needed H1B visas. This position was not eligible for visa sponsorship.
- 1 AM did not provide complete responses to interview questions regarding Banner Finance and Human Resource applications as well as his Oracle Database Administrator (DBA) skills.
- 1 UU did not have the level of experience for either Banner Finance or HR modules needed for this position. They did not demonstrate the ability to work daily with technical problems as they were unable to accurately answer situational questions.

The 1 WM was selected. He provided complete responses to interview questions regarding both Banner Finance and Human Resources modules and his Oracle DBA skills. He also provided detailed examples of his ability to solve complex problems and his proficiency in the use of SQL, PL/SQL.

Start Date	1/24/2025
Requisition Number	2025-193
Job Group	3L
Department	10700-Child and Family Studies
Job Title	Instructional Design Specialist

MINIMUM QUALIFICATIONS

- Demonstrated expertise in developing instructional resources
- Proficiency with Blackboard, Canvas, and other platforms
- Proficiency with Microsoft Office products, standard web technologies, languages and authoring tools, and graphic/multimedia development tools
- Thorough knowledge and experience in instructional design and adult learning theories
- Strong interpersonal and project management skills to motivate and encourage faculty to try new and different learning styles
- Experience with course management systems
- Portfolio or online examples of completed projects

EXPERIENCE AND TRAINING

- Masters in Instructional Design, Educational Technology, or other related degree with 2 years' professional experience preferably in an academic setting

PREFERRED EXPERIENCE

• Experience developing and evaluating on-line course work at the college/University level
• Knowledge of the disability field

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-193	12	17	0	2	0	0	0	1	1	2	7	42
Unqualified	4	8	0	2	0	0	0	0	1	0	5	20
Qualified	5	5	0	0	0	0	0	1	0	2	2	15
Interviewed	3	2	0	0	0	0	0	0	0	0	0	5
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 Unqualified applicants did not meet the minimum requirements for the position.

15 Qualified applicants: 5 WM, 5 WF, 1 AF, 2 TF, 2 UU

- 3 WM, 2 WF, 1 UU did not have experience developing and evaluating on-line course work at a college or university level nor experience in the disability field.
- 2 WM, 1 WF did not have experience developing and evaluating on-line course work.
- 1 WF submitted her application after the interview process was completed.
- 1 TF did not have experience developing and evaluating on-line course work or in the disability field as her background was in biochemistry.
- 1 WF, 1 AF, 1 TF did not have experience or knowledge of the disability field based on responses to interview questions.
- 1 UU did not have experience in the disability field. They did not have experience in instructional design work relevant to this position, as their background was mostly as a lecturer.

7 Interviewed applicants: 3 WM, 4 WF

- 2 WM did not answer interview questions completely and were unable to provide evidence of their experience developing and evaluating on-line course work.
- 1 WM, 1 WF was found to not have experience in the disability field needed for the position based on their incomplete responses to questions.
- 1 WF did not have the level of experience needed in developing and evaluating on-line course work at a college or university level based on their incomplete responses to interview questions.
- 1 WF declined the offer.

The 1 WF selected had a master's degree in educational technology. She had eighteen years of experience in educational technology in a school setting as well as experience working with disabled children in inclusive environments.

Start Date	2/21/2025
Requisition Number	2025-714
Job Group	3L
Department	62081-Contracts
Job Title	Legal Contract Specialist II

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, AND ABILITIES

- Solid understanding of contract law
- Demonstrated ability to independently draft routine to moderately complex contracts
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent typing/word-processing skills
- Strong working knowledge of MS Word, Excel, and Outlook (or similar programs)
- Good organizational skills
- Attention to detail
- Proven ability to work on multiple projects simultaneously, develop alternate approaches to difficult problems, and facilitate solutions in a fast-paced environment.

EXPERIENCE AND TRAINING

- Seven (7) years of professional experience in a legal/paralegal or contract-related role, including experience drafting and negotiating contracts and/or advising internal clients about contractual terms and conditions in the context of applicable laws and regulations.

SUBSTITUTIONS

- An undergraduate degree in a related field may be substituted for two (2) years of the general experience.
- Or an undergraduate degree in any field accompanied by a law degree may be substituted for four (4) years of the general experience.

Preferred Requirements

- Experience negotiating and drafting healthcare related contracts, such as clinical equipment purchases, medical research, IT, real estate, construction, and/or facilities maintenance/repair contracts.
- Knowledge of State of Connecticut/UConn Health bid/contract requirements, including relevant laws, regulations, and policies. Experience with Group Purchasing Organizations (GPOs). Experience working in an academic medical center setting.
- Experience with public sector/government bidding and contracting. Understanding of the legal and contractual implications of relevant healthcare laws and regulations, such as the prohibition on physician self-referral (Stark law), Anti-kickback, HIPAA, and PPACA. Bachelor's Degree/Law Degree

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-714	2	7	0	1	0	0	0	0	0	3	2	15
Unqualified	0	3	0	0	0	0	0	0	0	1	2	6
Qualified	2	3	0	0	0	0	0	0	0	1	0	6
Interviewed	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 Unqualified applicants did not meet the minimum requirements for the position.

6 Qualified applicants: 2 WM, 3 WF, 1 TF

- 2 WM's were looking for remote positions but this position was not remote.
- 2 WF, 1 TF did not have relevant experience, as their background did not include negotiating and drafting healthcare-related contracts.
- 1 WF had experience with contracts for real estate transactions which was not relevant to the position, and she did not have experience with negotiating and drafting healthcare-related contracts.

3 Interviewed applicants: 1 WF, 1 BF, 1 TF

- 1 BF, 1 TF were found to not have relevant contract negotiation and drafting experience based on their responses to interview questions.

The 1 WF was selected. She had experience drafting and negotiating contracts for a healthcare entity. She also had experience working on space leases and had knowledge of Stark Law requirements.

Start Date	4/4/2025
Requisition Number	2025-616
Job Group	3L
Department	61120-IT Clinical Systems
Job Title	Application Analysts 1

Knowledge, Skills & Ability

- Considerable knowledge of various systems, and data analysis techniques and tools
- Considerable knowledge of applicable clinical standards of practice, policies and procedures as required by State, Federal and regulatory organizations.
- Considerable knowledge of the principles of systems analysis, design and decision support, system integration, and development.

- Excellent analytical thinking and problem-solving skills and the ability to build consensus across multiple teams and resolve conflicts.
- Ability to explain the interrelationship of multiple concepts and translate these concepts,
- Demonstrated ability to develop complex solutions and application requirements with careful attention to details.
- Ability to write and maintain system documentation.
- Ability to communicate effectively [oral and written] and present to audiences of all levels, converts technical ideas and situations into clear, understandable, and simple terms.
- Proficient in MS-Office including Project, Word, Excel, PowerPoint, and Visio.

General Experience & Training

- Six [6] years progressive experience in at least two [2] of the following: complex clinical informatics, clinical process redesign, clinical systems analysis, build, design, and implementation, one [1] of which must be in an adult acute care hospital facility.
- Substitutions Allowed:
    - Associate's 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.

Special Requirements

- Incumbents in this class must have or achieve within six months the Epic Inpatient Orders certification.
- 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.
- Demonstrated experience working with an inpatient CPOE tool and order sets.

Preferred Qualifications

- Current Epic certification in Inpatient Orders.
- Demonstrated experience with Inpatient clinical documentations standards.
- Demonstrated recent application support experience in analysis, build, testing to support ED, Critical Care, and/or Inpatient workflows.
- Demonstrated ability to work directly with the physician community.
- Ability to provide recent examples of interactions with providers to create ordering solutions to enhance patient care.
- Familiarity with Epic workflows and processes for more than one of the following:
    - HODs
    - Emergency Department workflows
    - BPAM (Blood Product Administration Module)

- Research

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-616	8	5	3	3	1	1	4	2	0	0	2	29
Unqualified	6	2	2	2	1	0	3	1	0	0	2	19
Qualified	2	1	0	0	0	0	1	0	0	0	0	4
Interviewed	0	2	1	1	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

4 Qualified applicants: 2 WM, 1 WF, 1 AM

- 1 WM did not have experience with inpatient clinical documentation standards, as his background was working in the laboratory.
- 1 WM, 1 WF did not have six years of progressive experience in complex clinical informatics, clinical process redesign, clinical systems analysis, build, design, and implementation, in an adult acute care hospital facility. This included the substitution of 4 years for a bachelor's degree.
- 1 AM was unable to attend an in-person interview.

6 Interviewed applicants: 2 WF, 1 BM, 1 BF, 1 HF, 1 AF

- 1 WF did not meet the general experience and training because she did not provide detailed, thoughtful examples of her experience with complex clinical informatics, clinical process redesign, clinical system analysis, build, design, or implementation.
- 1 WF did not have Epic experience, and her orders and IT experience was limited to Pharmacy/medications which was not part of this orders role. She also did not demonstrate experience with inpatient clinical documentation standards in her responses to interview questions.
- 1 BM did not have experience with inpatient CPOE or order set experience.
- 1 BF's order experience was limited to labs which was a separate category of the order process, and she did not have experience with inpatient clinical documentation standards.
- 1 AF had a background limited to medications and did not demonstrate the ability to solve analytical problems or develop complex solutions based on responses to interview questions.

The 1 HF was selected. She clearly articulated her experience with complex clinical informatics, clinical process redesign, clinical systems analysis, building, design, and implementation experience. She had direct clinical experience in an acute care setting and was able to effectively communicate her experiences using EPIC (electronic medical records system), orders, referrals, and inpatient clinical documentation standards.

Start Date	4/4/2025
Requisition Number	2025-867
Job Group	3L
Department	61122-IT Security
Job Title	Application Architect

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of principles of application development, database management, systems programming, systems integration, and decision support.
- Demonstrated expert knowledge in the principles of client-server development.
- Knowledge of the principles and techniques of data modeling, including experience with data modeling tools.
- Considerable knowledge of data warehouse extracts, transformation, and load procedures.
- Demonstrated expert knowledge of one or more query/reporting tools.
- Considerable knowledge of servers.
- Knowledge of computer operating systems.
- Considerable demonstrated knowledge and understanding of internet tools and technologies, including principles of web application development.
- Expert knowledge of Microsoft application development tools and methodologies.
- Considerable demonstrated knowledge of distributed systems architecture, networks, middleware, or object-oriented analysis design.
- Knowledge of technology support.
- Considerable knowledge and demonstrated understanding of personal digital assistant (PDA) programming methodologies.
- Knowledge of the strategy, structures, processes, procedures, and key technical elements of the enterprise.
- Ability to develop complex systems and module requirements.
- Ability to write and maintain program documents.
- Ability to define strategies and plans for influencing multiple decision-makers.
- Experienced in facilitating sessions that address complex or highly sensitive issues.
- Effective communication and interpersonal skills.
- Understands and can explain the interrelationship of multiple concepts and translates these concepts, ideas, and situations into clear, understandable, and simple terms.
- Ability to understand long-term trends and implications of alternative approaches.
- Ability to articulate technical concepts and ideas in support of process improvement to business partners.
- Knowledge of project management tools with proficiency in their use.
- Supervisory ability.

EXPERIENCE AND TRAINING
General Experience

- Eight (8) years of progressively complex programming, system analysis and design experience, or data management experience in a multi-platform environment. If the position is for application development, two years of the general experience must have application architecture responsibilities.

Substitution Allowed: Bachelor's degree in information systems management, engineering, or closely related field may be substituted for four (4) years of the general experience.

SPECIAL REQUIREMENTS

- A deep understanding of an Entra hybrid configuration including a process to sync relevant account data is required.
- Knowledge and experience working with Identity Lifecycle Management
- Knowledge and experience working with Identity and Access Management
- Knowledge and experience with Federated Authentication including SAML, OAuth or OpenID

PREFERRED QUALIFICATIONS

- Working knowledge of NAC, LAN/WAN and Network Segmentation processes.
- The candidate should have experience with Identity and Access Management in Microsoft Entra as well as Microsoft Active Directory.
- An understanding of cloud security, specifically Azure, MS O365, Conditional Access, and Azure DLP is preferred.
- PKI management for internal and external environments
- Experience with Cisco DUO a plus
- The candidate must have experience in troubleshooting and resolving problems in a systematic and logical manner and maintain good communications with all relevant parties throughout the troubleshooting process.
- Experience with Information Technology Security.
- Project management

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-867	3	0	1	1	1	0	1	0	0	0	0	7
Unqualified	2	0	1	1	1	0	1	0	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 Unqualified applicants did not meet the minimum requirements for the position.

1 Interviewed applicant: 1 WM

The 1 WM had previously worked at UConn Health for six years. He understood Entra hybrid configuration including process to sync relevant account data. He also had experience working with Identity Lifecycle Management and experience working with Identity and Access

Management. Additionally, he had experience with Federated Authentication including SAML, OAuth or OpenID.

Start Date	4/4/2025
Requisition Number	2025-969
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 components.
- 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 solutions in a timely manner.
- 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).

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. Bachelor's degree in Computer Science may be substituted for four (4) years of the general experience.

Special Requirements

- Experience supporting Microsoft Windows operating systems
- Experience configuring, deploying, and supporting desktop/laptop computers and peripherals
- Experience with Microsoft systems maintenance tools
- Experience with PC Disk encryption and management systems
- Experience with end point AV deployment and management
- Experience with Active Directory management tools
- Experience in implementation project support and deployments
- Experience with help desk incident support and escalation including use of an enterprise help desk ticketing system (Service Now)
- Experience supporting networked computers and performing remote support
- Experience supporting clients working from home via VPN

PREFERRED QUALIFICATIONS

- Experience with Microsoft SCCM management and Operation
- Familiarity with managing devices in Microsoft inTune
- Familiarity with use of Microsoft OneDrive, Teams, and M365 Office
- Experience working with Group policy management in AD
- Familiarity with writing scripts in PowerShell

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-969	13	1	5	2	6	0	4	1	3	0	11	46
Unqualified	9	1	3	2	5	0	3	1	3	0	9	36
Qualified	3	0	1	0	0	0	1	0	0	0	1	6
Interviewed	1	0	1	0	0	0	0	0	0	0	1	3
Hired	0	0	0	0	1	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

6 Qualified applicants: 3 WM, 1 BM, 1 AM, 1 UU

- 1 WM did not indicate experience with computer deployment, imaging, break fix/troubleshooting, or Microsoft SCCM.
- 2 WM did not have packaging or automation scripting.
- 1 BM did not have experience in Microsoft SCCM, deployment, scripting, or hardware break/fix troubleshooting.
- 1 AM did not submit a resume in his application materials.
- 1 UU did not have experience in deployment or Microsoft SCCM, as his background focused on recent security analyst role and management of a help desk.

4 Interviewed applicants: 1 WM, 1 BM, 1 HM, 1 UU

- 1 WM did not successfully communicate his knowledge regarding technologies required in the position, specifically in his responses to questions about methodology about trouble shooting, organization, and personal initiative to learn new technology. He also did not clearly indicate what standard procedures were.
- 1 BM did not have the level of experience in clinical organization deployment/support as needed as his background was focused on software management.
- 1 UU did not have the technical skills required to manage the requirements of the position. They did not have experience associated with packaging software or automating software installations.

The 1 HM selected had experience supporting application packages and working with software, hardware, and workflow configurations used by UConn Health. He had been performing the equivalent job at another medical center. Additionally, he provided accurate responses to interview questions regarding technologies and detailed responses to methodology questions. His accurate and detailed responses indicated he was organized, had documentation skills with tracking workload, and had effective practices for troubleshooting.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3M Nurse Practitioner	2	0	1	4	0	3	1	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
3M Nurse Practitioner	6/14/2024	N	2022-557	WF	1
	6/28/2024	N	2024-1231	WF	1
	11/29/2024	N	2024-1351	WF	1
	12/13/2024	N	2025-001	WF	1
	12/27/2024	**Y**	2024-986	WM	1
	2/21/2025	N	2025-670	WF	1
	3/21/2025	**Y**	2025-376	WM	1
	5/2/2025	N	2025-560	WF	1
	5/30/2025	N	2025-670	WF	1
	2/7/2025	N	PT-FT	WF	1

Start Date	6/14/2024
Requisition Number	2022-557
Job Group	3M
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

SPECIAL REQUIREMENTS

- Incumbents in this class must pass the National Commission on Certification of Physician Assistants certifying examination within two (2) years of graduation.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-557	8	20	1	2	0	1	0	2	1	0	6	41
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
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	3	5	0	1	0	0	0	0	0	0	1	10
Offer Declined	1	2	0	1	0	0	0	0	0	0	1	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1

These positions were posted on the following websites:

- American Academy of Physician Assistants
- American Association of Neurological Surgeons
- UConn Health

The Unqualified applicants did not meet the minimum requirements as posted.

1 Withdrawn applicant: 1 WF

21 Qualified applicants: 4 WM, 9 WF, 1 HF, 2 AF, 1 TM, 4 UU

- 1 WM, 2 WF, 1 AF did not have the preferred RNFA certification or experience as a surgical first assistant.
- 1 WM submitted incomplete application materials.
- 1 WM, 2 WF, 1 HF, 1 UU did not respond to attempts to schedule an interview.
- 1 WM, 2 WF, 1 TM, 3 UU did not have the preferred neurosurgical experience.
- 2 WF accepted other positions.
- 1 WF cover letter contained grammatical errors.
- 1 AF withdrew.

16 Interviewed applicants: 4 WM, 8 WF, 2 BF, 2 UU

- 2 WM, 1 WF were selected for Physician Assistant positions, and their hires are discussed in the Hiring Goals Analysis in job group 3E.
- 1 WM, a University Health Professional (UHP) union member, had contractual bargaining rights to be interviewed. He indicated in the interview that he did not have an interest in neurosurgery but was only interested in the schedule.
- 1 WM, 2 WF, 1 BF, 1 UU declined the offer of employment.
- 1 WF, a UHP union member, was offered the position and Human Resources rescinded the offer. She did not pass the nurse practitioner boards.
- 1 WF, a UHP union member, did not have the RNFA certification.
- 1 WF did not respond to requests to schedule an interview.
- 1 WF, 1 UU did not answer questions accurately and completely.

- 1 BF, a UHP union member, did not have the preferred surgical first experience, RNFA certification, or neurosurgical experience.

The 1 WF was selected for the Nurse Practitioner position. She had nine years of experience with Neurostepdown. She also provided detailed responses to interview questions.

Start Date	6/28/2024
Requisition Number	2024-1231
Job Group	3M
Department	UMG-Administration
Job Title	Nurse Practitioner - UMG - Administration

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.
- 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:

- Must possess and maintain a licensure as an Advanced Practice Registered Nurse in the State of Connecticut, and
- Must possess and maintain certification as an Advanced Practice Registered Nurse in the specified specialty.

SPECIAL EXPERIENCE:
Applicable work experience in the specific specialty identified at time of recruitment. May have worked as RN in the specialty.

Must have experience and knowledge in care for persons with dementia and their families.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1231	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

The 1 WF, a part-time UConn Health employee was selected. She was a University Health Professional (UHP) union member with contractual bargaining rights to the position.

Start Date	11/29/2024
Requisition Number	2024-1351
Job Group	3M
Department	70043-UMG-Gastroenterology
Job Title	Nurse Practitioner - GI

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:

- Graduate of an accredited Nurse Practitioner (APRN) Program
- Current unencumbered Nurse Practitioner (APRN) license
- 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 a Nurse Practitioner (APRN).
- 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:
- Minimum 1 year experience working as an APRN in a GI or outpatient practice.

- Epic experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1351	1	6	0	1	0	0	0	1	0	0	0	9
Qualified	1	3	0	1	0	0	0	1	0	0	0	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.

6 Qualified applicants: 1 WM, 3 WF, 1 BF, 1 AF

- 1 WM, 1 WF did not respond to requests to schedule an interview.
- 2 WF did not have the clinical experience needed.
- 1 BF's experience was with sleep disorders, which was not relevant to this position.
- 1 AF accepted another position.

3 Interviewed applicants: 3 WF

- 2 WF did not have experience working as an APRN.

The 1 WF was selected. She had experience as a student nurse practitioner at UConn Health's outpatient GI clinic. She had experience with EPIC (electronic medical records). Additionally, she had two years of experience as an APRN at a community health center with her own panel of patients.

Start Date	1/24/2025
Requisition Number	2025-001
Job Group	3M
Department	80360-Psychiatric Clinic
Job Title	Nurse Practitioner-Psych Clinic

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—BC10

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
2025-001	0	3	1	1	0	2	0	1	0	0	0	8
Qualified	0	1	1	0	0	1	0	0	0	0	0	3
Interviewed	0	1	0	0	0	1	0	1	0	0	0	3
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.

3 Qualified applicants: 1 WF, 1 BM, 1 HF

- 1 WF, 1 BM did not have the clinical experience needed.
- 1 HF was not available for an interview.

5 Interviewed applicants: 2 WF, 1 BF, 1 HF, 1 AF

- 1 WF, 1 HF did not have experience as a nurse practitioner working with patients with mental illnesses.
- 1 BF declined the offer of employment.
- 1 AF was promoted, and her promotion is discussed in the Promotional Goals Analysis section.

The 1 WF was selected. She had twenty-four years of experience as psychiatric nurse practitioner. She also provided detailed responses to interview questions.

Start Date	12/27/2024
Requisition Number	2024-986
Job Group	3M
Department	81018-Neag Cancer Center (JDH)
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 Practice 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 as applicable.
- Incumbents in this class must complete 100 hours of CME every 2 years.
- Incumbents in this class may be required to travel.
- BLS Certification by the American Heart Association.
- ACLS certification

PREFERRED REQUIREMENT:

- First Assist Experience/Certification
- Surgical Oncology experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-986	2	2	0	0	0	1	0	1	0	0	0	6
Qualified	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	0	0	0	0	0	0	0	1	0	0	0	1
Offer Declined	1	1	0	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM met a hiring goal.

Start Date	5/30/2025
Requisition Number	2025-670
Job Group	3M
Department	70161-UMG-Munson Neurology
Job Title	Nurse Practitioner-Neurology

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:
GENERAL EXPERIENCE:

- Registered Nurse and completion an accredited Nurse Practitioner program.
- Incumbents in this class must possess a valid license to practice in the State of Connecticut

PREFERRED: Neurology experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-670	0	5	0	0	0	0	1	0	0	0	0	6
Qualified	0	3	0	0	0	0	1	0	0	0	0	4
Hired	0	2	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

4 Qualified applicants: 3 WF, 1 AM

- 3 WF, 1 AM did not have experience as an APRN in neurology.

2 Interviewed applicants: 2 WF

The 1 WF selected had experience with sleep disorders which aligned with the movement disorders team in the Neurology Department. This team worked with restless leg syndrome and other sleep disorders.

The 1 WF selected was a nurse practitioner with experience in neurology. She had also worked in neurology as a registered nurse.

Start Date	3/21/2025
Requisition Number	2025-376
Job Group	3M
Department	81013-Intensive Care Unit
Job Title	Nurse Practitioner

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 Physician Assistant (PA) program and/or completion of an accredited Nurse Practitioner (APRN) program
- Current unencumbered Physician Assistant (PA) or Nurse Practitioner (APRN) 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 a Physician Assistant (PA) or Nurse Practitioner (APRN)
- BLS & ACLS (if selected, must acquire prior to start date)
- ENLS certification preferred- but will need to complete during orientation

PREFERRED:

- Inpatient critical care APRN OR PA experience
- ACNP or AG-ACNP
- Neuro-critical care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-376	2	1	0	0	0	0	0	1	0	2	0	6
Qualified	0	0	0	0	0	0	0	1	0	2	0	3
Withdrawn	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	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM met a hiring goal.

Start Date	5/2/2025
Requisition Number	2025-560
Job Group	3M
Department	81013-Intensive Care Unit
Job Title	Nurse Practitioner

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 Physician Assistant (PA) program and/or completion of an accredited Nurse Practitioner (APRN) program
- Current unencumbered Physician Assistant (PA) or Nurse Practitioner (APRN) 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 a Physician Assistant (PA) or Nurse Practitioner (APRN)
- BLS & ACLS (if selected, must acquire prior to start date)
- ENLS certification preferred- but will need to complete during orientation

PREFERRED:

- Inpatient critical care APRN OR PA experience
- ACNP or AG-ACNP
- Neuro-critical care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-560	1	4	0	0	0	0	1	1	0	0	0	7
Qualified	0	2	0	0	0	0	1	1	0	0	0	4
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.

4 Qualified applicants: 2 WF, 1 AM, 1 AF

- 2 WF, 1 AM, 1 AF did not have experience with inpatient critical care or neuro-critical care.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WM only had a few months of experience as an APRN in a critical care setting which was not in neuro-critical care.
- 1 WF was found to not have experience in neurocritical care based on her responses to interview questions.

The 1 WF selected had thirteen years of experience as a nurse practitioner in neuro-critical care as well as with inpatient critical care. She also provided detailed examples of her ability to maintain calm in challenging circumstances.

3M. (Nurse Practitioner) Hires – Part Time to Full Time – Adjusted Work Schedule

Nurse Practitioner
(General Neurology)

1 WF schedule was changed from part-time to full-time during the reporting period.

EEO 4
Secretarial/Clerical

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	Search #	RS	No. Hired
4A Office Assistant	12/13/2024	N	2024-1314	BM	1
	12/13/2024	N	2025-396	BF	1
	3/21/2025	N	2025-853	WF	1
	5/2/2025	N	2025-1021	BF	1
	5/16/2025	N	2025-1165	WF	1

Start Date	12/13/2024
Requisition Number	2024-1314
Job Group	4A
Department	83060-Imaging Services Administration
Job Title	Office Assistant - Radiology

KNOWLEDGE, SKILLS, 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
2024-1314	2	28	2	16	0	17	0	2	0	0	5	72
Unqualified	0	1	0	0	0	2	0	0	0	0	2	5
Qualified	2	26	0	12	0	15	0	2	0	0	3	60
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	1	1	3	0	0	0	0	0	0	0	5
Hired	0	0	1	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 BF

60 Qualified applicants: 2 WM, 26 WF, 12 BF, 15 HF, 2 AF, 3 UU

- 2 WM, 22 WF, 10 BF, 12 HF, 2 AF, 3 UU did not have five years of experience in radiology scheduling in a hospital.
- 4 WF did not respond to interview request.
- 1 BF did not meet any of the preferred qualifications.
- 1 BF, 1 HF submitted application after the interview process was completed.
- 2 HF accepted another position.

6 Interviewed applicants: 1 WF, 2 BM, 3 BF

- 1 WF, 2 BF were found to not have the necessary five years of experience in a hospital setting scheduling radiology appointments.
- 1 BM did not have the level of scheduling experience needed to work in a high-volume call center and did not provide examples of how he had multi-tasked or prioritized his workload.
- 1 BF did not have knowledge of common radiology exams and terminology based on her responses to interview questions.

The 1 BM was selected. He had twenty years of experience in a hospital setting in various positions. His previous positions, including those in administrative leadership, provided him with transferable experience for this position. He also provided detailed responses to interview questions.

Start Date	12/13/2024
Requisition Number	2025-396
Job Group	4A
Department	62060-Finance and Reporting
Job Title	Office Assistant

KNOWLEDGE, SKILLS, 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.

SPECIAL REQUIREMENTS

- Persons having responsibility for supervising or observing the behavior of inmates or custodial individuals will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-396	2	18	0	10	2	9	2	3	1	2	5	54
Unqualified	1	6	0	4	1	1	2	2	0	0	3	20
Qualified	1	10	0	5	1	8	0	1	1	2	1	30
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	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

30 Qualified applicants: 1 WM, 10 WF, 5 BF, 1 HM, 8 HF, 1 AF, 1 TM, 2 TF, 1 UU

- 1 WM, 8 WF, 5 BF, 1 HM, 7 HF, 1 AF, 1 TM, 2 TF, 1 UU did not have experience with current accounts payable, data entry experience, or Adobe.
- 2 WF, 1 HF stated that they were no longer interested in the position.

4 Interviewed applicants: 2 WF, 1 BF, 1 UU

- 1 WF declined the offer.
- 1 WF, 1 UU did not have the necessary experience in accounts payable, data entry, or Adobe.

The 1 BF selected provided detailed responses to interview questions regarding her accounts payable experience, data entry experience, and Adobe skills. She also provided specific examples of her critical thinking skills and illustrated her accuracy, thoroughness, and consistency.

Start Date	3/21/2025
Requisition Number	2025-853
Job Group	4A
Department	83060-Imaging Services Administration
Job Title	Office Assistant

MINIMUM QUALIFICATIONS
GENERAL EXPERIENCE

- Two (2) years' general clerical work experience.

MINIMUM QUALIFICATIONS
SUBSTITUTION ALLOWED

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one/half (½) year of experience to a maximum of two (2) years.

PREFERRED QUALIFICATIONS

- Epic experience
- OnBase experience
- Experience in a hospital setting
- Answering 80-100 calls a day

- 3-5 years or more working in a medical setting
- Radiology experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-853	0	14	1	7	2	14	0	2	1	2	7	50
Unqualified	0	3	0	2	0	6	0	0	0	0	2	13
Qualified	0	9	1	4	2	6	0	2	1	2	5	32
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 Unqualified applicants did not meet the minimum requirements for the position.

32 Qualified applicants: 9 WF, 1 BM, 4 BF, 2 HM, 6 HF, 2 AF, 1 TM, 2 TF, 5 UU

- 7 WF, 1 BM, 4 BF, 2 HM, 5 HF, 1 TM, 2 TF, 5 UU did not meet any of the preferred qualifications.
- 1 WF had a recurring history of not responding and not showing for interviews.
- 1 WF, 1 HF did not respond to the interview request.
- 1 AF did not have experience in a hospital or clinical setting. She also did not have experience answering eighty to one hundred calls a day or with EPIC.
- 1 AF did not have any experience in a hospital or clinical setting. She also did not have experience with EPIC.

5 Interviewed applicants: 2 WF, 1 BF, 2 HF

- 1 WF's schedule would not meet the department's operational needs.
- 1 BF did not have experience in radiology scheduling or knowledge of radiology examinations and procedures.
- 1 HF did not provide detailed responses to interview questions regarding teamwork.
- 1 HF stated that she was interested in and looking for a hospital administration position.

The 1 WF selected had four years of clinical office assistant experience in a hospital setting. Her experience included using EPIC and answering over eighty to one hundred patient calls daily. She also had experience with prior authorizations for radiology examinations.

Start Date	5/2/2025
Requisition Number	2025-1021
Job Group	4A
Department	81005-Float Pool
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.

EXPERIENCE AND TRAINING

- 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

- Current EKG monitoring certification and/or telemetry experience.
- Current Clerical experience in an inpatient acute care hospital unit or medical clerical experience

SPECIAL REQUIREMENT

- IF NOT CERTIFIED AT HIRE, EKG MONITORING CERTIFICATION MUST BE OBTAINED WITHIN SIX (6) MONTHS OF HIRE TO RETAIN EMPLOYMENT.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1021	2	7	0	4	1	5	0	1	0	1	3	24
Unqualified	0	2	0	0	0	0	0	0	0	1	0	3
Qualified	2	4	0	3	0	5	0	1	0	0	3	18
Interviewed	0	1	0	0	1	0	0	0	0	0	0	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF selected was a part-time UConn Health employee. She was a member of the AFSCME union and had shift preferences per the AFSCME contractual bargaining agreement.

Start Date	5/16/2025
Requisition Number	2025-1165
Job Group	4A
Department	83060-Imaging Services Administration
Job Title	Office Assistant

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 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' general clerical work experience.

MINIMUM QUALIFICATIONS
SUBSTITUTION ALLOWED

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one/half (½) year of experience to a maximum of two (2) years.

PREFERRED QUALIFICATIONS

- Knowledge of medical terminology
- Epic experience
- OnBase experience
- Experience scheduling in a hospital setting
- Answering 80-100 calls a day
- 5 years or more working in a medical setting
- Radiology experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1165	1	12	1	12	1	12	1	2	0	5	8	55
Unqualified	0	1	0	4	1	4	0	0	0	0	1	11
Qualified	1	10	1	7	0	7	1	1	0	4	6	38
Interviewed	0	0	0	1	0	1	0	1	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 Unqualified applicants did not meet the minimum requirements as posted.

38 Qualified applicants: 1 WM, 10 WF, 1 BM, 7 BF, 7 HF, 1 AM, 1 AF, 4 TF, 6 UU

- 1 WM, 2 WF, 1 BF, 1 HF did not have experience scheduling patient appointments.
- 2 WF did not have experience in a radiology department, with EPIC, or scheduling in a hospital setting.
- 4 WF, 1 BM, 1 BF, 4 HF, 1 AF, 2 TF, 5 UU did not have experience scheduling patient appointments or working in a radiology department.
- 2 WF, 2 BF, 1 AM did not respond to offers to schedule an interview.
- 2 BF, 1 HF, 1 TF, 1 UU did not have experience scheduling in a hospital setting or working in a radiology department.
- 1 BF declined an offer to schedule an interview.
- 1 HF did not have a stable employment history.
- 1 TF did not have experience in the radiology department or with EPIC.

6 Interviewed candidates: 1 WF, 1 BF, 1 HF, 1 AF, 1 TF, 1 UU

- 1 BF did not have experience answering eighty to one hundred calls a day.
- 1 AF, 1 TF did not have experience with answering eighty to one hundred calls a day and experience working in a radiology department.
- 1 HF, 1 UU had scheduling experience but not experience working in a radiology department.

The 1 WF selected had experience working in a hospital radiology call center. She had experience in a fast-paced environment, answering eighty to one hundred calls and scheduling in all aspects of Radiology. Additionally, she provided detailed responses to interview questions.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4B Patient Service Rep	10	0	3	0	0	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
4B Patient Service Rep	6/14/2024	N	2024-1017	HF	1
	8/9/2024	N	2024-216	UU	1
	10/18/2024	N	2024-1367	AF	1
	3/7/2025	N	2025-737	HF	1
	4/21/2025	N	2025-868	WF	1
	4/21/2025	N	2025-868	HF	1
	4/21/2025	N	2025-868	HF	1

Start Date	6/14/2024
Requisition Number	2024-1017
Job Group	4B
Department	81018-Neag Cancer Center (JDH)
Job Title	Patient Services Representative

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

SUBSTITUTIONS ALLOWED

- Associate degree may substitute for two (2) years of the general experience.

PREFERRED EXPERIENCE/QUALIFICATIONS

- Experience coding surgical procedures performed by hematologists, oncologists, and auxiliary staff such as chemotherapy administration, hydration services, therapeutic, prophylactic, and diagnostic administration, bone marrow aspiration and biopsies, venipuncture, vaccinations, therapeutic phlebotomy, etc.
- Working knowledge of medical terminology, anatomy, and physiology
- Current medical coding certification and/or completion of a medical coding course

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1017	0	9	1	2	2	9	1	1	0	1	1	27
Unqualified	0	7	1	2	2	7	0	1	0	1	1	22
Qualified	0	2	0	0	0	0	1	0	0	0	0	3
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 Unqualified applicants did not meet minimum qualifications needed for this position.

3 Qualified applicants: 2 WF, 1 AM

- 1 WF accepted another position.
- 1 WF, 1 AM did not have the hospital/medical billing/insurance claims experience needed.

2 Interviewed applicants: 2 HF

- 1 HF did not demonstrate the necessary knowledge with billing, coding, reimbursement, or denials in her incomplete responses to interview questions.

The 1 HF was selected. She had completed a medical billing and coding program. She also had previously worked as a Patient Services Representative for three years in UConn Health's Cancer Center.

Start Date	8/9/2024
Requisition Number	2024-216
Job Group	4B
Department	20082-Dental Financial Services
Job Title	Patient Services 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	69	7	57	5	51	1	7	1	14	17	233
Unqualified	4	65	7	56	5	45	1	6	1	14	16	220
Qualified	0	2	0	1	0	5	0	1	0	0	0	9
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	0	0	0	0	0	0	0	0	0	1	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

9 Qualified applicants: 2 WF, 1 BF, 5 HF, 1 AF

- 1 WF, 1 HF did not respond to requests for clarification on qualifications.
- 1 WF, 2 HF declined the interview.
- 1 BF, 1 HF were previous UConn Health employees who did not successfully complete their working test periods.
- 1 HF had resigned not in good standing.
- 1 AF did not have three years of experience with dental billing/insurance claims including Medicaid and/or private insurance for dental procedures.

4 Interviewed applicants: 2 WF, 1 HF, 1 UU

- 2 WF declined the offer of employment.
- 1 HF did not have knowledge of dental billing/insurance claims.

The 1 UU was selected. The candidate had eight years of experience in a dental setting with Medicaid and private dental claims. Their experience also included performing dental financial and clerical tasks.

Start Date	10/18/2024
Requisition Number	2024-1367
Job Group	4B
Department	20082-Dental Financial Services
Job Title	Patient Svcs Representative

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 dental billing/insurance claims experience including Medicaid and/or private insurance for dental procedures

SUBSTITUTIONS ALLOWED

- Associate degree may substitute for two (2) years of the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1367	0	22	4	13	2	20	1	2	2	3	4	73
Unqualified	0	19	4	12	2	19	1	1	2	3	4	67
Qualified	0	1	0	1	0	0	0	0	0	0	0	2
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	0	0	1	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 Unqualified applicants did not meet minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

2 Qualified applicants: 1 WF, 1 BF

- 1 WF did not attend the scheduled interview.
- 1 BF did not successfully complete her working test period.

3 Interviewed applicants: 1 WF, 1 HF, 1 AF

- 1 WF was promoted. Her promotion is discussed in the Promotional Goals Analysis section.
- 1 HF was not eligible to transfer positions per the University Health Professionals union contract as she had not completed her six-month working test period.

The 1 AF selected had nine years of experience in a dental setting performing financial and insurance related tasks, with ten years of experience scheduling appointments in a dental setting. She had worked in multiple dental specialty areas including oral surgery, general dentistry, and orthodontics. Additionally, she had three years of experience with Medicaid billing, claims submission and payment posting. She was also knowledgeable regarding working with private dental insurance verifying benefits, explaining co-pays, claims submissions, and payment posting.

Start Date	3/7/2025
Requisition Number	2025-737
Job Group	4B
Department	20082-Dental Financial Services
Job Title	Patient Svcs Representative

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 dental billing/insurance claims experience including Medicaid and/or private insurance for dental procedures

SUBSTITUTIONS ALLOWED

- Associate degree may substitute for two (2) years of the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-737	1	7	0	6	1	6	0	2	0	0	2	25
Unqualified	1	7	0	6	1	4	0	2	0	0	2	23
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 Unqualified applicants did not meet minimum qualifications needed for this position.

2 Interviewed applicants: 2 HF

- 1 HF declined the offer of employment.

The 1 HF was selected. She had ten years of experience working in a dental practice performing financial, billing and appointment scheduling. She also had experience with oral surgery, medical coding, and dental procedures billing.

Start Date	4/21/2025
Requisition Number	2025-868
Job Group	4B
Department	20082-Dental Financial Services
Job Title	Patient Svcs Representatives

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 and/or insurance claims experience.

SUBSTITUTIONS ALLOWED

- Associate degree may substitute for two (2) years of the general experience.

Preferred Qualification:
1 year in dental billing/insurance claims experience including Medicaid and/or private insurance for dental procedures

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-868	6	24	3	14	4	14	0	4	1	2	9	81
Unqualified	5	16	2	11	3	9	0	4	1	2	8	61
Qualified	1	4	1	3	1	2	0	0	0	0	1	13
Interviewed	0	2	0	0	0	2	0	0	0	0	0	4
Hired	0	1	0	0	0	2	0	0	0	0	0	3

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

13 Qualified applicants: 1 WM, 4 WF, 1 BM, 3 BF, 1 HM, 2 HF, 1 UU

- 1 WM, 3 WF, 1 BM, 1 BF, 1 HM, 1 HF declined the request to interview.
- 1 BF's application materials did not indicate knowledge of medical/dental terminology.
- 1 BF, 1 HF, previous employees, had not successfully completed their working test period
- 1 WF did not have the required three years of insurance/billing experience.
- 1 UU, a previous employee, resigned not in good standing.

7 Interviewed applicants: 3 WF, 4 HF

- 1 HF did not have medical claims or billing experience.
- 1 HF did not have experience with Medicaid billing.
- 1 WF's four years of experience was behind the scenes processing claims and payment postings so she did not have direct patient contact. Also, her other four years of experience was in smaller practice scheduling for four providers.
- 1 WF's selection resulted in a promotion and is discussed in the Promotional Goals Analysis section of this Affirmative Action Plan.

The 1 WF selected had six years of experience working in a medical setting performing tasks related to finance and insurance. She also had experience with Medicaid and scheduling patient appointments.

The 1 HF selected had fifteen years of experience working in a medical setting performing tasks related to finance and insurance. She also had experience with Medicaid and scheduling patient appointments. Additionally, she had six months of experience working in a hospital dental setting.

The 1 HF selected had ten years of experience working in a dental setting performing financial, clerical and appointment related duties. She also had experience with Medicaid and private insurance plans.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4C Clerk/Clerk Typist	2	5	1	0	1	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
4C Clerk/Clerk Typist	6/28/2024	Y	2024-1212	WF	1
	8/23/2024	N	2024-1161	HF	1
	10/4/2024	N	2025-081	HF	1
	10/4/2024	N	2025-221	BF	1
	11/29/2024	N	2025-380	HF	1
	12/13/2024	N	2025-381	BF	1
	1/10/2025	N	2025-450	BF	1
	4/4/2025	N	2025-876	HF	1
	4/4/2025	N	2025-967	BF	1
	4/21/2025	Y	2025-1036	WF	1
	5/16/2025	N	2025-1140	HF	1
	5/16/2025	Y	2025-1231	BM	1

Start Date	6/28/2024
Requisition Number	2024-1212
Job Group	4C
Department	81120-Volunteer & Guest Services
Job Title	Clerk Typist - Volunteer & Guest Services

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
2024-1212	1	7	0	3	2	2	0	1	0	1	2	19
Unqualified	0	0	0	0	0	0	0	0	0	1	1	2
Qualified	1	3	0	2	2	2	0	1	0	0	1	12
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
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

The 1 WF met a hiring goal.

Start Date	8/23/2024
Requisition Number	2024-1161
Job Group	4C
Department	81120-Volunteer & Guest Services
Job Title	Clerk Typist

Our top-rated organization is looking to add a full-time Clerk Typist in the Volunteer & Guest Services Department. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

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.

PREFERRED 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
2024-1161	3	20	1	11	3	5	0	2	0	1	10	56
Unqualified	1	0	1	0	0	0	0	0	0	0	0	2
Qualified	1	17	0	8	2	4	0	2	0	1	7	42
Interviewed	1	3	0	2	1	0	0	0	0	0	3	10
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 Unqualified applicants did not meet the minimum qualifications needed for this position.

42 Qualified applicants: 1 WM, 17 WF, 8 BF, 2 HM, 4 HF, 2 AF, 1 TF, 7 UU

- 1 WM, 12 WF, 7 BF, 1 HM, 3 HF, 2 AF, 4 UU did not have the necessary experience with customer service roles.
- 2 WF, 1 UU did not respond to requests to schedule an interview.
- 1 WF previously accepted a UConn Health employment offer and did not complete onboarding and physical requirements.
- 1 WF, 1 HF's application materials indicated they had applied for the incorrect position.
- 1 WF, 1 BF, 1 UU had unexplained gaps in their employment histories and left the required reason section of their applications blank.
- 1 HM, a previous employee, resigned not in good standing.
- 1 UU indicated that they could not work the necessary hours.
- 1 TF was offered a different position within UConn Health.

12 Interviewed applicants: 1 WM, 3 WF, 3 BF, 1 HM, 1 HF, 3 UU

- 1 WM declined to schedule a second interview.
- 1 WF was previously let go from her previous job due to disciplinary reasons.
- 1 WF, 1 UU did not provide complete responses to interview questions. This demonstrated their lack of communication skills.
- 1 WF, 1 BF, 1 UU did not completely answer interview questions with a customer service patient centered approach.
- 1 HM, 1 UU did not have the necessary hospital-based customer service experience.
- 1 BF withdrew.
- 1 BF declined the offer of employment.

The 1 HF was selected. She had one year of hospital-based customer service experience. She provided patient centered responses to interview questions. Additionally, she provided detailed examples of her ability to solve problems.

Start Date	10/4/2024
Requisition Number	2025-081
Job Group	4C
Department	81120-Volunteer & Guest Services
Job Title	Clerk Typist - Volunteer & Guest Services

KNOWLEDGE, SKILL, AND ABILITY:
Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skills in typing a variety of materials; interpersonal skill; oral and written communication skills; skills in performing arithmetical computations; ability to operate office equipment which includes personal computers, tablets and other electronic equipment; perform clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE
Six (6) months as a Typist or its equivalent.

SUBSTITUTIONS ALLOWED
Graduation from high school with coursework in typing.

PREFERRED EXPERIENCE:
Previous experience in a front desk or customer service role, preferably in a healthcare setting.
Demonstrated written and verbal communication skills
Ability to multitask and prioritize tasks in a fast-paced environment.
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
2025-081	2	16	0	14	2	6	0	1	0	0	4	45
Unqualified	2	3	0	3	1	1	0	0	0	0	2	12
Qualified	0	10	0	10	1	3	0	1	0	0	1	26
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	1	0	1	0	0	0	0	1	5
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

26 Qualified applicants: 10 WF, 10 BF, 1 HM, 3 HF, 1 AF, 1 UU

- 1 WF declined the interview.
- 2 WF, 4 BF, 1 AF did not attend their scheduled interviews.
- 1 WF withdrew.

- 6 WF, 3 BF, 1 HM, 3 HF, 1 UU did not have the preferred qualifications of front desk or customer service experience in a healthcare setting.
- 1 BF was previously offered a UConn Health position and failed the drug screening test.
- 1 BF was previously interviewed for a position, and she did not have experience in a healthcare setting and did provide customer service and patient-centered responses to interview questions.
- 1 BF provided inaccurate information on her application. This was discovered after she had been deemed qualified.

6 Interviewed applicants: 2 WF, 1 BF, 2 HF, 1 UU

- 2 WF, 1 BF, 1 UU did not provide complete answers to interview questions.
- 1 HF did not respond to the offer of employment.

The 1 HF was selected. She had a medical background and experience working in healthcare and customer service. She also provided patient-centered and responses to interview questions.

Start Date	10/4/2024
Requisition Number	2025-221
Job Group	4C
Department	83060-Imaging Services Administration
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
Experience in a healthcare environment

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-221	1	8	0	8	2	2	0	2	0	2	4	29
Unqualified	1	1	0	2	0	0	0	0	0	1	1	6
Qualified	0	6	0	5	2	2	0	2	0	1	2	20
Interviewed	0	1	0	0	0	0	0	0	0	0	1	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

20 Qualified applicants: 6 WF, 5 BF, 2 HM, 2 HF, 2 AF, 1 TF, 2 UU

- 1 WF withdrew.
- 5 WF, 5 BF, 1 HM, 2 HF, 2 AF, 1 TF, 2 UU did not have experience in a healthcare environment, radiology setting, or in a medical records environment.
- 1 HM did not attend his scheduled interview.

3 Interviewed applicants: 1 WF, 1 BF, 1 UU

- 1 WF did not have experience in the UConn Health Radiology Department and was not familiar with processes and electronic medical records.
- 1 UU stated they were only interested in a position with the state and had been applying for several years.

The 1 BF, a part-time UConn Health employee, was selected. She had been working in this position since March 2023. She had experience in a radiology setting, healthcare environment, and with electronic medical records.

Start Date	11/29/2024
Requisition Number	2025-380
Job Group	4C
Department	81120-Volunteer & Guest Services
Job Title	Clerk Typist

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILL, AND ABILITY:
Knowledge of office procedures including proper telephone usage and filing; spelling, punctuation and grammar; Skills in typing a variety of materials; interpersonal skills; oral and written communication skills; in performing arithmetical computations; Ability to operate office equipment which includes computers, tablets and other electronic equipment; perform clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE & TRAINING:
General Experience:
Six (6) months as a Typist or its equivalent.

SUBSTITUTIONS ALLOWED
Graduation from high school with coursework in typing.

PREFERRED EXPERIENCE:
Previous experience in a front desk or customer service role, preferably in a healthcare setting.
Demonstrated written and verbal communication skills
Ability to multitask and prioritize tasks in a fast-paced environment.
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
2025-380	5	13	1	6	0	2	0	1	0	0	5	33
Unqualified	1	5	1	4	0	0	0	1	0	0	3	15
Qualified	2	3	0	2	0	0	0	0	0	0	1	8
Interviewed	2	5	0	0	0	1	0	0	0	0	1	9
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

The Qualified applicants: 2 WM, 3 WF, 2 BF, 1 UU

- 1 WM, 1 WF declined offers to schedule interviews.
- 1 WM, 1 WF, 1 UU did not respond to requests to schedule interviews.
- 1 WF had accepted a previous UConn Health job offer and did not complete the required employee orientation and the required physical.
- 1 BF, a previous employee, did not successfully complete her working test period.
- 1 BF was a previous UConn Health volunteer with inconsistent attendance.

10 Interviewed applicants: 2 WM, 5 WF, 2 HF, 1 UU

- 1 WM, 1 WF were previous UConn Health contractors who had inconsistent attendance records.
- 1 WM, 2 WF did not have healthcare customer service experience.
- 2 WF did not provide complete responses to interview questions.
- 1 HF, 1 UU were interviewed for another position at UConn Health.

The 1 HF selected had health care customer service experience. She responded to all interview questions with a patient centered approach. Additionally, she provided detailed examples of her ability to solve problems.

Start Date	12/13/2024
Requisition Number	2025-381
Job Group	4C
Department	81120-Volunteer & Guest Services
Job Title	Clerk Typist

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILL, AND ABILITY:
Knowledge of office procedures including proper telephone usage and filing; spelling, punctuation and grammar; Skills in typing a variety of materials; interpersonal skills; oral and written communication skills; in performing arithmetical computations; Ability to operate office equipment which includes computers, tablets and other electronic equipment; perform clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE & TRAINING:
General Experience:
Six (6) months as a Typist or its equivalent.

SUBSTITUTIONS ALLOWED
Graduation from high school with coursework in typing.

PREFERRED EXPERIENCE:
Previous experience in a front desk or customer service role, preferably in a healthcare setting.
Demonstrated written and verbal communication skills
Ability to multitask and prioritize tasks in a fast-paced environment.
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
2025-381	3	14	1	8	1	7	1	1	0	0	4	40
Unqualified	1	6	1	6	1	6	0	1	0	0	3	25
Qualified	1	5	0	1	0	0	0	0	0	0	0	7
Interviewed	1	3	0	0	0	1	1	0	0	0	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

7 Qualified applicants: 1 WM, 5 WF, 1 BF

- 1 WM, 3 WF declined offers to schedule interviews.
- 1 WF was a previous UConn Health employee whose resignation was not in good standing.

- 1 WF accepted a previous UConn Health job offer and did not complete the required employee orientation and the required physical.
- 1 BF, a previous employee, did not successfully complete the working test period.

8 Interviewed applicants: 1 WM, 3 WF, 1 BF, 1 HF, 1 AM, 1 UU

- 1 WM, 2 WF, 1 HF, 1 AM did not provide relevant healthcare-based examples to interview questions
- 1 WF, 1 UU did not have the experience in a fast-paced environment that was needed.

The 1 BF was selected. She had ten years of experience in healthcare. She responded to all interview questions with a patient centered approach. Additionally, she provided detailed examples of her ability to solve problems.

Start Date	1/10/2025
Requisition Number	2025-450
Job Group	4C
Department	83060-Imaging Services Administration
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.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED
Graduation from high school with coursework in typing.

PREFERRED QUALIFICATIONS:
Experience in a Radiology setting; EMR
Experience in a healthcare environment

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-450	2	18	1	7	0	8	2	1	0	1	6	46
Unqualified	1	5	0	2	0	3	1	0	0	0	4	16
Qualified	1	12	0	3	0	2	1	1	0	1	1	22
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	0	1	1	0	1	0	0	0	0	1	4
Offer Declined	0	0	0	0	0	2	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

22 Qualified applicants: 1 WM, 12 WF, 3 BF, 2 HF, 1 AM, 1 AF, 1 TF, 1 UU

- 1 WM withdrew.
- 12 WF, 3 BF, 2 HF, 1 AM, 1 AF, 1 TF, 1 UU did not have experience in a radiology setting or healthcare environment, and with electronic medical record systems.

7 Interviewed applicants: 1 BM, 2 BF, 3 HF, 1 UU

- 2 HF declined the offers of employment.
- 1 BM's experience in a hospital setting was eleven months ago. He also did not have experience in a radiology setting.
- 1 HF's radiology experience was over two years ago and was in an orthopedic setting. Also, she indicated she was committed to attend nursing school not to work in radiology.
- 1 UU had worked in a hospital setting for less than six months and did not have experience in a radiology setting.
- 1 BF did not provide detailed responses and examples to interview questions regarding how she would manage difficult situations with patients and customers as well as her ability to work in a fast-paced environment.

The 1 BF was selected. She had four years of experience in a radiology setting and had utilized electronic medical records system. She also provided detailed responses to interview questions.

Start Date	4/4/2025
Requisition Number	2025-876
Job Group	4C
Department	60180-Office of Patient Experience
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.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED
Graduation from high school with coursework in typing.

PREFERRED QUALIFICATIONS:
- 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
2025-876	1	15	2	4	2	5	0	0	0	1	2	32
Unqualified	0	2	1	0	1	1	0	0	0	0	1	6
Qualified	1	11	1	3	1	2	0	0	0	1	0	20
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	1	0	1	0	0	0	0	1	4
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

22 Qualified applicants: 1 WM, 11 WF, 1 BM, 3 BF, 1 HM, 2 HF, 1 TF

- 1 WM, 6 WF, 3 BF, 1 HM, 2 HF, 1 TF did not have one-year work or volunteer experience in a health care setting.

- 4 WF did not respond to attempts to schedule interviews.
- 1 WF had a history of not attending scheduled interviews at UConn Health.
- 1 BM was a former UConn Health employee who did not pass his working test period.

5 Interviewed applicants: 1 WF, 1 BF, 2 HF, 1 UU

- 1 WF was offered another position at UConn Health.
- 1 BF, 1 HF, 1 UU did not provide examples of service recovery by using empathy as a step to turn a negative customer experience into a positive one.

The 1 HF was selected. She had five years of experience working in a hospital. She provided concise responses to interview questions, and detailed examples of her customer service skills, empathy, and her ability to resolve conflicts. Additionally, her references were positive regarding communication, respect, and teamwork.

Start Date	4/4/2025
Requisition Number	2025-967
Job Group	4C
Department	83060-Imaging Services Administration
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.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED
Graduation from high school with coursework in typing.

PREFERRED QUALIFICATIONS:
Experience in a Radiology setting; EMR
Experience in a healthcare environment

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-967	2	20	2	7	1	12	0	1	0	5	10	60
Unqualified	1	3	1	1	0	3	0	1	0	1	4	15
Qualified	1	14	1	4	1	8	0	0	0	4	5	38
Interviewed	0	3	0	1	0	1	0	0	0	0	1	6
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

38 Qualified applicants: 1 WM, 14 WF, 1 BM, 4 BF, 1 HM, 8 HF, 4 TF, 5 UU

- 1 WM, 13 WF, 1 BM, 4 BF, 1 HM, 8 HF, 4 TF, 5 UU did not have experience in a radiology setting or healthcare environment or experience with electronic medical record systems.
- 1 WF had a history of not attending scheduled interviews at UConn Health.

7 Interviewed applicants: 3 WF, 2 BF, 1 HF, 1 UU

- 1 WF's salary requirements were higher than the position's salary.
- 1 WF had not worked in a healthcare environment for nine years and she did not have experience in a radiology setting. She also did not provide detailed responses to interview questions.
- 1 WF, 1 BF, 1 UU did not have experience in a radiology setting. She also did not provide detailed responses to interview questions.
- 1 HF accepted another position.

The 1 BF was selected. She had eight years of experience working in a radiology setting in this same role. She had experience using the EPIC (electronic medical records system). Additionally, she provided detailed responses and examples to interview questions.

Start Date	4/21/2025
Requisition Number	2025-1036
Job Group	4C
Department	60180-Office of Patient Experience
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 computers, tablets 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:

- 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
2025-1036	1	11	1	2	0	2	0	0	0	2	3	22
Unqualified	1	3	0	0	0	2	0	0	0	1	2	9
Qualified	0	6	1	2	0	0	0	0	0	1	1	11
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 1 WF met a hiring goal.

Start Date	5/16/2025
Requisition Number	2025-1140
Job Group	4C
Department	60180-Office of Patient Experience
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 computers, tablets 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:

- 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
2025-1140	1	9	0	3	4	4	1	4	0	0	3	29
Unqualified	1	4	0	0	2	0	0	1	0	0	1	9
Qualified	0	5	0	3	2	2	0	3	0	0	2	17
Interviewed	0	0	0	0	0	1	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 UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

17 Qualified applicants: 5 WF, 3 BF, 2 HM, 2 HF, 3 AF, 2 UU

- 1 WF accepted another position.
- 1 WF had previously accepted an offer of hire and did not complete the onboarding process.
- 3 WF, 3 BF, 2 HM, 2 HF, 2 AF, 1 UU did not have the preferred one-year of experience in a health care setting.
- 1 AF, 1 UU did not respond to offers to schedule interviews.

3 Interviewed applicants: 2 HF, 1 AM

- 1 HF declined to schedule a second interview.
- 1 AM declined the offer of employment.

The 1 HF was selected. She had three years of experience in a health care setting. She provided detailed examples of her customer service skills that were relevant for a customer-facing role in the Patient Experience department.

Start Date	5/16/2025
Requisition Number	2025-1231
Job Group	4C
Department	60180-Office of Patient Experience
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 computers, tablets 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:
- 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
2025-1231	0	8	1	6	1	1	0	0	0	0	4	21
Unqualified	0	1	0	2	0	0	0	0	0	0	3	6
Qualified	0	7	0	4	1	1	0	0	0	0	1	14
Hired	0	0	1	0	0	0	0	0	0	0	0	1

The 1 BM met a hiring goal.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4D Secretarial/Clerical	13	1	5	0	0	0	0	2

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
4D Secretarial/Clerical	6/28/2024	Y	2024-977	WF	1
	7/12/2024	N	2024-975	BF	1
	7/12/2024	N	2024-976	WF	4
	7/12/2024	N	2024-976	HF	1
	7/12/2024	Y	2024-976	BM	1
	8/23/2024	N	2024-1173	WF	1
	8/23/2024	N	2024-1278	BF	1
	9/6/2024	N	2024-1325	WF	1
	9/20/2024	N	2024-1369	TF	1
	10/4/2024	N	2024-1213	BF	1
	10/18/2024	N	2025-202	BF	1
	11/1/2024	N	2025-223	WF	1
	11/15/2024	N	2024-1313	UU	1
	12/27/2024	N	2025-432	HF	1
	12/27/2024	N	2025-458	WF	1
	12/27/2024	N	2025-626	WF	1
	12/27/2024	Y	2025-437	AF	1
	1/10/2025	Y	2025-446	WM	1
	1/24/2025	N	2025-386	BF	1
	1/24/2025	N	2025-606	HF	2
	1/24/2025	N	2025-658	WF	2
	1/24/2025	N	2025-658	BF	1
	2/21/2025	N	2025-480	WF	1
	3/7/2025	N	2025-566	WF	1
	3/7/2025	N	2025-615	HF	1
	3/7/2025	N	2025-660	WF	1
	3/21/2025	N	2025-954	BF	1
	4/4/2025	N	2025-639	HF	1
	4/4/2025	N	2025-806	HF	1

Start Date	6/28/2024
Requisition Number	2024-977
Job Group	4D
Department	UMG-Storrs
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
2024-977	1	11	0	3	1	4	1	2	0	1	1	25
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	1	6	0	3	1	3	1	2	0	1	1	19
Withdrawn	0	2	0	0	0	0	0	0	0	0	0	2
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

The 1 WF met a hiring goal.

Start Date	7/12/2024
Requisition Number	2024-975
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.

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 are preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-975	0	3	1	8	0	8	0	0	1	1	0	22
Unqualified	0	0	0	4	0	0	0	0	0	0	0	4
Qualified	0	3	1	2	0	7	0	0	1	1	0	15
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Rescind Offer	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 Unqualified applicants did not meet the minimum requirements for the position.

15 Qualified applicants: 3 WF, 1 BM, 2 BF, 7 HF, 1 TM, 1 TF

- 1 WF, a UConn Health employee University Health Professional (UHP) union member, was in her probationary period and not eligible for a transfer per the University of Health Professionals collective bargaining union contract.
- 1 WF was previously offered several positions but did not complete the onboarding requirements.
- 1 WF, 1 BM, 1 BF, 7 HF, 1 TM, 1 TF did not respond to interview requests.
- 1 BF had previously failed her working test period.

3 Interviewed applicants: 2 BF, 1 HF

- 1 BF offer was rescinded by Human Resources.
- 1 HF did not have experience in a medical office, and it was discovered that she was looking for an IT position.

The 1 BF selected had two years of experience answering phones in a multispecialty medical office. She provided examples of her experience with handling emergency situations with discretion and quick action.

Start Date	5/30/2025
Requisition Number	2024-976
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.

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, medical office, and/or dental office scheduling experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-976	7	33	3	30	6	30	1	4	1	1	11	127
Unqualified	6	18	1	11	4	15	1	3	0	1	6	66
Qualified	0	6	0	13	2	12	0	0	1	0	4	38
Interviewed	1	4	1	6	0	1	0	0	0	0	1	14
Offer Declined	0	1	0	0	0	1	0	1	0	0	0	3
Hired	0	4	1	0	0	1	0	0	0	0	0	6

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the qualifications for the position.

38 Qualified applicants: 6 WF, 13 BF, 2 HM, 12 HF, 1 TM, 4 UU

- 1 WF did not complete her UConn Health onboarding for a previously offered position and did not attend scheduled interviews.
- 2 WF, 2 BF, 1 HF, 1 TM, 2 UU did not respond to attempts to schedule an interview.
- 3 WF, 5 BF, 2 HM, 5 HF, 1 UU indicated they were no longer interested in the position.
- 1 BF, 3 HF did not attend their scheduled interview and did not provide notice of cancellation.
- 1 BF was previously employed at UConn Health and did not pass her working test period.
- 1 BF had accepted another UConn Health position.
- 1 BF was interviewed previously and had negative references.
- 2 BF, 3 HF did not have stable work histories, this raised concerns about their reliability.
- 1 UU was a former employee who resigned not in good standing.

23 Interviewed applicants: 1 WM, 9 WF, 2 BM, 6 BF, 3 HF, 1 AF, 1 UU

- 1 WM did not enunciate clearly which made it difficult to understand him. The ability to enunciate clearly was a minimum requirement.
- 1 WF asked questions in response to the interview questions and did not provide complete detailed responses to interview questions.

- 1 WF spoke negatively about her peers and manager. She also did not explain her experience in a high-called environment.
- 1 WF's references provided negative feedback
- 1 WF provided conflicting and off topic responses to interview questions.
- 1 WF, 1 HF, 1 AF declined offers of employment.
- 1 BM had a two-year gap in employment and did not provide an explanation.
- 1 BF did not have experience in a call center environment scheduling medical or dental appointments.
- 1 BF did not bring a resume and did not follow up with emailing her resume as requested.
- 1 BF spoke negatively about her manager.
- 2 BF did not have experience in a high call volume (80 to 100 patients a day) setting.
- 1 BF did not have experience in a high call volume environment, and with medical or dental appointments.
- 1 HF stated she had difficulty with de-escalating patient's complaints.
- 1 UU's responses to interview questions did not match her application and resume.

The 1 WF selected had been working for the past nine months as an intern for Project Search. During this time, she completed an internship as a Clinic Office Assistant in the Dermatology Department, and in the Dental Finance Department. She had experience answering calls in a high call volume medical setting and experience with scheduling patient appointments and patient registration.

The 1 WF selected had eight years of experience working in a high call volume environment. She also had one and a half years of experience working in a medical setting scheduling appointments in a high call volume environment.

The 1 WF selected had eight years of experience in a call center environment, five of which included dental-related calls. She had an additional five years of experience working in a medical environment with high volume scheduling patient appointments.

The 1 WF selected had six and a half years of experience answering calls in a high call volume dental setting and scheduling dental appointments. Her experience also included coordinating care for Medicaid patients and collecting and posting patient payments.

The 1 HF selected had twenty years of experience in a medical setting and scheduling medical and dental appointments. Her experience included five years of answering calls in a high call volume environment and scheduling multiple specialty appointments in a community health setting.

The 1 BM met a hiring goal.

Start Date	8/23/2024
Requisition Number	2024-1173
Job Group	4D
Department	70022-UMG-Health Information Mgmt.
Job Title	Medical Records Clerk

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of office systems and procedures including proper telephone usage and filing
- Knowledge of medical or psychiatric terminology as appropriate to the position
- Oral and written communication skills
- Skill and accuracy in typing
- Basic interpersonal skills
- Ability to operate office equipment which includes personal computers or other electronic equipment
- Ability to follow written and oral instructions

MINIMUM QUALIFICATIONS
GENERAL EXPERIENCE

- Two (2) years of clerical experience.

MINIMUM QUALIFICATIONS
SPECIAL EXPERIENCE

- One (1) year of the General Experience must have been in a medical environment.

PREFERRED QUALIFICATIONS

- Minimum 1 year working in a Health Information Management Department
- EPIC EMR
- OnBase

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1173	2	36	4	23	1	15	1	4	0	3	11	100
Unqualified	2	23	1	11	1	8	0	2	0	2	7	57
Qualified	0	12	3	12	0	6	1	2	0	1	3	40
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

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

40 Qualified applicants: 12 WF, 3 BM, 12 BF, 6 HF, 1 AM, 2 AF, 1 TF, 3 UU

- 12 WF, 3 BM, 10 BF, 6 HF, 1 AM, 1 AF, 1 TF, 3 UU did not have one year of experience working in a Health Information Management Department utilizing EPIC, EMR, or OnBase.
- 1 BF was previously offered a position and declined.
- 1 BF was previously interviewed and found to have embellished information on her application. She also received a negative reference from previous employer.
- 1 AF was a previous intern who did not separate with good standing.

3 Interviewed applicants: 1 WF, 1 HF, 1 UU

- 1 HF had less than one year of the preferred experience scanning in a health information management (HIM) department. Scanning was not her primary responsibility and a portion of her scanning experience occurred within the Utilization Management department. She provided support with scanning as needed. Additionally, she was unable to provide her scanning accuracy rates or productivity data.

- 1 UU had two years of experience with scanning in HIM. Her experience was focused on digitizing paper records with documents and without formal tracking of productivity or accuracy metrics. She was unable to describe how she would address instances of documents being scanned into incorrect patient charts.

The 1 WF selected. She had fifteen years of experience in HIM, which included three years of scanning experience in a health information management department. She also had experience utilizing the EPIC electronic medical record system and OnBase patient management software. Additionally, her scanning productivity exceeded UConn Health's current standards, and she had a 95% accuracy rating. Furthermore, she provided detailed responses to interview questions regarding HIM scanning workflow.

Start Date	8/23/2024
Requisition Number	2024-1278
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.

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 QUALIFICATION

- Call Center and/or medical office scheduling experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1278	2	9	2	13	0	6	0	0	0	2	3	37
Unqualified	2	2	1	4	0	1	0	0	0	2	2	14
Qualified	0	7	1	8	0	5	0	0	0	0	1	22
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

22 Qualified applicants: 7 WF, 1 BM, 8 BF, 5 HF, 1 UU

- 6 WF, 1 BM, 6 BF, 5 HF, 1 UU did not have experience scheduling medical office appointments.
- 1 WF's previous offer was rescinded due to not completing onboarding or the required physical.
- 1 BF a previous employee, resigned not in good standing.
- 1 BF had been previously employed and did not successfully complete an extended working test period.

1 Interviewed applicant: 1 BF

The 1 BF selected had experience working in a medical call center. Her experience included using EPIC to schedule medical office appointments.

Start Date	9/6/2024
Requisition Number	2024-1325
Job Group	4D
Department	20080-Educational Clinics Admin
Job Title	Fiscal Assistant

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.

EDUCATION AND 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 QUALIFICATION

- Previous experience in dental procedures and office management.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1325	1	8	3	3	0	1	1	3	0	0	4	24
Unqualified	0	3	1	0	0	0	0	0	0	0	2	6
Qualified	1	4	2	3	0	1	1	3	0	0	2	17
Hired	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

17 Qualified applicants: 1 WM, 4 WF, 2 BM, 3 BF, 1 HF, 1 AM, 3 AF, 2 UU

- 1 WM, 3 WF, 2 BM, 3 BF, 1 HF, 1 AM, 3 AF, 1 UU did not have the experience of working in a dental office.

- 1 WF, a previous employee, had resigned not in good standing.
- 1 UU stated that they applied in error and were not interested in the position.

1 Interviewed applicant: 1 WF

The 1 WF selected had seventeen years of experience working in a dental office. She also had experience with both accounts receivable and payable.

Start Date	9/20/2024
Requisition Number	2024-1369
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
2024-1369	1	8	0	6	3	7	1	1	0	4	1	32
Unqualified	0	6	0	2	2	3	0	0	0	1	1	15
Qualified	0	2	0	1	0	4	1	1	0	1	0	10
Interviewed	1	0	0	3	1	0	0	0	0	1	0	6
Hired	0	0	0	0	0	0	0	0	0	1	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

10 Qualified applicants: 2 WF, 1 BF, 4 HF, 1 AM, 1 AF, 1 TF

- 1 WF, 1 BF, 1 HF did not attend their scheduled interviews.
- 1 WF was previously offered several positions but did not complete the onboarding requirements.
- 1 HF, 1 TF did not have experience in registration, the emergency department, or utilizing EPIC.
- 2 HF, 1 AM declined the offer to interview.
- 1 AF, a previous employee, resigned not in good standing.

7 Interviewed applicants: 1 WM, 3 BF, 1 HM, 2 TF

- 1 WM, a University Health Professional (UHP) union member with contractual rights to be interviewed, did not have experience in emergency department registration. He scored 83% on the interview questions.
- 1 BF had experience utilizing EPIC but only with minor registration functions. She scored 56% on the interview questions.
- 1 BF was selected for another UConn Health position.
- 1 BF did not provide detailed responses to questions that were outside of the specific regulation questions. She scored 68% on the interview questions.
- 1 HM had some knowledge of registration and insurance plans but not at the level needed for the position. He scored 79% on the interview questions.
- 1 TF had experience in an emergency department but had not used EPIC. She scored 87% on the interview questions.

The 1 TF selected had experience with emergency department registration and with EPIC revenue cycle. She also understood insurance plans, patient rights, and patient policies surrounding emergency department operations. She scored 89% on the interview questions.

The interview questions were based on the following:

- Experience with obtaining patient data
- Importance of proper patient identification

- Strategies for dealing with conflicting demands from patients, families, and health care providers
- Knowledge of Emergency Medical Treatment and Labor Act
- Knowledge of HIPPA regulations
- Importance of teamwork
- Effectively handling mistakes
- Adapting to changes in department and organization

Start Date	10/4/2024
Requisition Number	2024-1213
Job Group	4D
Department	10152-Occupational & Environmental Medicine
Job Title	Executive Assistant - Occupational & Environmental Medicine

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, AND ABILITIES

- 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.

Substitutions Allowed

- College training in 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 Requirements

- One (1) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

PREFERRED EXPERIENCE

- Experience with calendar and schedule management using Microsoft Outlook Calendar.
- Experience with organizing, scheduling, and maintaining a calendar for a group or an individual.
- Experience with taking and transcribing meeting minutes.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1213	0	27	0	11	2	5	0	1	0	2	4	52
Unqualified	0	12	0	4	2	4	0	1	0	1	3	27
Qualified	0	10	0	2	0	1	0	0	0	0	1	14
Interviewed	0	5	0	4	0	0	0	0	0	1	0	10
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

14 Qualified applicants: 10 WF, 2 BF, 1 HF, 1 UU

- 1 WF cancelled her scheduled interview.
- 1 WF did not have experience in administrative support, her background was primarily in retail and metal fabrication, which did not align with the executive-level support. She did not have experience with advanced calendar management or transcribing meeting minutes.
- 2 WF, 1 BF did not have experience in healthcare or academic environments or transcribing meeting minutes or using Microsoft Outlook.
- 1 WF, a previous employee, was not eligible for rehire.
- 5 WF, 1 BF, 1 HF, 1 UU did not have experience with calendar management or transcribing meeting minutes.

11 Interviewed applicants: 5 WF, 5 BF, 1 TF

- 1 WF scored 48 out of a possible 75 points.
- 1 WF scored 49 out of a possible 75 points.
- 1 WF scored 51 out of a possible 75 points.
- 1 WF scored 43 out of a possible 75 points.
- 1 WF scored 47 out of a possible 75 points.
- 1 BF scored 55 out of a possible 75 points but she did not respond back for a second interview.
- 1 BF scored 38 out of a possible 75 points.

- 1 BF scored 53 out of a possible 75 points and for the second interview she scored a 21 out of a possible 25 points.
- 1 BF scored 41 out of a possible 75 points.
- 1 TF scored a 45 out of a possible 75 points.

The 1 BF was selected. On the first round of interviews, she scored fifty-four out of a possible seventy-five points. On the second round of interviews, she scored twenty-four out of a possible twenty-five points.

The first round of interviews had a total of fifteen questions that were based on the following:

- Communication skills
- Scheduling experience
- Ability to maintain multiple calendars
- Organizational skills
- Experience taking and transcribing meeting minutes
- Creating reports and presentations with accuracy
- Knowledge of software programs

The candidates who scored the highest in the first round of interviews were invited for a second interview.

In the second round of interviews behavioral and situational questions were asked. There was a total of five questions. These questions were based on the following:

- Communication skills
- Ability to prioritize workflow
- Understanding of position
- Taking initiative

Start Date	10/18/2024
Requisition Number	2025-202
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.

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, medical office, and/or dental office scheduling experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-202	0	0	0	6	2	4	0	0	0	2	1	15
Unqualified	0	0	0	1	2	0	0	0	0	1	1	5
Qualified	0	0	0	3	0	4	0	0	0	1	0	8
Interviewed	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 Unqualified applicants did not meet the minimum requirements for the position.

8 Qualified applicants: 3 BF, 4 HF, 1 TF

- 1 BF, 1 HF did not attend their scheduled interview.
- 1 HF, 1 BF did not have experience in a call center or a high call volume setting.
- 2 HF, 1 BF, 1 TF did not have experience in a high call volume environment or scheduling medical and dental appointments.

2 Interviewed applicants: 2 BF

- 1 BF did not demonstrate the ability to work in a high-volume call center in her responses to interview questions and did not relate how her experiences would transfer to this position.

The 1 BF selected had four years of experience working in a call center setting in which two of those years were in a high (100+) call volume medical setting. She also had experience scheduling medical appointments using EPIC (electronic medical records system).

Start Date	11/1/2024
Requisition Number	2025-223
Job Group	4D
Department	62060-Finance and Reporting
Job Title	Fiscal Assistant

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 AND 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-223	4	4	1	2	1	1	1	2	0	0	2	18
Unqualified	0	2	0	2	1	1	0	1	0	0	1	8
Qualified	4	1	1	0	0	0	1	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.

The Unqualified applicants did not meet the minimum requirements for the position.

9 Qualified applicants: 4 WM, 1 WF, 1 BM, 1 AM, 1 AF, 1 UU

- 1 WM, 1 WF did not respond to requests to schedule an interview.
- 3 WM, 1 BM, 1 AM, 1 AF, 1 UU did not possess experience with accounts payable, data entry, and Adobe relative to account, financial record keeping or bookkeeping.

1 Interviewed applicant: 1 WF

The 1 WF selected possessed the necessary combination of experience including accounts payable, data entry, and Adobe skills. She demonstrated the necessary communication, critical thinking, and interpersonal skills as well as attention to detail during the interview process.

Start Date	11/15/2024
Requisition Number	2024-1313
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 its 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 (2) years of Hospital Billing, Denials, and follow-up experience demonstrated thorough knowledge of medical insurance plans and related government guidelines.
- Two (2) years of claims processing experience in an insurance setting.
- Demonstrated knowledge of Third-Party Reimbursements, co-pays, financial classes, and carrier codes.
- Knowledge of Revenue and HCPC codes.
- Knowledge of EPIC.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1313	1	14	0	9	2	4	0	1	0	2	4	37
Unqualified	1	5	0	4	2	2	0	1	0	1	1	17
Qualified	0	7	0	4	0	1	0	0	0	1	1	14
Interviewed	0	2	0	1	0	1	0	0	0	0	1	5
Hired	0	0	0	0	0	0	0	0	0	0	1	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

14 Qualified applicants: 7 WF, 4 BF, 1 HF, 1 TF, 1 UU

- 7 WF, 2 BF, 1 HF, 1 UU did not have experience with hospital billing, denials, and follow-up and did not demonstrate knowledge of medical insurance plans and related government guidelines in their application materials.
- 1 BF had accepted another position and was no longer interested in this position.
- 1 BF had not passed a background check on a prior offer from UConn Health.
- 1 TF, a previous employee, had separated not in good standing from UConn Health.

6 Interviewed applicants: 2 WF, 1 BF, 1 HF, 2 UU

- 2 WF, 1 UU did not have experience with hospital billing, as their background was focused on the dental field.
- 1 BF, 1 HF did not have experience with hospital billing, as her background was in cash posting.

The 1 UU selected had more than two years of hospital billing and denial experience. They had the ability to prepare, process, and maintain records and reports as indicated by their detailed examples to questions.

Start Date	12/27/2024
Requisition Number	2025-432
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
2025-432	2	45	2	17	1	18	5	10	0	3	11	114
Unqualified	2	14	0	4	1	3	2	8	0	0	6	40
Qualified	0	26	2	8	0	7	3	2	0	3	5	56
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	4	0	4	0	8	0	0	0	0	0	16
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 BF

56 Qualified applicants: 26 WF, 2 BM, 8 BF, 7 HF, 3 AM, 2 AF, 3 TF, 5 UU

- 1 BM applied for the position after the posting deadline.
- 26 WF, 1 BM, 7 BF, 6 HF, 3 AM, 2 AF, 3 TF, 2 UU did not have human resources and front desk experience.
- 1 BF was a former employee who did not successfully complete her working test period.
- 1 HF did not respond to interview requests.
- 1 UU declined the offer for an interview.

17 Interviewed applicants: 4 WF, 4 BF, 9 HF

- 2 WF, 2 BF, 3 HF did not demonstrate the necessary experience in customer service based on their responses to interview questions.
- 2 WF, 1 BF, 5 HF did not demonstrate the necessary experience in human resources based on her responses to interview questions.
- 1 BF stated concerns over the commute and that she was not interested in the position.

The 1 HF selected had one and a half years of human resource experience. Her experience included public interactions, answering phone calls, and performing administrative tasks. She provided detailed responses and examples to interview questions regarding her customer service skills.

Start Date	12/27/2024
Requisition Number	2025-458
Job Group	4D
Department	62121-Research-Finance
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.

Substitutions Allowed

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (l/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
2025-458	4	14	0	2	0	4	1	3	0	2	4	34
Unqualified	1	6	0	2	0	2	1	2	0	0	2	16
Qualified	3	2	0	0	0	0	0	1	0	2	1	9
Withdrawn	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	3	0	0	0	2	0	0	0	0	1	6
Hired	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 2 WF

9 Qualified applicants: 3 WM, 2 WF, 1 AF, 2 TF, 1 UU

- 3 WM, 2 WF, 1 AF, 2 TF, 1 UU did not have professional experience with bookkeeping and other financial management tasks. They also did not have experience with procurement and purchasing activities or working in a large organization supporting multiple units.

7 Interviewed applicants: 4 WF, 2 HF, 1 UU

- 1 WF did not directly respond to interview questions and scored 1.27/5 on the skills assessment, specifically on questions regarding her knowledge about bookkeeping and other financial management tasks.
- 1 WF' work experience was found to be not relevant to the position during the interview, and she scored low on the skills assessment.
- 1 WF could not provide detailed information about her experience and how it related to the position duties, and she scored 3.15/5 on the skills assessment.
- 1 HF scored 1.64/5 on the skills assessment and did not follow instructions relating to recording answers.
- 1 HF did not have relevant work experience, as her background was clinical. She also did not have experience working with Excel, or bookkeeping/financial/procurement.
- 1 UU scored of 3.97/5 on the skills assessment.

The 1 WF was selected. She scored a combined total of 4.73 out of 5 on her interview and skills assessment. She had the preferred Excel experience as well as bookkeeping and financial administrative experience.

The questions on the interview and the skills assessment were based on the following:

- Microsoft Excel skills
- Bookkeeping and financial management experience
- Procurement and purchasing experience

- Experience supporting multiple units
- Oral and written communication skills
- Problem solving skills
- Organizational skills

Start Date	12/27/2024
Requisition Number	2025-626
Job Group	4D
Department	81018-Neag Cancer Center (JDH)
Job Title	Telecommunication 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.

GENERAL EXPERIENCE

- Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

PREFERRED QUALIFICATIONS

- Experience using EPIC.
- High call volume experience in a clinical call center setting.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-626	0	10	0	6	0	2	0	1	0	3	2	24
Unqualified	0	1	0	2	0	0	0	0	0	0	1	4
Qualified	0	6	0	4	0	2	0	1	0	2	1	16
Interviewed	0	2	0	0	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 Unqualified applicants did not meet the minimum requirements for the position.

16 Qualified applicants: 6 WF, 4 BF, 2 HF, 1 AF, 2 TF, 1 UU

- 6 WF, 3 BF, 2 HF, 1 AF, 2 TF, 1 UU did not have experience in a high call volume clinical call center setting.
- 1 BF had not successfully completed her previous working test period.

4 Interviewed applicants: 3 WF, 1 TF

- 1 WF was only interested in a remote position, which was not an option for this position.
- 1 WF stated that she had difficulty with time management and did not like to send triage messages as she was unable to finish the messages in time before the next call.
- 1 TF did not provide complete responses about her experiences in a high-call volume setting.

The 1 WF selected had two years of experience working in a high-volume (100+ calls a day) clinical call center setting. She also provided detailed examples of her organizational skills and reliability.

Start Date	12/27/2024
Requisition Number	2025-437
Job Group	4D
Department	62060-Finance and Reporting
Job Title	Fiscal Assistant

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 AND 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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-437	2	7	0	4	0	2	1	3	0	0	4	23
Unqualified	0	1	0	1	0	0	1	0	0	0	1	4
Qualified	2	5	0	2	0	1	0	1	0	0	3	14
Withdrawn	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	0	1	0	1	0	1	0	0	0	0	0	3
Hired	0	0	0	0	0	0	0	1	0	0	0	1

The 1 AF met a hiring goal.

Start Date	1/10/2025
Requisition Number	2025-446
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.

GENERAL EXPERIENCE

- 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.

SPECIAL REQUIREMENTS

- Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-446	1	2	0	2	0	0	0	1	0	0	0	6
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	0	0	2	0	0	0	1	0	0	0	3
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

The 1 WM met a hiring goal.

Start Date	1/24/2025
Requisition Number	2025-386
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.

SPECIAL REQUIREMENTS

- 1. Incumbents in this class may be required to work a schedule that includes weekends and evenings
- and holidays.
  2. Incumbents in this class may be required to receive certification as a Telecommunicator within
- one (1) year of appointment.

PHYSICAL REQUIREMENT

- A physical examination may be required by the appointing authority.
- Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS

- Call Center and/or medical office scheduling experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-386	4	10	1	14	1	10	1	1	0	1	3	46
Qualified	4	9	1	13	1	9	1	1	0	1	3	43
Interviewed	0	1	0	0	0	1	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.

43 Qualified applicants: 4 WM, 9 WF, 1 BM, 13 BF, 1 HM, 9 HF, 1 AM, 1 AF, 1 TF, 3 UU

- 4 WM, 7 WF, 1 BM, 11 BF, 1 HM, 8 HF, 1 AM, 1 AF, 1 TF, 3 UU did not have experience in a call center and or medical office scheduling.
- 1 WF, 1 BF did not respond to interview requests.
- 1 WF, 1 BF did not attend their scheduled interviews.
- 1 HF declined the interview request.

3 Interviewed applicants: 1 WF, 1 BF, 1 HF

- 1 WF responded to questions about her attendance and tardiness saying that she reports to work late several times a week due to traffic.
- 1 HF withdrew.

The 1 BF selected had experience with medical office patient scheduling and in a call center. She demonstrated the necessary communication skills and provided examples of when she had successfully used correct judgement and discretion to act quickly in emergency situations.

Start Date	3/21/2025
Requisition Number	2025-606
Job Group	4D
Department	80320-Cardiology
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.

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

- Medical terminology preferred
- Call Center Experience
- EPIC scheduling experience
- Scheduling patient appointments and testing in an outpatient clinic

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-606	3	15	1	18	0	13	0	1	2	3	5	61
Unqualified	2	3	0	2	0	4	0	0	1	0	1	13
Qualified	1	12	1	15	0	7	0	1	1	2	4	44
Withdrawn	0	0	0	0	0	0	0	0	0	1	0	1
Interviewed	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	2	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 TF

44 Qualified applicants: 1 WM, 12 WF, 1 BM, 15 BF, 7 HF, 1 AF, 1 TM, 2 TF, 4 UU

- 1 WM, 3 WF, 1 BM, 6 BF, 1 UU did not have experience scheduling patient appointments.

- 4 WF, 7 BF, 6 HF, 1 AF, 1 TM, 1 TF, 3 UU, applied after the first hire was made and were not interviewed as the second selected candidate was working as a telecom operator in the department through an agency.
- 3 WF, 1 BF, former employees, resigned not in good standing.
- 1 WF declined the interview request.
- 1 WF did not attend the scheduled interview.
- 1 BF, 1 HF did not respond to the interview request.
- 1 TF accepted another position.

3 Interviewed applicants: 1 BF, 2 HF

- 1 BF was late for the interview.

The 1 HF selected had three years of experience scheduling patient appointments. She also had experience handling about 120 patient calls a day.

The 1 HF selected had experience scheduling patient appointments using EPIC (electronic medical record system) and testing in an outpatient clinic. She had experience in a call center, knowledge of medical terminology, and had been performing the job functions of this position through a temporary agency.

Start Date	3/7/2025
Requisition Number	2025-658
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.

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

- Call center and/or medical office scheduling experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-658	4	15	4	11	1	13	0	1	0	5	10	64
Unqualified	0	1	1	1	0	1	0	0	0	0	3	7
Qualified	3	9	2	7	1	6	0	1	0	3	7	39
Interviewed	1	2	1	2	0	5	0	0	0	2	0	13
Offer Declined	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	2	0	1	0	0	0	0	0	0	0	3

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

39 Qualified applicants: 3 WM, 9 WF, 2 BM, 7 BF, 1 HM, 6 HF, 1 AF, 3 TF, 7 UU

- 3 WM, 5 WF, 1 BM, 5 BF, 1 HM, 3 HF, 1 AF, 2 TF, 7 UU did not have experience working in a call center and or medical office scheduling.
- 1 WF, a previous employee, had worked in the call center and did not pass her working test period.
- 1 WF did not respond to requests for clarification on her application materials.
- 1 WF's offer for a different position was rescinded and she did not attend several scheduled interviews.
- 1 WF declined the interview request.
- 1 BM did not attend his scheduled second interview.
- 1 BF, a previous employee, had worked in the call center and had performance issues that led to disciplinary action.
- 1 BF, 3 HF, 1 TF did not respond to interview requests.

18 Interviewed applicants: 1 WM, 5 WF, 1 BM, 3 BF, 6 HF, 2 TF

- 1 WM, a University Health Professionals (UHP) union member with contractual bargaining rights to be interviewed, did not have experience in a call center or medical office.
- 1 WF, 1 HF declined the offer of employment.
- 1 WF accepted another position.
- 1 WF did not respond to requests for a second interview.
- 1 BM did not attend his scheduled second interview.

- 1 BF, 2 HF, 1 TF had experience in a call center but not with scheduling in a medical setting.
- 1 BF provided answers about her past job skills and work experience that were inconsistent to what was listed on her resume and application.
- 1 HF had only one year of experience working in a call center setting.
- 1 HF, 1 TF had experience in a medical office but not in a call center setting.
- 1 HF did not demonstrate the necessary skills maintaining records or the ability to think and act quickly in emergency situations with judgment and discretion, based on responses to interview questions.

The 1 WF selected was currently working in a call center. She also had over two years of call center experience.

The 1 WF selected was currently working in a call center. She also had fourteen months of experience answering multi line phone systems and scheduling patient appointments.

The 1 BF selected had one year of experience working in a call center. She also had seventeen months of medical office experience scheduling patient appointments.

Start Date	2/21/2025
Requisition Number	2025-480
Job Group	4D
Department	62043-Patient Financial Services - Admin
Job Title	Accounts Receivable Collector

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of collections and its 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.

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, to a maximum of two (2) years.

PREFERRED QUALIFICATIONS

- Two years' hospital or professional billing experience
- Two years' hospital or professional billing credit balance resolution
- One-year EPIC cash management experience
- Working knowledge of 835 data
- Government and/or contracted payer
- Strong knowledge of ANSI standard CARC codes/remark codes

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-480	1	8	0	5	0	4	0	2	0	2	3	25
Unqualified	1	2	0	3	0	3	0	1	0	2	1	13
Qualified	0	0	0	1	0	0	0	0	0	0	1	2
Interviewed	0	5	0	1	0	1	0	1	0	0	0	8
Offer Declined	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.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Qualified applicants: 1 BF, 1 UU

- 1 BF did not respond to interview requests.
- 1 UU did not have experience in professional billing.

10 Interviewed applicants: 6 WF, 1 BF, 1 HF, 1 AF, 1 UU

- 1 WF scored 70% on the interview assessment.
- 1 WF scored 65% on the interview assessment.
- 3 WF, 1 AF scored 80% on the interview assessment. They did not provide detailed examples of their cash management and billing experience.
- 1 BF scored 50% on the interview assessment.
- 1 HF scored 75% on the interview assessment.
- 1 UU declined the offer of employment.

The 1 WF selected scored 80% on interview assessment. The assessment had 10 questions worth 10 points each. She had specialized expertise in all aspects of cash management, and independent project management skills. She provided detailed responses and examples of her knowledge of cash management, billing experience, and contracted payer experience. She also provided specific ANSI standard CARC codes and had knowledge of government data.

The assessment was based on the following skills:

- Professional billing experience
- Professional billing credit balance resolution
- EPIC (electronic medical records system) cash management
- Knowledge of 835 data government payer
- Knowledge of claim adjustments
- Organization
- Critical thinking

Start Date	3/7/2025
Requisition Number	2025-566
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.

Substitutions Allowed

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (l/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
2025-566	1	18	1	3	0	6	3	4	0	3	0	39
Unqualified	0	4	0	1	0	2	0	1	0	1	0	9
Qualified	0	9	1	1	0	2	3	3	0	2	0	21
Withdrawn	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	1	2	0	1	0	2	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 Unqualified applicants did not meet the minimum requirements for the position.

23 Qualified applicants: 11 WF, 1 BM, 1 BF, 2 HF, 3 AM, 3 AF, 2 TF

- 1 WF did not complete the supplemental questions on the application.
- 1 WF declined the interview request.
- 1 WF had less than two years of experience with purchasing, payroll, and budgeting.
- 1 WF, 1 TF accepted other positions and were no longer interested in this position.
- 3 WF withdrew their applications from consideration.
- 1 WF resigned without notice and was not eligible for rehire.
- 1 HF did not have experience in fiscal functions.
- 2 WF, 1 BF, 2 AM did not have experience with payroll, budget, or contracts.
- 1 AM had less than two years of experience processing deposits.
- 1 WF and 1 AF had less than four years of experience in payroll and purchasing.
- 1 BM, 1 HF, 2 AF, 1 TF did not have experience with contracts or budgeting.

7 Interviewed applicants: 1 WM, 3 WF, 1 BF, 2 HF

- 1 WM indicated he was not interested in a long-term position.
- 1 WF and 2 HF did not have contract, budget, or payroll experience.
- 1 WF did not have contract or budgeting experience.
- 1 BF held three positions in 2.5 years. She also had one year of experience with ordering and bookkeeping that involved repetitive tasks and did not involve making decisions.

The 1 WF was selected. She had fourteen years of accounting, payroll, and contracts experience. She also provided detailed responses to interview questions regarding her organizational, communication, and computer skills.

Start Date	3/7/2025
Requisition Number	2025-615
Job Group	4D
Department	10260-Obstetrics and Gynecology
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.

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) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Substitutions Allowed

- College training in 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
2025-615	1	29	0	4	0	14	0	2	0	3	3	56
Unqualified	0	10	0	0	0	6	0	1	0	2	0	19
Qualified	1	18	0	3	0	6	0	1	0	1	3	33
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	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 Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 BF

33 Qualified applicants: 1 WM, 18 WF, 3 BF, 6 HF, 1 AF, 1 TF, 3 UU

- 1 WM, 10 WF, 3 HF, 1 AF, 1 TF, 1 UU did not have experience in managing calendars and handling a wide variety of administrative duties that aligned with an Executive Assistant position.
- 6 WF, 3 BF, 2 HF, 2 UU did not respond to interview requests.
- 1 WF, 1 HF withdrew.
- 1 WF had interviewed for another position in the department and had not demonstrated the professional communication skills required for an Executive Assistant position.

3 Interviewed applicants: 1 WF, 2 HF

- 1 WF did not demonstrate the necessary communication skills during the interview, as her responses to interview questions were incomplete.
- 1 HF did not relate her experience to the executive assistant role. Her background was in the law field, and she did not have experience managing calendars or performing various administrative duties.

The 1 HF selected had over ten years of administrative experience supporting multiple physicians. Her experience included managing physician calendars and office operations. She also had experience organizing workflow processes and successfully meeting deadlines.

Start Date	3/7/2025
Requisition Number	2025-660
Job Group	4D
Department	62060-Finance and Reporting
Job Title	Fiscal Assistant

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 AND 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 with bookkeeping, finance and procurement processes including but not limited to processing reimbursements to ensure they are in compliance with policies and procedures and purchase requisition initiation.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-660	3	9	0	3	0	2	1	3	1	0	1	23
Unqualified	0	2	0	1	0	0	0	1	0	0	1	5
Qualified	3	6	0	1	0	0	1	2	1	0	0	14
Interviewed	0	0	0	1	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.

The Unqualified applicants did not meet the minimum requirements for the position.

14 Qualified applicants: 3 WM, 6 WF, 1 BF, 1 AM, 2 AF, 1 TM

- 1 WM, 3 WF did not have experience with reimbursements and bookkeeping.
- 1 WM, 2 WF, 1 BF, 1 AM did not have experience with reimbursements, bookkeeping, analysis, and reconciliation.
- 1 WM, 1 WF, 2 AF, 1 TM did not have experience with reimbursements or calendar maintaining and scheduling.

4 Interviewed applicants: 1 WF, 1 BF, 2 HF

- 1 BF did not have the level of experience needed in data entry, bookkeeping, or finance as her background was focused on a medical and patient care environment.
- 1 HF did not demonstrate her experience in reimbursements, bookkeeping, analysis, and reconciliation as her responses to interview questions were vague and incomplete.

- 1 HF did not demonstrate her experience in reimbursements, bookkeeping, analysis, scheduling/maintaining calendar in her responses to interview questions.

The 1 WF selected had experience in customer service and bookkeeping that included following policies. She had experience maintaining confidential information and data entry. Additionally, she provided detailed examples of how she worked through solving complicated occurrences.

Start Date	3/21/2025
Requisition Number	2025-954
Job Group	4D
Department	70026-UMG-Call Center
Job Title	Telecommunications Operator - 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.
- 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.

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

- Call center and/or medical office scheduling experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-954	1	7	2	9	1	7	0	1	0	1	3	32
Unqualified	0	0	1	1	0	2	0	0	0	0	0	4
Qualified	1	7	1	6	1	4	0	1	0	1	3	25
Interviewed	0	0	0	1	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

25 Qualified applicants: 1 WM, 7 WF, 1 BM, 6 BF, 1 HM, 4 HF, 1 AF, 1 TF, 3 UU

- 1 WM, 4 WF, 1 BM, 6 BF, 1 HM, 4 HF, 1 AF, 1 TF, 3 UU did not have experience with both duties of scheduling appointments and answering phones in a medical office.
- 1 WF did not attend the scheduled interview.
- 1 WF, a previous employee, resigned not in good standing.
- 1 WF, a previous employee in the call center, had failed her working test period.

3 Interviewed applicants: 2 BF, 1 HF

- 1 BF had four years of experience answering phones in a medical office setting but could not provide detailed responses to interview questions regarding scheduling patient appointments. Her background was in a billing call center.
- 1 HF had fifteen months of experience scheduling patient appointments and answering phones in a medical office setting, but she could not provide complete responses to interview questions regarding electronic patient medical record systems. During an internship she had only seen EPIC being used, she did not have direct experience utilizing it.

The 1 BF selected had twenty-three years of experience scheduling patient appointments and answering phones in a medical office setting.

Start Date	4/4/2025
Requisition Number	2025-639
Job Group	4D
Department	80082-Patient Access
Job Title	Lead ED Admissions Specialist

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY

- 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 communication skills.
- Advanced 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, supervisory ability.

EXPERIENCE AND TRAINING

- Four (4) 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.

SPECIAL REQUIREMENT

- 3 years of Epic and ED experience

PREFERRED QUALIFICATIONS/EXPERIENCE

- Five (5) years of experience with ED registration in EPIC, Inpatient Notification, Insurance Verification and Financial Clearance.
- One (1) year of supervisor/lead experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-639	0	7	1	2	2	4	1	1	0	0	1	19
Unqualified	0	4	1	2	1	2	0	0	0	0	1	11
Qualified	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	0	2	0	0	1	0	1	1	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 Unqualified applicants did not meet the minimum requirements for the position.

2 Qualified applicants: 1 WF, 1 HF

- 1WF accepted another position.

- 1 HF declined the offer to interview.

6 Interviewed applicants: 2 WF, 1 HM, 1 HF, 1 AM, 1 AF

- 1 WF, 1 AM did not have the necessary leadership skills and did not understand the expectations of a lead position based on their responses to interview questions.
- 1 WF, 1 AF did not have experience in an emergency department and had not held a leadership position.
- 1 HM stated that he did not have experience or knowledge about emergency department operations.

The 1 HF selected had six years of experience using EPIC (electronic medical records system) to register patients in the Emergency Department. She had experience with inpatient notification, insurance verification, and financial clearance. Additionally, she provided detailed responses to interview questions regarding Emergency Department registration and her leadership skills.

Start Date	4/4/2025
Requisition Number	2025-806
Job Group	4D
Department	10140-Medicine - Administration
Job Title	Executive Assistant

MINIMUM QUALIFICATION 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.

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) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Preferred Experience:

- Previous experience working in a hospital or clinical setting.
- Experience with calendar and schedule management using Microsoft Outlook Calendar.
- Experience with organizing, scheduling, and maintaining a calendar for a group or an individual.
- Experience with taking and transcribing meeting minutes.
- Experience with Onboarding.
- Experience with Lightning bolt.
- Experience with CME applications.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-806	0	22	1	5	0	10	1	4	0	1	2	46
Unqualified	0	9	0	4	0	7	1	3	0	0	1	25
Qualified	0	13	1	0	0	1	0	0	0	1	1	17
Interviewed	0	0	0	1	0	1	0	1	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 and the AF goals had been met with previous hires and were no longer established hiring goals.

The Unqualified applicants did not meet the minimum requirements as posted.

17 Qualified applicants: 13 WF, 1 BM, 1 HF, 1 TF, 1 UU

- 12 WF, 1 BM, 1 HF, 1 TF, 1 UU were not UConn Health employees and University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.
- 1 WF UConn Health employee and UHP union member was in her working test period. She was ineligible for a transfer per the contractual bargaining agreement.

3 Interviewed applicants: 1 BF, 1 HF, 1 AF

- 1 BF did not demonstrate the necessary experience with supervising, financial oversight, or process improvement in her responses to interview questions.
- 1 HF administrative experience was logistics focused rather than healthcare financial operations. She had experience with shipping, receiving, and inventory management.
- 1 AF was selected for another UConn Health position.

The 1 HF, a part-time UConn Health employee and UHP union member was selected. She had eleven years of experience in healthcare administration, financial operations, and patient coordination. Her experience included financial operations, leadership, process improvement, and healthcare administration. She also had experience streamlining financial workflows, enhancing patient experience, and leading administrative functions.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4E Admin Program Assistant 1	1	0	1	0	0	0	0	1

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
4E Admin Program Assistant 1	7/26/2024	N	2024-1120	WF	1
	3/7/2025	N	2025-455	WF	1

Start Date	7/26/2024
Requisition Number	2024-1120
Job Group	4E
Department	60002-UConn Health Pharmacy Services Inc.
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; oral and written communication skills; interpersonal 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 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
2024-1120	2	16	0	6	2	4	1	2	0	2	6	41
Unqualified	1	4	0	4	0	3	0	1	0	1	0	14
Qualified	1	9	0	2	2	1	1	1	0	1	6	24
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.

The Unqualified applicants did not meet minimum qualifications needed for this position.

24 Qualified applicants: 1 WM, 9 WF, 2 BF, 2 HM, 1 HF, 1 AM, 1 AF, 1 TF, 6 UU

- 1 WM, 1 WF, 2 HM did not have the education needed for this position.
- 1 WF did not submit the proper paperwork to be considered.
- 4 WF, 2 BF, 1 HF, 1 AM, 1 AF, 1 TF, 6 UU did not have more than two years of experience in secretarial/administrative assisting.
- 1 WF did not attend the scheduled interview.
- 2 WF declined the offer of an interview.

3 Interviewed applicants: 3 WF

- 1 WF scored 8/12 on the skills assessment.
- 1 WF did not answer the key question of patient privacy correctly. This was essential for this position.

The 1 WF was selected. She scored the highest 11/12 on the skills assessment.

The skills assessment was based on the following:

- Preparing invoices
- Excel functions and formats
- Patient privacy federal act
- Travel arrangements
- Grammar
- Alphabetizing rules
- Ensuring follow-up on open items

Start Date	3/7/2025
Requisition Number	2025-455
Job Group	4E
Department	61280-Administrative Support Services
Job Title	Adm 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
- Oral and written communication skills
- Interpersonal 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.

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:
- Preferred experience with room scheduling and coordinating event services.
- 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.
- Experience with onboarding contracted staff including background screening, issuing parking assignments and photo IDs.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-455	2	44	0	11	0	16	3	6	1	7	13	103
Unqualified	0	5	0	2	0	3	0	0	0	1	7	18
Qualified	2	33	0	7	0	7	3	5	1	4	5	67
Interviewed	0	5	0	1	0	6	0	1	0	2	1	16
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 Unqualified applicants did not meet minimum qualifications needed for this position.

67 Qualified applicants: 2 WM, 33 WF, 7 BF, 7 HF, 3 AM, 5 AF, 1 TM, 4 TF, 5 UU

- 1 WM, 14 WF, 6 BF, 6 HF, 1 TM, 4 TF, 3 AM, 5 UU did not have experience with room scheduling and events and did not have experience with background screenings.
- 1 WF applied for the wrong position.
- 1 WM, 14 WF, 3 AF did not have healthcare administrative experience or experience with room scheduling.
- 1 WF, 1 HF accepted another position within UConn Health.
- 1 AF did not have a stable work history. She only stayed in positions for three months at a time.
- 3 WF, 1 BF, 1 AF had errors on her resume.

18 Interviewed applicants: 6 WF, 2 BF, 6 HF, 1 AF, 2 TF, 1 UU

- 2 WF, 1 BF, 2 HF, 1 UU did not have healthcare administrative experience that was necessary for this position.
- 2 WF, 2 HF, 1 TF did not want to work in a shared role which this position was.
- 1 WF, 2 HF, 1 AF, 1 TF did not provide correct responses to interview questions. She also could not provide an example of her ability to work as a member of a team.
- 1 BF declined the offer of employment.

The 1 WF was selected. She had one and a half years of experience in healthcare administration with administrative systems. She also had experience coordinating event services. Additionally, she provided detailed examples of her ability to provide excellent customer service, maintain client relationships, and work as a member of a team. Her examples demonstrated her ability to communicate with employees at all levels.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4F Admin Program Assistant 2	2	0	1	2	0	1	1	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
4F Admin Program Assistant 2	8/9/2024	Y	2024-1312	HF	1
	10/4/2024	Y	2024-1417	WM	1
	12/13/2024	N	2025-456	WF	1
	2/21/2025	N	2025-702	WF	1
	3/21/2025	N	2025-790	WF	1

Start Date	8/9/2024
Requisition Number	2024-1312
Job Group	4F
Department	10721-AHEC
Job Title	Adm Program Assistant 2 - 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 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

Familiarity and use of Blackboard (HuskyCT)
Comfort working with online meeting platforms (Zoom, Webex, Teams)
Website management (WordPress)
Familiarity and use of Google Suite (i.e., Docs, Sheets, Forms, Drive)
Ability to lift 20 pounds

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
2024-1312	1	20	0	8	2	7	1	3	0	2	4	48
Unqualified	0	10	0	3	1	5	0	0	0	2	2	23
Qualified	0	8	0	2	1	0	1	3	0	0	2	17
Interviewed	1	2	0	3	0	1	0	0	0	0	0	7
Hired	0	0	0	0	0	1	0	0	0	0	0	1

The 1 HF met a hiring goal.

Start Date	10/4/2024
Requisition Number	2024-1417
Job Group	4F
Department	10520-Neag Cancer Center (SOM)
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.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Strong working knowledge of Microsoft Office Suite and Adobe products.
- Proficient in Excel.
- At least two (2) years of experience working in an academic medical setting.
- Working knowledge of procurement processes (HuskyBuy), travel arrangements, and UConn Health policies and procedures.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1417	3	21	1	9	1	9	0	2	0	0	6	52
Unqualified	0	4	0	0	0	4	0	0	0	0	0	8
Qualified	2	16	1	7	1	4	0	2	0	0	6	39
Interviewed	0	1	0	2	0	1	0	0	0	0	0	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM met a hiring goal.

Start Date	12/13/2024
Requisition Number	2025-456
Job Group	4F
Department	61280-Administrative Support Services
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 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.

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

Demonstrated excellence in maintaining strong client relationships, communication with all levels of management and providing excellent customer service.

Considerable knowledge with onboarding contracted workforce members, background screening process, and proficiency with SSC and Green Security.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-456	2	21	0	3	0	12	0	2	0	3	3	46
Unqualified	0	5	0	0	0	4	0	0	0	2	1	12
Qualified	2	11	0	1	0	5	0	2	0	1	2	24
Withdrawn	0	3	0	0	0	0	0	0	0	0	0	3
Interviewed	0	1	0	2	0	3	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 Unqualified applicants did not meet minimum qualifications needed for this position.

3 Withdrawn applicants: 3 WF

24 Qualified applicants: 2 WM, 11 WF, 1 BF, 5 HF, 2 AF, 1 TF, 2 UU

- 2 WM, 11 WF, 1 BF, 5 HF, 2 AF, 1 TF, 2 UU did not have knowledge of onboarding contracted workforce members or the background screening process.

7 Interviewed applicants: 2 WF, 2 BF, 3 HF

- 1 WF, 2 BF, 3 HFs were UConn Health University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. They did not have experience in performing background checks or onboarding processes.

The 1 WF was selected. She had experience with background checking and processing. She also had experience with Strategic Security Corporation (SSC) and Green Security. Additionally, she provided detailed examples of her communication and teamwork skills.

Start Date	2/21/2025
Requisition Number	2025-702
Job Group	4F
Department	UMG-Administration
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 to include word processors, computer terminals, and ability to use complex computer programs.

REQUIRED 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 based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS

Proficiency with EPIC, HuskyBuy, MACOLA computer programs
Knowledge of EPIC billing work queues such as Charge Review, CCI/LCD Edits, and Reference Lab (Send Out)
Proficiency with laboratory terminology
Proficiency with Microsoft Applications such as Word, Excel, PowerPoint, and Outlook
Proficiency with mathematical calculations to ensure accurate billing

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-702	3	30	1	8	0	16	1	1	0	4	7	71
Unqualified	2	8	0	3	0	12	0	1	0	1	4	31
Qualified	1	16	1	4	0	3	1	0	0	3	3	32
Interviewed	0	5	0	1	0	1	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 Unqualified applicants did not meet minimum qualifications needed for this position.

32 Qualified applicants: 1 WM, 16 WF, 1 BM, 4 BF, 3 HF, 1 AM, 3 TF, 3 UU

- 1 WM, 16 WF, 1 BM, 3 BF, 3 HF, 1 AM, 3 TF, 3 UU did not have experience processing invoices and payments in a clinical setting.
- 1 BF's cover letter was for a different position with the incorrect year, and her resume contained errors. This demonstrated that she did not have the necessary written communication skills.

8 Interviewed applicants: 6 WF, 1 BF, 1 HF

- 1 WF declined an offer for a second interview.
- 2 WF did not have experience processing invoices and payments.
- 1 WF indicated that her previous supervisor described her as aggressive at times. This raised concerns about her ability to communicate effectively and set boundaries.

- 1 WF, 1 HF did not provide examples of their experience supporting committees or the tasks involved. They both indicated they did not have direct experience providing administrative support to a leader.
- 1 BF resume contained typographical errors. Her errors indicated a lack of written communication skills.

The 1 WF was selected. She had sixteen years of administrative experience in local hospital. During this time, she had experience working with senior executives and faculty-supported committees. She also had experience managing service agreements and contract databases. Additionally, she had experience handling travel arrangements, reimbursements, and processing invoices. Furthermore, she had experience coordinating large-scale events.

Start Date	3/21/2025
Requisition Number	2025-790
Job Group	4F
Department	62080-Procurement
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 to include word processors, computer terminals, and ability to use complex computer programs.

REQUIRED 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 based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS

Proficient in HuskyBuy and Banner.
Advanced Word, Excel, SharePoint, and Adobe Acrobat
Help desk and/or training experience
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
2025-790	1	22	1	7	0	12	0	5	0	1	6	55
Unqualified	0	7	0	3	0	5	0	2	0	0	3	20
Qualified	1	12	1	2	0	4	0	3	0	1	2	26
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	1	0	2	0	2	0	0	0	0	1	6
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 Unqualified applicants did not meet minimum qualifications needed for this position.

1 Withdrawn applicant: 1 HF

26 Qualified applicants: 1 WM, 12 WF, 1 BM, 2 BF, 4 HF, 3 AF, 1 TF, 2 UU

- 1 WM, 1 HF withdrew.
- 8 WF, 1 BM, 2 BF, 1 HF, 2 AF, 1 TF, 2 UU did not have Microsoft Word, Excel, SharePoint, and Adobe Acrobat experience.
- 2 HF, 1 AF were not eligible to apply because they were in their probationary period.
- 1 WF did not respond to requests for an interview.
- 3 WF did not have three years of experience in this field.

8 Interviewed applicants: 3 WF, 2 BF, 2 HF, 1 UU

- 1 WF declined the offer of employment.
- 1 WF was unable to provide detailed examples of her experience with Excel and Word. She also did not use these systems regularly.
- 2 BF did not have Microsoft Word, Excel, and SharePoint experience.
- 1 HF's selection resulted in a promotion and is discussed in the Promotional Goals Analysis under job category 4F.
- 1 HF withdrew from consideration.
- 1 UU was interested in a hybrid or remote position. This was an in-office work position.

The 1 WF selected had experience in a hospital environment. She provided complete detailed responses to interview questions regarding Word and Excel. Additionally, she had experience training colleagues on software systems and financial experience.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4G Clinic Office Assistant	11	0	2	1	3	0	1	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
4G Clinic Office Assistant	6/28/2024	N	2024-927	AF	1
	7/26/2024	N	2024-1113	HF	1
	7/26/2024	N	2024-760	WF	2
	8/9/2024	Y	2024-1191	BF	1
	8/23/2024	N	2024-1174	HF	1
	8/23/2024	N	2024-1224	HF	1
	8/23/2024	N	2024-1243	WF	1
	9/6/2024	N	2025-024	HF	1
	9/20/2024	N	2024-1051	WF	2
	9/20/2024	N	2024-1051	HF	1
	9/20/2024	N	2024-1343	WF	1
	9/20/2024	N	2024-1360	WF	1
	10/18/2024	N	2024-1178	HF	1
	11/1/2024	N	2025-128	HF	1
	11/1/2024	N	2025-242	WF	1
	11/1/2024	N	2025-242	HF	2
	11/29/2024	N	2025-373	HF	1
	11/29/2024	N	2025-427	HF	1
	12/27/2024	N	2025-542	HF	1
	1/10/2025	N	2025-489	HF	1
	1/24/2025	N	2025-463	AF	1
	1/24/2025	N	2025-693	WF	1
	1/24/2025	N	2025-693	HF	1
	1/24/2025	N	2025-699	BF	1
	1/24/2025	N	2025-321	WF	1
	1/24/2025	N	2025-321	BF	1
	2/7/2025	N	2025-515	TF	1
	2/7/2025	N	2025-769	WF	1
	2/21/2025	N	2025-629	HF	1
	2/21/2025	N	2025-645	BF	1
	3/7/2025	N	2025-749	WF	1
	3/21/2025	N	2025-551	BF	1
	4/4/2025	N	2025-1014	WF	1

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
4G Clinic Office Assistant	4/4/2025	N	2025-487	WF	1
	4/4/2025	N	2025-839	HF	1
	4/21/2025	N	2025-924	WF	1
	5/2/2025	N	2025-1023	WF	1
	5/16/2025	N	2025-1129	HF	1

Start Date	6/28/2024
Requisition Number	2024-927
Job Group	4G
Department	70160-UMG-General 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 EXPERIENCE

- 2-3 years' experience working in a medical practice, preferably supporting a medical specialty with scheduling appointments, testing, physician messaging.
- EPIC experience strongly preferred (electronic medical records system).
- Strong telephone triaging with clinical terminology.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-927	0	12	0	7	0	11	0	1	0	4	2	37
Unqualified	0	4	0	5	0	3	0	0	0	2	2	16
Qualified	0	4	0	2	0	6	0	0	0	2	0	14
Withdrawn	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	0	3	0	0	0	1	0	0	0	0	0	4
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 1 WF, 1 HF

14 Qualified applicants: 4 WF, 2 BF, 6 HF, 2 TF

- 2 WF, 1 TF accepted another position.
- 1 WF, 1 HF did not have experience with EPIC.
- 1 WF had been offered a UConn Health position but did not complete the onboarding process.
- 1 BF had a conflict with the schedule of this position.
- 1 BF, 2 HF, 1 TF did not respond to attempts to schedule an interview.
- 1 HF, a previous UConn health employee, did not pass her working test period.
- 1 HF disclosed that she had issues with attendance in the past.
- 1 HF did not have experience in medical scheduling or with EPIC.

5 Interviewed applicants: 3 WF, 1 HF, 1 AF

- 1 WF was working remotely and disclosed that she had concerns about traveling in inclement weather, but this position did not have a remote option.
- 1 WF did not relate how her experience in a small practice would transfer to this position.
- 1 WF was found to not have experience with EPIC at a professional level and based on interview questions, she did not have the ability to handle the volume of a multi-specialty department.
- 1 HF did not have experience scheduling appointments as her background was as a medical assistant.

The 1 AF selected had been working as a contractor for the past year in the Neurology Department. She had experience utilizing EPIC to support a medical specialty with scheduling appointments, testing, and physician messaging. Also, the department received positive feedback from patients regarding her customer service skills.

Start Date	7/26/2024
Requisition Number	2024-1113
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 in a medical setting.

Substitutions Allowed

- Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED EXPERIENCE

- Experience working in Ambulatory Care
- Experience working in Pulmonary/Sleep
- EPIC experience (electronic medical record system)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1113	0	18	2	7	0	13	0	0	0	1	2	43
Unqualified	0	8	1	5	0	3	0	0	0	0	2	19
Qualified	0	8	1	2	0	8	0	0	0	1	0	20
Interviewed	0	2	0	0	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 Unqualified applicants did not meet the minimum requirements for the position.

20 Qualified applicants: 8 WF, 1 BM, 2 BF, 8 HF, 1 TF

- 2 WF did not have experience in an ambulatory clinic.
- 1 WF, a previous employee, did not complete her new employee orientation.
- 4 WF, 1 BM, 2 BF, 3 HF did not respond to requests to schedule an interview.
- 3 HF, previous UConn Health employees, failed their working test periods.
- 1 WF accepted another position elsewhere.
- 1 HF submitted outdated application materials and did not provide details of her experience.
- 1 HF was selected for another UConn Health position.
- 1 TF withdrew from consideration.

4 Interviewed applicants: 2 WF, 2 HF

- 1 WF accepted another UConn Health position.
- 1 WF had a history of poor attendance.
- 1 HF was found to not have experience with EPIC during the interview.

The 1 HF selected had previously worked for three years at UConn Health as a clinic office assistant. She also had the preferred EPIC experience.

Start Date	7/26/2024
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/infusion therapy scheduling experience.
- Surgical Scheduling experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-760	1	33	1	20	0	22	0	2	0	7	5	91
Unqualified	1	23	1	17	0	16	0	1	0	5	4	68
Qualified	0	6	0	3	0	6	0	1	0	2	1	19
Withdrawn	0	2	0	0	0	0	0	0	0	0	0	2
Selected	0	2	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 2 WF

19 Qualified applicants: 6 WF, 3 BF, 6 HF, 1 AF, 2 TF, 1 UU

- 2 WF, 1 HF, 1 AF did not respond to requests for an interview.
- 1 WF, 2 TF did not have current experience in scheduling.
- 1 WF was selected for another position at UConn Health
- 2 BF, 2 HF did not have experience providing clinical office support, their background was as a medical assistant providing direct patient care.
- 1 HF a previous employee, resigned not in good standing.
- 1 HF did not have experience in a high-volume clinical office.
- 1 HF's answers to the supplemental questions on the application did not match her resume.
- 1 HF did not attend her scheduled interview.
- 1 UU did not meet any of the preferred qualifications.
- 1 BF had experience only as a medical office manager, which did not translate to this position.

The 1 WF selected had experience in surgical scheduling as well as experience in a high-volume (100+ a day) outpatient clinic.

The 1 WF selected had experience in a in a high-volume (100+ a day) clinical office.

Start Date	8/9/2024
Requisition Number	2024-1191
Job Group	4G
Department	80810-Endocrinology
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 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
2024-1191	0	9	0	6	0	7	0	2	0	2	5	31
Unqualified	0	6	0	4	0	2	0	1	0	2	5	20
Qualified	0	3	0	1	0	5	0	0	0	0	0	9
Interviewed	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF met a hiring goal.

Start Date	8/23/2024
Requisition Number	2024-1174
Job Group	4G
Department	UMG-Orthopaedics Module
Job Title	Clinic Office Assistant - Orthopedics

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 EXPERIENCE

- EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1174	0	7	0	1	0	6	0	1	0	2	1	18
Unqualified	0	4	0	1	0	2	0	1	0	2	1	11
Qualified	0	2	0	0	0	3	0	0	0	0	0	5
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 Unqualified applicants did not meet the minimum requirements for the position.

5 Qualified applicants: 2 WF, 3 HF

- 1 WF did not have experience with EPIC.

- 1 WF, 1 HF, previous employees, were not eligible for rehire.
- 1 HF was hired for another position at UConn Health.
- 1 HF had a history of not showing for previously scheduled interviews.

2 Interviewed applicants: 1 WF, 1 HF

- 1 WF stated that she did not want to float to other office locations, which was necessary in this position based on staffing levels.

The 1 HF selected had seven years of experience scheduling medical appointments in the healthcare field. She had experience with check-in and check-out procedures. She provided patient centered responses to interview questions and detailed examples of her proactive approach to problem-solving.

Start Date	8/23/2024
Requisition Number	2024-1224
Job Group	4G
Department	UMG-Orthopaedics Module
Job Title	Clinic Office Assistant - Orthopedics

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 EXPERIENCE

- EPIC experience (electronic medical records system)
- Surgical scheduling experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1224	1	22	0	7	0	9	0	2	0	5	6	52
Unqualified	1	14	0	4	0	2	0	1	0	4	6	32
Qualified	0	2	0	0	0	4	0	0	0	1	0	7
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	5	0	3	0	2	0	1	0	0	0	11
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 WF

7 Qualified applicants: 2 WF, 4 HF, 1 TF

- 1 WF was previously offered a position and did not complete the onboarding process and had not shown to multiple scheduled interviews.
- 1 WF, a previous employee, resigned not in good standing.
- 1 HF had a history of not showing for previously scheduled interviews.
- 3 HF did not respond to interview requests.
- 1 TF was no longer interested in the position.

12 Interviewed applicants: 5 WF, 3 BF, 3 HF, 1 AF

- 2 WF, 1 BF did not demonstrate the necessary communication skills based on their incomplete responses to interview questions.
- 1 WF was not interested in the position due to salary.
- 1 WF, 1 BF, 1 AF was not interested in the position due to travel.
- 1 WF, 2 HF, 1 BF accepted another position.

The 1 HF selected had three years of experience scheduling medical appointments in a medical setting. She had experience with check-in procedures and asked questions regarding the department, workflow and provided examples of her experience working collaboratively as a team member.

Start Date	8/23/2024
Requisition Number	2024-1243
Job Group	4G
Department	UMG-Orthopaedics Module
Job Title	Clinic Office Assistant - Orthopedics

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 EXPERIENCE

- EPIC experience (electronic medical records system)
- Surgical scheduling experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1243	1	27	1	15	1	22	0	2	0	3	2	74
Unqualified	1	21	1	10	1	12	0	2	0	1	2	51
Qualified	0	5	0	5	0	8	0	0	0	2	0	20
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 Unqualified applicants did not meet the minimum requirements for the position.

20 Qualified applicants: 5 WF, 5 BF, 8 HF, 2 TF

- 4 WF, 1 BF, 5 HF, 1 TF did not have experience with surgical scheduling.
- 1 WF was previously offered a position and did not complete the onboarding process and had not shown to multiple scheduled interviews.
- 1 HF, a previous employee, resigned not in good standing.
- 1 BF stated that they were no longer interested in the position.
- 1 BF, 1 HF had not shown for previous interviews.
- 1 BF, 1 HF was not interested in floating, which is required for this position.
- 1 BF was not interested in having to travel off-site to other locations which was required for this position.
- 1 HF, 1 TF did not show up for the interview.

3 Interviewed applicants: 1 WF, 2 HF

- 1 HF did not have the necessary experience with surgical scheduling.
- 1 HF could not answer some of the interview questions and did not ask any specific questions about this position. She also explained that this current position would be a lateral move in relation to what she is doing now.

The 1 WF was selected. She had previously worked as a Clinic Office Assistant in an outpatient setting for eleven years at UConn Health. Her experience included utilizing EPIC to schedule surgeries. She also provided detailed responses to interview questions and asked appropriate questions.

Start Date	9/6/2024
Requisition Number	2025-024
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.

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 EXPERIENCE

- EPIC experience (electronic medical records)
- Scheduling experience in a Dermatology Clinic

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-024	0	11	1	6	0	10	0	1	0	2	4	35
Unqualified	0	5	1	5	0	4	0	1	0	2	3	21
Qualified	0	4	0	1	0	4	0	0	0	0	1	10
Withdrawn	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 HF

10 Qualified applicants: 4 WF, 1 BF, 4 HF, 1 UU

- 3 WF, 1 BF, 4 HF, 1 UU were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed, and they did not have experience scheduling in a dermatology clinic. Only UHP union members and candidates with experience in dermatology were interviewed.
- 1 WF did not complete her new employee orientation program and was not eligible for rehire.

3 Interviewed applicants: 2 WF, 1 HF

- 1 WF, was a UHP union member with contractual bargaining rights to be interviewed. She did not have experience in dermatology.
- 1 WF did not have experience using EPIC.

The 1 HF selected had experience scheduling in a dermatology clinic utilizing EPIC. She demonstrated the necessary communication skills during the interview with her detailed responses, which also displayed her knowledge of medical terminology.

Start Date	9/20/2024
Requisition Number	2024-1051
Job Group	4G
Department	UMG-General Ob/Gyn
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
2024-1051	0	31	2	18	1	19	0	5	0	4	6	86
Unqualified	0	19	1	8	1	7	0	4	0	2	6	48
Qualified	0	7	1	6	0	5	0	1	0	2	0	22
Withdrawn	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	0	0	0	4	0	5	0	0	0	0	0	9
Offer Declined	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	2	0	0	0	1	0	0	0	0	0	3

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 1 WF, 1 HF

22 Qualified applicants: 7 WF, 1 BM, 6 BF, 5 HF, 1 AF, 2 TF

- 1 WF, 3 BF did not attend their scheduled interviews.
- 1 WF, 1 HF could not make any of the interview dates.
- 2 WF, 2 HF, 1 TF did not respond to interview requests.
- 1 WF, 1 HF, 1 AF were contacted for interview and stated they were no longer interested in the position.
- 1 WF did not have experience scheduling medical appointments.
- 1 WF was previously offered a position and did not complete the onboarding process and had not shown to multiple scheduled interviews.
- 1 HF, a previous employee, did not successfully complete her working test period.
- 1 BM, 3 BF, 1 TF did not have experience checking-in and checking-out patients.

14 Interviewed applicants: 4 WF, 4 BF, 6 HF

- 2 WF declined the offer of employment.
- 2 HF, 2 BF did not demonstrate the necessary communication skills as their responses were incomplete.
- 1 HF, 2 BF did not demonstrate the necessary knowledge for checking in patients, as their responses to how they would check someone in were not acceptable responses.
- 1 HF accepted another position.
- 1 HF did not have experience scheduling patient appointments in a medical setting.

The 1 WF selected had three years of front desk experience in a medical setting and she provided detailed responses to interview questions.

The 1 WF selected had ten years of front desk experience in a medical setting and she provided detailed responses to interview questions.

The 1 HF selected had three years of front desk experience in a medical setting and she asked questions pertaining to the department.

Start Date	9/20/2024
Requisition Number	2024-1343
Job Group	4G
Department	83080-Rehab Services - Outpatient
Job Title	Clinic Office Assistant - Rehab Services

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 patient registration/scheduling experience in a medical setting.

Substitutions Allowed

- Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED EXPERIENCE

- Work experience in rehabilitative services using EPIC.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1343	2	17	0	9	0	13	0	0	0	0	2	43
Unqualified	2	5	0	4	0	2	0	0	0	0	1	14
Qualified	0	7	0	5	0	10	0	0	0	0	1	23
Interviewed	0	4	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 Unqualified applicants did not meet the minimum requirements for the position.

23 Qualified applicants: 7 WF, 5 BF, 10 HF, 1 UU

- 6 WF, 3 BF, 4 HF did not have experience in rehabilitative services.
- 1 WF was previously offered a position and did not complete the onboarding process and had not shown to multiple scheduled interviews.
- 1 HF, a previous employee, resigned not in good standing.
- 2 BF, 2 HF were not eligible for transfer as they were still in their six-month probationary period with UConn Health.
- 2 HF accepted another position.
- 1 HF, 1 UU did not respond to interview requests.

6 Interviewed applicants: 5 WF, 1 HF

- 1 WF's experience in rehabilitation services did not include patient registration.
- 1 WF indicated she did not have experience in rehabilitative services during the interview.

- 2 WF were UConn Health University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. They did not have experience in rehabilitative services.
- 1 HF's experience in rehabilitation services was over two years ago.

The 1 WF selected had eight years of patient registration and scheduling experience in rehabilitative services. She also had experience using EPIC.

Start Date	9/20/2024
Requisition Number	2024-1360
Job Group	4G
Department	70080-UMG-Surgery - General
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 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 (electronic medical records system).
- Strong telephone triaging with clinical terminology experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1360	0	6	0	4	0	4	0	0	0	0	0	14
Unqualified	0	4	0	3	0	2	0	0	0	0	0	9
Qualified	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 Unqualified applicants did not meet the minimum requirements for the position.

4 Qualified applicants: 1 WF, 1 BF, 2 HF

- 1 WF, 1 HF accepted another position.
- 1 BF declined the interview request due to the position hours.
- 1 HF did not submit detailed application materials to determine her qualifications.

1 Interview applicant: 1 WF

The 1 WF selected had three years of experience with scheduling medical appointments for surgeries. She had experience entering data into EPIC and she provided patient centered responses to interview questions.

Start Date	10/18/2024
Requisition Number	2024-1178
Job Group	4G
Department	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 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

- Prior experience working in a fast paced, ambulatory/outpatient setting is preferred.
- EPIC experience (electronic medical records system)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1178	1	20	4	16	0	20	0	2	0	13	5	81
Unqualified	0	15	3	9	0	8	0	2	0	10	4	51
Qualified	0	3	0	5	0	5	0	0	0	3	1	17
Interviewed	1	2	1	2	0	5	0	0	0	0	0	11
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 Unqualified applicants did not meet the minimum requirements for the position.

17 Qualified applicants: 3 WF, 5 BF, 5 HF, 3 TF, 1 UU

- 1 WF, 3 BF, 2 TF did not respond to interview requests.
- 1 WF was previously offered a position and did not complete the onboarding process and had not shown to multiple scheduled interviews.
- 1 WF, 1 HF accepted another position.
- 1 BF did not attend scheduled interview.
- 1 BF declined the interview due to the hours of the position.
- 1 HF did not have experience with EPIC.
- 1 HF was a former employee who resigned not in good standing.
- 2 HF, 1 TF, 1 UU did not have two years of experience with scheduling medical appointments in a medical setting.

13 Interviewed applicants: 1 WM, 2 WF, 1 BM, 2 BF, 7 HF

- 1 WM, 2 HF answers on the supplemental questions on the application had typos and did not match their resume.
- 1 WF did not have the necessary experience working in a fast paced, ambulatory/outpatient setting as her responses to interview questions were not detailed and she did not provide examples.
- 1 WF accepted another position.
- 1 BM indicated that although he was thorough in completing tasks, he tended to spend excessive amount of time completing the tasks and could not prioritize workflows.

- 1 BF did not demonstrate the necessary communication skills based on her response to a question regarding taking on a team approach and what brings out her best performance.
- 1 BF, 1 HF did not demonstrate the necessary communication skills based on her responses to situational questions during the interview.
- 1 HF did not demonstrate the ability to work in a fast-paced environment as she disclosed that she typically felt overwhelmed when check-in and check-out was busy.
- 1 HF did not have the necessary administrative office experience as her background and responses were focused on the responsibilities of a medical assistant.
- 1 HF declined the offer of employment.

The 1 HF selected had five years of customer service experience in direct patient care. She provided thorough answers regarding conflict resolution, which was essential in a large practice that faced scheduling issues and required skills to deescalate patient conflicts. Additionally, she had experience managing multiple practices, allowing her to adapt quickly when handling various provider schedules.

Start Date	11/1/2024
Requisition Number	2025-128
Job Group	4G
Department	UMG-Occupational Medicine Module
Job Title	Clinic Office Assistant - OCC 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 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

- Previous experience in a physician office practice setting.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-128	0	7	0	2	1	3	0	1	0	1	1	16
Unqualified	0	3	0	1	1	2	0	1	0	0	1	9
Qualified	0	3	0	0	0	0	0	0	0	1	0	4
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 Unqualified applicants did not meet the minimum requirements for the position.

4 Qualified applicants: 3 WF, 1 TF

- 1 WF did not respond to interview requests.
- 1 WF accepted another offer.
- 1 WF had previously had an offer rescinded from UConn Health and a history of not attending scheduled interviews.
- 1 TF's relevant background was from 2011.

3 Interviewed applicants: 1 WF, 1 BF, 1 HF

- 1 WF changed positions yearly and had worked as a Certified Nurse Assistant, Medical Assistant, and receptionist in a call center and phlebotomy. She disclosed that she was interested in a position to get to know various locations.
- 1 BF did not demonstrate the necessary level of professionalism as she stated her weakness was bringing her personal life to work.

The 1 HF selected had thirteen years of experience scheduling medical appointments in a medical setting and had experience with medical insurance.

Start Date	12/13/2024
Requisition Number	2025-242
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 (electronic medical records system)
- High volume outpatient clinic experience.
- hemotherapy/infusion therapy scheduling experience.
- Chemotherapy/infusion therapy scheduling experience.
- Surgical Scheduling experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-242	2	29	3	21	1	37	0	3	1	4	8	109
Unqualified	2	16	2	14	1	20	0	1	1	3	4	64
Qualified	0	9	0	4	0	7	0	2	0	0	4	26
Withdrawn	0	0	0	1	0	2	0	0	0	0	0	3
Interviewed	0	2	1	2	0	6	0	0	0	1	0	12
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	2	0	0	0	0	0	3

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

3 Withdrawn applicants: 1 BF, 2 HF

26 Qualified applicants: 9 WF, 4 BF, 7 HF, 2 AF, 4 UU

- 3 WF, 1 HF did not respond to interview requests.
- 1 WF, 1 HF accepted another position.
- 1 WF, 1 HF's work history was unstable with short term employment and frequent changes.
- 1 WF's application materials did not demonstrate the required written communication skills.

- 1 WF, 1 HF did not have experience scheduling chemotherapy/infusion therapy.
- 1 WF, 1 HF's scheduling experience was over five years ago as a medical assistant, which was not relevant.
- 1 WF, 2 BF, 1 HF, 1 AF, 1 UU application and resume did not align, as there were differences in dates and employers, and unexplained gaps in employment, which demonstrated a lack of attention to detail.
- 1 BF's experience was primarily in direct patient care in ophthalmology, not in a clinical medical office.
- 1 BF did not attend her scheduled interview.
- 1 HF, 1 AF, 1 UU did not have experience scheduling in a medical office setting.
- 2 UU, previous employees, had resigned not in good standing.

16 Interviewed applicants: 4 WF, 1 BM, 2 BF, 8 HF, 1 TF

- 1 WF declined the offer for employment.
- 1 WF, 1 BF, 1 HF did not demonstrate the necessary communication skills during the interview as their responses were incomplete and vague.
- 1 WF disclosed that she does not like to stay in one position for a long period of time.
- 1 BM did not have experience in a high volume (100+ a day) outpatient clinic. He also had discrepancies on his resume and had been terminated from his last position.
- 1 BF, 2 HF, 1 TF did not have experience in a high-volume outpatient clinic.
- 1 HF accepted another position.
- 1 HF did not have the necessary level of experience scheduling appointments in a medical setting based on her responses to interview questions.
- 1 HF did not have clinical office experience as her background was primarily in billing.
- 1 HF withdrew due to the hours of the position.

The 1 WF selected had experience in a high-volume oncology medical practice as well as surgical scheduling.

The 1 HF selected had experience in a high-volume oncology medical practice. She also had chemotherapy, infusion therapy, and surgical scheduling experience. She also had experience in an oncology and chemotherapy office with a high volume of patients.

The 1 HF selected had experience in a high-volume oncology and chemotherapy setting. She also had experience providing clinical office support including scheduling appointments and procedures.

Start Date	11/29/2024
Requisition Number	2025-373
Job Group	4G
Department	UMG-General Ob/Gyn
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.

EXPERIENCE AND TRAINING
General Experience

- Two (2) years of medical clinic office experience scheduling medical appointments and procedures.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-373	0	10	1	5	0	5	0	0	0	0	4	25
Unqualified	0	8	1	2	0	2	0	0	0	0	3	16
Qualified	0	1	0	2	0	2	0	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

6 Qualified applicants: 1 WF, 2 BF, 2 HF, 1 UU

- 1 WF was recently interviewed by the department and did not have positive references.
- 1 BF did not have experience scheduling in a medical clinic office.
- 1 BF did not have experience scheduling procedures.
- 1 HF was previously employed and did not successfully complete her working test period.
- 1 HF, 1 UU did not have two years of experience in a medical clinic office scheduling medical appointments and procedures.

3 Interviewed applicants: 1 WF, 1 BF, 1 HF

- 1 WF did not answer interview questions fully and was focused more on what referrals were versus providing details and examples of how she had scheduled appointments and procedures.
- 1 BF did not demonstrate effective communication skills based on her incomplete responses to interview questions.

The 1 HF selected had eight years of medical clinic office experience scheduling medical appointments and procedures. She also provided clear and complete answers to interview questions.

Start Date	11/29/2024
Requisition Number	2025-427
Job Group	4G
Department	UMG-Storrs
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 scheduling 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 (electronic medical records).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-427	0	6	0	3	0	3	0	1	0	0	1	14
Unqualified	0	3	0	2	0	2	0	1	0	0	1	9
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
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 Unqualified applicants did not meet the minimum requirements for the position.

2 Qualified applicants: 2 WF

- 1 WF's relevant experience was over five years ago.
- 1 WF's relevant experience was ten years ago.

3 Interviewed applicants: 1 WF, 1 BF, 1 HF

- 1 WF, 1 BF did not have experience using EPIC.

The 1 HF selected had five years of experience scheduling in a medical setting and had utilized EPIC during this time.

Start Date	12/27/2024
Requisition Number	2025-542
Job Group	4G
Department	UMG-Ent 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 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
2025-542	0	6	0	3	0	4	0	0	0	2	2	17
Unqualified	0	4	0	0	0	1	0	0	0	1	2	8
Qualified	0	1	0	2	0	1	0	0	0	1	0	5
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 Unqualified applicants did not meet the minimum requirements for the position.

5 Qualified applicants: 1 WF, 2 BF, 1 HF, 1 TF

- 1 WF's references were unsatisfactory.
- 1 BF, 1 HF did not respond to interview requests.
- 1 BF, 1 TF did not have two years of relevant experience in a medical setting.

4 Interviewed applicants: 1 WF, 1 BF, 2 HF

- 1 WF did not have experience checking in or scheduling appointments, as her experience was at a front desk checking patients out.
- 1 BF did not have experience in a high-volume multi-specialty clinic and expressed concern over managing time during the interview.
- 1 HF did not have experience in a high-volume multi-specialty clinic, as her background was only in pediatrics.

The 1 HF selected had front desk experience working in a high volume (+100 calls a day) multi-specialty clinic. She also provided concise patient centered responses to interview questions.

Start Date	1/10/2025
Requisition Number	2025-489
Job Group	4G
Department	80780-Nephrology
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 in a medical setting.

SUBSTITUTIONS ALLOWED

- Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED EXPERIENCE

- Expertise using Epic (electronic medical records system)
- Outpatient clinical experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-489	1	7	1	7	0	13	0	0	0	3	1	33
Unqualified	1	4	0	3	0	4	0	0	0	1	1	14
Qualified	0	3	1	3	0	7	0	0	0	2	0	16
Withdrawn	0	0	0	1	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	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 BF

16 Qualified applicants: 3 WF, 1 BM, 3 BF, 7 HF, 2 TF

- 1 WF's application materials and resume did not show current and update to date work history.
- 1 WF, 1 BM, 1 BF, 4 HF, 2 TF did not have EPIC electronic medical records experience.
- 1 WF was previously offered a position and did not complete the onboarding process and had not shown to multiple scheduled interviews.
- 1 HF was in her working test period and not eligible for transfer.
- 1 HF did not respond to interview requests.
- 2 BF, 1 HF did not have experience outpatient clinical experience.

2 Interviewed applicants: 2 HF

- 1 HF did not have patient check out experience.

The 1 HF selected had twenty-five years of experience in an ambulatory setting. Her experience included utilizing EPIC to process patient check-in and check-out and schedule appointments and managing patient inquiries.

Start Date	1/24/2025
Requisition Number	2025-463
Job Group	4G
Department	UMG-General Ob/Gyn
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 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
2025-463	1	9	2	11	0	8	0	2	0	2	3	38
Unqualified	1	4	1	4	0	3	0	0	0	2	1	16
Qualified	0	3	1	4	0	4	0	1	0	0	2	15
Interviewed	0	2	0	3	0	1	0	0	0	0	0	6
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

15 Qualified applicants: 3 WF, 1 BM, 4 BF, 4 HF, 1 AF, 2 UU

- 1 WF, 1 HF, 1 UU did not respond to interview requests.
- 1 WF was previously offered a position and did not complete the onboarding process and had not shown to multiple scheduled interviews.
- 1 WF, 1 BM, 2 BF, 1 HF, 1 AF did not have two years of relevant experience in a medical setting.
- 1 BF, 1 HF, 1 UU accepted another position.
- 1 BF did not attend the scheduled interview.
- 1 HF cancelled her interview due to salary.

7 Interviewed applicants: 2 WF, 3 BF, 1 HF, 1 AF

- 1 WF, a previous employee, resigned not in good standing.
- 1 WF did not have experience with a high-volume clinic and did not demonstrate strong communication skills based on her responses to interview questions.
- 1 BF withdrew.
- 1 BF did not demonstrate the required communication skills and disclosed how she had challenges with time management and being late to work.
- 1 BF did not have experience with a high-volume clinic and was found to only have one year of experience in a front desk position.
- 1 HF did not fully address the interview questions and was focused on securing a state position.

The 1 AF selected had nine years of check-in and check-out experience in a high-volume (120+ calls a day) clinic. She also provided clear and complete responses to interview questions.

Start Date	1/24/2025
Requisition Number	2025-699
Job Group	4G
Department	UMG-Orthopedics Storrs Center
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 in a medical setting.

SUBSTITUTIONS ALLOWED

- Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED QUALIFICATIONS

- EPIC experience (electronic medical records system).
- Outpatient clinical experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-699	0	6	0	2	0	0	0	0	0	3	3	14
Unqualified	0	1	0	0	0	0	0	0	0	0	2	3
Qualified	0	5	0	1	0	0	0	0	0	3	1	10
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

10 Qualified applicants: 5 WF, 1 BF, 3 TF, 1 UU

- 2 WF withdrew

- 3 WF, 1 BF, 3 TF, 1 UU did not have outpatient clinical experience.

1 Interviewed applicant: 1 BF

The 1 BF selected had two and a half years of outpatient clinical experience using EPIC. Her experience also included scheduling patient appointments and radiological images.

Start Date	1/24/2025
Requisition Number	2025-321
Job Group	4G
Department	70100-UMG-Orthopedics
Job Title	Clinic Office Assistants - Orthopedics

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 scheduling 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 (electronic medical records system).
- Orthopedic experience
- Surgical Scheduling

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-321	1	23	1	8	1	10	0	3	0	1	5	53
Unqualified	1	13	1	6	1	6	0	2	0	1	5	36
Qualified	0	6	0	1	0	3	0	0	0	0	0	10
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	1	0	0	0	0	0	1	0	0	0	2
Offer Declined	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	1	0	0	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 HF

10 Qualified applicants: 6 WF, 1 BF, 3 HF

- 1 WF, 1 BF, 2 HF declined the interview request.
- 5 WF, 1 HF did not respond to interview requests.

6 Interviewed applicants: 4 WF, 1 BF, 1 AF

- 1 WF hire resulted in a promotion and is explained in the Promotional Goals Analysis section of this AAP.
- 2 WF declined the offer of employment.
- 1 AF accepted another position.

The 1 WF selected had six years of patient scheduling experience in medical settings. She also had EPIC experience. Additionally, she provided detailed examples of her customer service skills and her ability to be a team player.

The 1 BF selected had an administrative medical assistant certificate as well as two and a half years of experience. She also provided detailed examples of her customer service skills and asked pertinent questions regarding the position.

Start Date	2/7/2025
Requisition Number	2025-515
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 medical clinic office experience scheduling medical appointments and procedures.

PREFERRED EXPERIENCE

- EPIC experience (electronic medical records system).
- Orthopedic experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-515	0	4	0	3	1	7	0	0	0	1	0	16
Unqualified	0	3	0	2	1	3	0	0	0	0	0	9
Qualified	0	1	0	0	0	2	0	0	0	0	0	3
Interviewed	0	0	0	1	0	1	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

3 Qualified applicants: 1 WF, 2 HF

- 1 WF, 1 HF declined the requests for interviews.
- 1 HF was not eligible to transfer as she was still in her working test period.

4 Interviewed applicants: 1 BF, 2 HF, 1 TF

- 1 BF did not demonstrate the necessary communication skills as her responses were brief.
- 1 HF declined the offer of employment.
- 1 HF did not demonstrate her knowledge using EPIC in her incomplete responses to interview questions.

The 1 TF selected had five years of front desk experience in an outpatient setting. She had experience using EPIC. During the interview she asked pertinent questions which further demonstrated her knowledge of the responsibilities of the position.

Start Date	2/7/2025
Requisition Number	2025-769
Job Group	4G
Department	UMG-Storrs
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 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
2025-769	0	13	1	4	0	5	0	0	0	0	1	24
Unqualified	0	8	1	0	0	2	0	0	0	0	1	12
Qualified	0	3	0	4	0	3	0	0	0	0	0	10
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 Unqualified applicants did not meet the minimum requirements for the position.

10 Qualified applicants: 3 WF, 4 BF, 3 HF

- 3 WF, 4 BF, 2 HF did not have relevant experience in a medical setting.
- 1 HF was not eligible for transfer as she was in her working training period.

2 Interviewed applicants: 2 WF

- 1 WF indicated she was not available to work the full week, but this was a full 5-day week position.

The 1 WF selected had eleven years of experience in a medical outpatient setting. Her experience included scheduling patient appointments, answering telephone calls and as a receptionist for incoming patients.

Start Date	2/21/2025
Requisition Number	2025-629
Job Group	4G
Department	70080-UMG-Surgery - General
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 medical clinic office experience scheduling medical appointments and procedures.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-629	1	5	1	4	1	6	0	1	0	4	2	25
Unqualified	1	2	1	3	1	2	0	0	0	2	2	14
Qualified	0	1	0	1	0	2	0	0	0	2	0	6
Interviewed	0	2	0	0	0	1	0	1	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 Unqualified applicants did not meet the minimum requirements for the position.

6 Qualified applicants: 1 WF, 1 BF, 2 HF, 2 TF

- 1 WF, 1 BF, 1 TF cancelled their scheduled interview.
- 1 HF submitted an application that did not include details of her experience therefore her qualifications could not be determined,
- 1 HF was a current employee and not eligible for transfer due to not yet completing her working test period.
- 1 TF did not have experience scheduling medical appointments and procedures.

5 Interviewed applicants: 2 WF, 2 HF, 1 AF

- 1 WF did not have experience in an outpatient surgery setting.
- 1 WF, 1 HF did not have experience scheduling radiology or surgical appointments.
- 1 AF was unsure of what position she applied for at the interview.

The 1 HF selected had experience scheduling radiological exams and plastic surgery as well as experience collecting estimate payments. She also provided detailed responses to interview questions.

Start Date	2/21/2025
Requisition Number	2025-645
Job Group	4G
Department	Surgery
Job Title	Clinic Office Assistant - 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 in a medical setting.

SUBSTITUTIONS ALLOWED

- Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED QUALIFICATIONS

- EPIC experience (electronic medical records system)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-645	0	4	1	4	0	6	0	1	0	0	2	18
Unqualified	0	1	0	1	0	3	0	0	0	0	2	7
Qualified	0	1	1	1	0	2	0	1	0	0	0	6
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 Unqualified applicants did not meet the minimum requirements for the position.

6 Qualified applicants: 1 WF, 1 BM, 1 BF, 2 HF, 1 AF

- 1 WF, 1 HF, previous employees, resigned not in good standing.
- 1 BM did not have a current visa.
- 1 BF did not have EPIC experience.
- 1 HF did not respond to interview requests.
- 1 AF was not eligible for transfer as she was still in a working test period.

5 Interviewed applicants: 2 WF, 2 BF, 1 HF

- 1 WF, 1 HF did not have experience working at a front desk.
- 1 WF accepted another position.

- 1 BF did not have recent experience using EPIC.

The 1 BF selected had experience in an outpatient front desk with check in and check out. She had experience scheduling procedures and follow-ups and provided patient centered responses to interview questions.

Start Date	2/21/2025
Requisition Number	2025-693
Job Group	4G
Department	80740-Dermatology Clinic
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 in a medical setting.

SUBSTITUTIONS ALLOWED

- Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED QUALIFICATIONS

- Minimum of two years of EPIC experience (electronic medical record system)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-693	2	14	0	7	0	5	0	1	0	2	0	31
Unqualified	2	5	0	3	0	2	0	1	0	1	0	14
Qualified	0	6	0	3	0	2	0	0	0	0	0	11
Interviewed	0	2	0	1	0	0	0	0	0	1	0	4
Hired	0	1	0	0	0	1	0	0	0	0	0	2

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

11 Qualified applicants: 6 WF, 3 BF, 2 HF

- 1 WF, 1 BF accepted another position.
- 2 WF, 1 HF declined the offer to interview.
- 1 WF cancelled the scheduled interview.
- 2 WF did not attend the scheduled interview.
- 1 HF did not respond to interview requests.
- 1 BF, a former employee, had resigned not in good standing.
- 1 BF withdrew

6 Interviewed applicants: 3 WF, 1 BF, 1 HF, 1 TF

- 1 WF, 1 BF did not have the necessary interpersonal skills for the position based on their interview responses.
- 1 WF, 1 TF did not have experience with EPIC.

The 1 WF selected had three and half years of experience in a medical setting checking-in and checking-out using EPIC. She also provided clear detailed responses to interview questions regarding clinical office management.

The 1 HF selected had three years of experience in a medical setting, checking-in and checking-out using EPIC. Her experience also included scheduling patient appointments.

Start Date	3/7/2025
Requisition Number	2025-749
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 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
2025-749	0	11	1	12	0	7	0	1	0	2	2	36
Unqualified	0	6	0	6	0	4	0	1	0	0	1	18
Qualified	0	3	0	2	0	1	0	0	0	0	0	6
Interviewed	0	1	1	4	0	2	0	0	0	2	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 Unqualified applicants did not meet the minimum requirements for the position.

6 Qualified applicants: 3 WF, 2 BF, 1 HF

- 1 WF did not attend her scheduled interview.
- 1 WF was previously offered a position and did not complete the onboarding process and had not shown to multiple scheduled interviews.
- 1 WF accepted another position.
- 1 BF cancelled her schedule interview.
- 1 BF's application materials could not be evaluated as she did not indicate the end dates of employment.
- 1 HF did not respond to interview requests.

12 Interviewed applicants: 2 WF, 1 BM, 4 BF, 2 HF, 2 TF, 1 UU

- 1 WF arrived late for the interview.
- 1 BM, 2 BF, 1 HF did not have clinical experience.
- 2 BF, 1 TF did not respond to interview questions with patient centered responses.
- 1 HF disclosed that she had concerns over time management and reported that she had difficulty getting tasks completed on time.
- 1 TF, 1 UU's experience in a clinical setting, was from two to four years ago.

The 1 WF selected had one year of clinical experience. She provided patient-centered responses to interview questions and recognized customer service as a critical factor in the healthcare setting.

Start Date	3/21/2025
Requisition Number	2025-551
Job Group	4G
Department	70192-UMG-General Surgery South Windsor
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 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
2025-551	0	13	0	7	0	5	0	0	0	2	4	31
Unqualified	0	8	0	2	0	2	0	0	0	1	4	17
Qualified	0	4	0	2	0	1	0	0	0	1	0	8
Interviewed	0	1	0	2	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 Unqualified applicants did not meet the minimum requirements for the position.

8 Qualified applicants: 4 WF, 2 BF, 1 HF, 1 TF

- 1 WF, 1 HF did not respond to interview requests.
- 1 WF declined the interview due to salary.
- 1 WF experience with checking patients in and out was over eleven years ago.
- 1 WF did not have two years of relevant experience in a medical setting.
- 1 BF, a former employee, resigned not in good standing.

- 1 BF was not eligible as she had not yet completed her six-month working test period
- 1 TF cancelled her scheduled interview.

6 Interviewed applicants: 1 WF, 3 BF, 2 HF

- 1 WF arrived late to the interview and could not be fully evaluated due to decreased interview time, in addition to raising concerns over reliability.
- 1 BF did not demonstrate the ability to schedule and prioritize workflow based on her incomplete responses to interview questions.
- 1 BF did not demonstrate the necessary communication skills as she spoke negatively about previous employer.
- 1 HF did not include in her application or resume her current work experience. This demonstrated a lack of written communication skills.
- 1 HF accepted another position.

The 1 BF selected had two years of experience working at a hospital in a wound center where she checked patients in and out. She provided patient centered responses to interview questions.

Start Date	4/4/2025
Requisition Number	2025-1014
Job Group	4G
Department	UMG-Storrs
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 medical clinic office experience scheduling medical appointments and procedures.

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
2025-1014	0	7	0	1	0	3	0	0	0	1	0	12
Unqualified	0	3	0	0	0	2	0	0	0	0	0	5
Qualified	0	2	0	1	0	1	0	0	0	1	0	5
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 Unqualified applicants did not meet the minimum requirements for the position.

5 Qualified applicants: 2 WF, 1 BF, 1 HF, 1 TF

- 2 WF did not have two years of experience in a medical clinic office scheduling medical appointments and procedures.
- 1 BF had resigned not in good standing.
- 1 HF cancelled the scheduled appointment.
- 1 TF did not respond to interview requests.

2 Interviewed applicants: 2 WF

- 1 WF had a background as a medical assistant and was found to not have experience in a medical clinic office experience scheduling medical appointments and procedures.

The 1 WF selected had nineteen years of experience at the front desk of an outpatient multi-specialty clinic. Her experience included scheduling medical appointments and procedures.

Start Date	4/4/2025
Requisition Number	2025-487
Job Group	4G
Department	70043-UMG-Gastroenterology
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 scheduling 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 (electronic medical records system).
- Experience in an outpatient GI practice
- Experience with scheduling surgeries and procedures.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-487	2	36	3	22	2	22	0	4	1	5	5	102
Unqualified	2	22	3	9	2	9	0	4	0	4	4	59
Qualified	0	10	0	12	0	10	0	0	0	1	1	34
Withdrawn	0	0	0	1	0	1	0	0	0	0	0	2
Interviewed	0	3	0	0	0	2	0	0	0	0	0	5
Offer Declined	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.

The Unqualified applicants did not meet the minimum requirements for the position.

2 Withdrawn applicants: 1 BF, 1 HF

34 Qualified applicants: 10 WF, 12 BF, 10 HF, 1 TF, 1 UU

- 1 WF, 1 HF declined the interview request.
- 9 WF, 8 BF, 8 HF, 1 TF, 1 UU did not have experience scheduling surgeries and procedures.
- 1 BF did not respond to interview requests.

- 1 BF, 1 HF, former employees, had resigned not in good standing.
- 1 BF was late for the interview, did not know what department she was interviewing for, and answered all the interview questions with the same answer.
- 1 BF did not have two years of scheduling experience in a medical setting.

7 Interviewed applicants: 4 WF, 2 HF, 1 TM

- 1 WF could not relate her experience scheduling in a small office with two doctors to this position.
- 1 WF did not respond with patient centered responses to questions and disclosed that she had left her last two positions due to issues with management.
- 1 WF cancelled her scheduled interview and did not want to reschedule.
- 1 HF, a former employee, had resigned after not following protocol and left mid-shift.
- 1 HF did not provide patient centered responses to interview questions.
- 1 TM declined the offer of employment.

The 1 WF selected had three years of experience scheduling gastroenterology (GI) procedures and surgeries in an outpatient GI practice using EPIC.

Start Date	4/4/2025
Requisition Number	2025-839
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 (electronic medical records system)
- High volume outpatient clinic experience.
- 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
2025-839	0	13	0	4	0	9	0	0	0	0	5	31
Unqualified	0	6	0	1	0	2	0	0	0	0	5	14
Qualified	0	5	0	1	0	4	0	0	0	0	0	10
Interviewed	0	1	0	2	0	1	0	0	0	0	0	4
Offer Declined	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 Unqualified applicants did not meet the minimum requirements for the position.

10 Qualified applicants: 5 WF, 1 BF, 4 HF

- 1 WF did not respond to interview requests.
- 3 WF, 1 HF did not have two years of relevant scheduling experience.
- 1 WF did not want to work in just one location. She wanted to have daily or frequent rotations. That is not what this position required.
- 1 BF did not attend the scheduled interview.
- 1 HF did not have experience scheduling in a chemotherapy/infusion therapy or surgical setting.
- 1 HF was not eligible for transfer as she was still in her working test period.
- 1 HF's job history was unstable with frequent short term employment periods.

7 Interviewed applicants: 2 WF, 2 BF, 3 HF

- 1 WF, 1 HF declined the offer of employment.
- 1 WF did not have experience in a patient facing position scheduling patients or working a front desk as her background was in a lead/supervisory level. She also disclosed that she preferred to work alone but this position was teamwork oriented.
- 1 HF stated that the reason for leaving her current department was for better parking, when asked what interested her in the cancer center. Additionally, her employment history indicated several short terms of employment,
- 1 BF was found to not have experience scheduling patient appointments, procedures, or therapies. Her background was primarily as an administrative assistant, not patient facing.
- 1 BF was found to not have experience scheduling patient appointments, procedures, or therapies. She also stated that she handled stress by walking away which was not possible at a patient facing clinic position.

The 1 HF selected had experience in a high volume (100+ patients a day) clinic using EPIC to check in and check out patients, as well as schedule patient appointments. She responded to front desk-related scenario questions appropriately, which demonstrated her clear understanding of the requirements of this position.

Start Date	4/21/2025
Requisition Number	2025-924
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 medical clinic office experience scheduling medical appointments and procedures.

SUBSTITUTIONS ALLOWED

- Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED QUALIFICATIONS

- EPIC Experience (electronic medical records system)
- Outpatient Orthopedics experience
- Surgical scheduling experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-924	0	6	1	4	0	8	0	2	0	0	4	25
Unqualified	0	3	1	1	0	1	0	1	0	0	3	10
Qualified	0	2	0	2	0	6	0	0	0	0	1	11
Interviewed	0	0	0	0	0	1	0	1	0	0	0	2
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 Unqualified applicants did not meet the minimum requirements for the position.

11 Qualified applicants: 2 WF, 2 BF, 6 HF, 1 UU

- 1 WF had a recurring history of not responding and not showing for interviews.
- 1 WF, 1 HF declined the interview request.
- 1 BF, 1 HF, a former employee, did not successfully complete her working test period.
- 1 BF had accepted another position.
- 1 HF did not have two years of experience in a medical clinic office scheduling medical appointments and procedures.
- 3 HF, 1 UU did not respond to interview requests.

4 Interviewed applicants: 1 WF, 1 BF, 1 HF, 1 AF

- 1 BF declined the offer of employment.
- 1 HF attended the first interview but did not respond to the request for a second interview.
- 1 AF accepted another position.

The 1 WF selected had ten years of office experience in a medical clinic including orthopedics. Her experience included checking in and checking out patients as well as scheduling medical appointments and procedures. She provided detailed examples of her customer service skills, organizational skills, and ability to be a team player.

Start Date	5/2/2025
Requisition Number	2025-1023
Job Group	4G
Department	70043-Gastroenterology
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 scheduling 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 (electronic medical records system).
- Experience in an outpatient GI practice
- Experience with scheduling surgeries and procedures.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1023	0	21	1	9	1	12	0	1	0	1	3	49
Unqualified	0	13	1	6	0	5	0	1	0	1	2	29
Qualified	0	7	0	3	1	6	0	0	0	0	1	18
Withdrawn	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 Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 HF

18 Qualified applicants: 7 WF, 3 BF, 1 HM, 6 HF, 1 UU

- 2 WF, 1 HF had resigned not in good standing.
- 1 WF was a former employee who had not successfully completed her working test period.
- 4 WF, 3 BF, 1 HM, 5 HF, 1 UU did not have experience in an outpatient GI (gastroenterology) practice, and with scheduling surgeries and procedures.

1 Interviewed applicant: 1 WF

The 1 WF selected had ten years of experience with EPIC. She had experience with referral work queues which included GI referrals and scheduling patient appointments for surgeries and procedures.

Start Date	5/16/2025
Requisition Number	2025-1129
Job Group	4G
Department	80340-Pulmonary 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 scheduling 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 (electronic medical records system).
- High volume outpatient/ambulatory experience.
- Knowledge of pulmonary/sleep medical practice.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1129	1	11	2	13	1	15	0	1	0	2	10	56
Unqualified	1	4	2	6	0	4	0	1	0	1	9	28
Qualified	0	5	0	7	1	8	0	0	0	1	0	22
Interviewed	0	2	0	0	0	2	0	0	0	0	1	5
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

22 Qualified applicants: 5 WF, 7 BF, 1 HM, 8 HF, 1 TF

- 1 WF had accepted another UConn Health position.
- 2 WF did not have experience working in an ambulatory front office setting.
- 1 WF, 4 BF, 1 HM, 5 HF, 1 TF did not have experience in pulmonary medical practice.
- 1 WF, 1 BF had discrepancies between their applications and resumes.
- 1 BF, 1 HF were former UConn Health employees who did not pass their working test periods.
- 1 BF withdrew her application from consideration.
- 1 HF did not respond to attempts to schedule an interview.
- 1 HF's application materials contained spelling errors.

6 Interviewed applicants: 2 WF, 3 HF, 1 UU

- 2 WF did not have UConn Health experience in pulmonary medical practices.
- 1 HF, 1 UU did not have high volume outpatient/ambulatory experience, and they did not have UConn Health experience in pulmonary medical practices.
- 1 HF withdrew.

The 1 HF selected had previously worked at UConn Health for five years in the outpatient Pulmonary department. She had experience working in a high volume (80 to 100 patient calls a day) outpatient medical practice and experience with EPIC.

EEO 5
Technical/
Paraprofessional

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5A Clinical/Paraprofessional	2	5	0	0	1	0	1	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
5A Clinical/Paraprofessional	8/9/2024	N	2024-875	HF	1
	8/23/2024	N	2024-1341	HM	1
	8/23/2024	N	2024-1394	HM	1
	11/1/2024	N	2025-030	HF	1
	12/27/2024	N	2025-408	HM	1
	2/21/2025	Y	2025-589	WF	1
	3/21/2025	N	2025-757	BF	1

Start Date	8/9/2024
Requisition Number	2024-875
Job Group	5A
Department	10141-Infectious Diseases
Job Title	Community Health Worker

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of community resources or providing supplementary assistance (as specified, e.g., HIV program, Ryan White programs, AIDS Service organizations, and other public support systems) to clients/families.
- Oral and written communication skills.
- Considerable interpersonal skills.
- Ability to work with a diverse client population.
- Ability to read/write English, and fluency in Spanish is not required but would be of benefit.

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

- Must have a valid driver's license and access to reliable transportation.
- The position may require travel to multiple sites across the state.
- Experience working with diverse populations.

PREFERRED REQUIREMENTS

- Experience in providing education and care coordination to HIV negative individuals who require assistance in accessing Pre-Exposure Prophylaxis (PrEP) prevention services.
- Experience completing confidential assessments to determine patient needs, regardless of HIV status.
- Experience providing treatment adherence counseling to ensure readiness for a medication regimen.
- Experience providing routine telephone outreach to patients.
- Experience working with providers in the coordination of services.
- Experience tracking linkage, treatment, and referral outcomes.
- Experience maintaining accurate records in accordance with applicable standards, regulations, and requirements.
- Experience utilizing an Electronic Medical Record (EMR) to document patient services.
- Excellent oral and written communication skills, as well as interpersonal skills and ability to work as a part of a team.
- Excellent organizational skills.
- Ability to read, write and speak in English and Spanish.
- Experience using Microsoft Office.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-875	1	10	3	5	3	10	1	2	1	1	3	40
Unqualified	1	6	2	4	1	1	1	2	1	1	2	22
Qualified	0	1	1	0	1	2	0	0	0	0	1	6
Interviewed	0	3	0	1	1	6	0	0	0	0	0	11
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

6 Qualified applicants: 1 WF, 1 BM, 1 HM, 2 HF, 1 UU

- 1 WF, 1 BM, 1 HF, 1 UU did not have experience working in the outreach health care field with HIV positive and negative individuals.
- 1 HM, 1 HF did not respond to requests to schedule an interview.

12 Interviewed applicants: 3 WF, 1 BF, 1 HM, 7 HF

- 1 WF, 1 HM, 3 HF did not have experience working in healthcare or with EMR.
- 1 WF did not have experience working in healthcare or with EMR. She also did not provide detailed responses to questions regarding chart keeping, documentation, and data management.
- 1 WF, 1 BF, 1 HF did not have experience in community outreach experience and working with HIV patients.
- 1 HF did not have experience working in the community with human services or social services and recovery assistance programs.
- 1 HF did not show for the interview.

The 1 HF was selected. She had experience working as an outreach worker with HIV individuals, and with vulnerable and underserved populations. She also had EMR experience and spoke English and Spanish. Additionally, she provided detailed examples of her ability to work as part of a team.

Start Date	8/23/2024
Requisition Number	2024-1341
Job Group	5A
Department	81022-Operating Room Unit
Job Title	Nurse's Aide-OR

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

Must have 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.

PREFERRED EXPERIENCE

- Experience working in an Operating Room

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1341	0	4	0	1	3	2	0	2	0	2	2	16
Unqualified	0	0	0	0	1	0	0	0	0	0	0	1
Qualified	0	4	0	1	1	2	0	2	0	1	2	13
Offer Declined	0	0	0	0	0	0	0	0	0	1	0	1
Hired	0	0	0	0	1	0	0	0	0	0	0	1

The 1 HM, a part-time UConn Health employee, was an 1199 union member with contractual bargaining rights to the position.

Start Date	8/23/2024
Requisition Number	2024-1394
Job Group	5A
Department	81022-Operating Room Unit
Job Title	Nurse's Aide

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:
Must have 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.

PREFERRED EXPERIENCE:

- Experience working in an Operating Room

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1394	1	4	0	2	2	3	0	2	0	0	1	15
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	1	3	0	2	0	3	0	2	0	0	1	12
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

The 1 HM, a part-time UConn Health employee, was an 1199 union member with contractual bargaining rights to the position.

Start Date	11/1/2024
Requisition Number	2025-030
Job Group	5A
Department	80400-Pulmonary Function Lab
Job Title	Pulmonary Function Specialist

MINIMUM QUALIFICATIONS KNOWLEDGE, SKILL, AND ABILITY

- Considerable knowledge of the equipment, procedures, techniques, and terminology used in respiratory therapy and pulmonary function testing
- Considerable technical knowledge of cardiopulmonary physiology and pathology
- Interpersonal skills
- Considerable ability to work therapeutically with patients.

EXPERIENCE AND TRAINING

General Experience

- Successful completion of a two (2) year respiratory therapist program approved by the Council on Medical Education of the American Medical Association
- Two (2) years' experience in pulmonary function testing.

SPECIAL REQUIREMENT

- Must possess current and maintain State of CT Licensure as a Respiratory Care Practitioner issued by the Department of Public Health in accordance with the applicable Connecticut General Statutes.
- 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

- Registered Respiratory Therapist

STRONGLY PREFERRED

- Certified Pulmonary Function Therapist
- Working experience using EPIC
- Familiarity with CareFusion Systems

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-030	1	2	0	0	0	1	0	0	0	0	0	4
Unqualified	0	2	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	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

2 Interviewed applicants: 1 WM, 1 HF

- 1 WM's experience with the Pulmonary Function Test (PFT) laboratory was over four years ago and not current.

The 1 HF was selected. She was currently working in a PFT laboratory, using EPIC (electronic medical record) and CareFusion systems. Additionally, she asked pertinent questions and had experience with a similar workflow.

Start Date	12/27/2024
Requisition Number	2025-408
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
2025-408	1	1	1	5	1	2	0	0	0	0	3	14
Unqualified	1	1	1	5	0	1	0	0	0	0	3	12
Qualified	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

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

1 Qualified applicant: 1 HF

- 1 HF did not have the necessary experience working with young adults in recovery from substance use problems.

The 1 HM was selected. He had used his experience with mental health and substance use to provide peer support during individual sessions with clients. He was also a certified recovery support specialist. Additionally, he had been performing the duties of this position for one year at UConn Health in a special payroll position.

Start Date	2/21/2025
Requisition Number	2025-589
Job Group	5A
Department	10152-Occupational & Environmental Medicine
Job Title	Community Health Specialist - Adoption Assistance Program

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of community resources/programs and 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; considerable knowledge of clinical operations and patient care; knowledge of and proficiency in applicable computer software applications; knowledge of quality regulatory programs; strong oral and written communication skills; considerable interpersonal skills; ability to plan and execute service programs to meet client needs; ability to respond to crises under pressure/deadlines; ability to work with chronically and terminally ill/physically impaired individuals and their families, 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:
Five (5) years' experience in community healthcare, human services, or social services programs as specified.

SUBSTITUTION ALLOWED

College training in social work, counseling, psychology, or other related fields 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.

SPECIAL REQUIREMENTS

Employees in this class will be required to travel within the State in the course of their daily work.

PREFERRED QUALIFICATIONS/EXPERIENCE

Master's degree in social work (MSW) or a related field, or Education (M.Ed.).
At least three (3) years' experience working in a school setting.
At least three (3) years' experience working with adoptive/guardianship families.
Bilingual/fluent in Spanish

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-589	2	9	0	3	0	4	0	0	0	1	0	19
Unqualified	2	2	0	0	0	0	0	0	0	0	0	4
Qualified	0	6	0	3	0	3	0	0	0	0	0	12
Interviewed	0	0	0	0	0	1	0	0	0	1	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	3/21/2025
Requisition Number	2025-757
Job Group	5A
Department	81005-Float Pool
Job Title	Nurse's Aide

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-757	0	3	0	4	0	0	0	0	0	0	2	9
Unqualified	0	0	0	2	0	0	0	0	0	0	0	2
Qualified	0	1	0	0	0	0	0	0	0	0	2	3
Interviewed	0	2	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 UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

3 Qualified applicants: 1 WF, 2 UU

- 1 WF's nurse aide experience was over nine years ago.
- 1 UU's nurse aide experience was over two years ago.
- 1 UU's resume and application did not match due to inconsistencies in job dates and job titles.

4 Interviewed applicants: 2 WF, 2 BF

- 2 WF did not have the acute care inpatient hospital experience needed.
- 1 BF did not know what the normal ranges were for adult vital signs in her responses to interview questions.

The 1 BF was selected. She had two years of experience as a nurse aide in a hospital setting. She also provided patient centered responses to interview questions.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5B Technical/Paraprofessional	0	0	0	13	0	15	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
5B Technical/Paraprofessional	6/28/2024	N	2024-160	WF	1
	6/28/2024	N	2024-764	WF	1
	8/9/2024	N	2024-357	WF	1
	8/9/2024	Y	2023-199	BF	1
	8/23/2024	N	2023-411	WM	1
	8/23/2024	N	2023-411	HF	1
	8/23/2024	N	2024-1288	AF	1
	10/4/2024	N	2024-1163	AM	1
	10/4/2024	N	2024-223	WM	1
	10/4/2024	N	2024-223	WF	1
	10/18/2024	N	2023-244	WF	1
	10/18/2024	N	2024-151	WM	1
	10/18/2024	N	2024-151	BM	1
	10/18/2024	N	2025-248	WM	1
	11/1/2024	N	2024-1381	WF	1
	11/1/2024	Y	2025-308	BF	1
	11/15/2024	N	2025-447	WM	1
	11/15/2024	Y	2025-261	BF	1
	11/29/2024	N	2024-1007	BM	1
	12/13/2024	N	2025-579	WF	1
	1/10/2025	Y	2025-328	HF	1
	2/21/2025	N	2024-1303	WM	1
	2/21/2025	N	2024-1303	WF	1
	3/7/2025	N	2025-864	AF	1
	3/7/2025	Y	2024-377	HF	1
	4/4/2025	N	2025-436	WF	1
	4/21/2025	N	2025-780	AF	1
	5/2/2025	N	2025-1035	AF	1

Start Date	6/28/2024
Requisition Number	2024-160
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
2024-160	2	5	0	2	0	2	0	0	0	0	2	13
Unqualified	1	1	0	0	0	1	0	0	0	0	0	3
Qualified	0	1	0	1	0	1	0	0	0	0	1	4
Interviewed	1	2	0	1	0	0	0	0	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 Unqualified applicants did not meet minimum qualifications needed for this position.

4 Qualified applicants: 1 WF, 1 BF, 1 HF, 1 UU

- 1 BF, 1 HF did not have the necessary training in radiologic technology.
- 1 WF, 1 UU were no longer interested in the position.

6 Interviewed applicants: 1 WM, 3 WF, 1 BF, 1 UU

- 1 WM was selected for this position in the last reporting period and his hire resulted in a lateral transfer.
- 1 WF was a new radiology technology graduate and did not have professional experience.
- 1 WF, 1 UU were offered the same position in another area and declined.
- 1 BF was hired for another position.

The 1 WF was selected. She had twelve years of radiology technology experience. Her experience included performing examinations for different imaging modalities such as diagnostic, fluoroscopy, emergency room, operating room, and spine center.

Start Date	6/28/2024
Requisition Number	2024-764
Job Group	5B
Department	81028-UConn Health Surgery Center-OR
Job Title	Surgical Technologist 2

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Knowledge of operating room practices and safety standards; knowledge of sterilization and aseptic techniques; knowledge of operating room instruments and equipment; manual dexterity; ability to understand and carry out oral instructions; good interpersonal skills.

EXPERIENCE AND TRAINING GENERAL EXPERIENCE

Surgical Technologist 1: Graduate of an accredited surgical technologist program **OR** Anticipated graduation Spring 2024.
Surgical Technologist 2: An Associate's Degree from an approved surgical technologist program **OR** Anticipated graduation Spring 2024.

SUBSTITUTION ALLOWED: (Surg. Tech 2)
1. Completion of a formal in hospital on the job training program with documented experience of two (2) years in all surgical services may be substituted for the General Experience.
2. Graduation from an accredited surgical technologist program and two (2) years of experience as a surgical technologist may substitute for the General Experience.

PREFERRED: Multi specialty Surgical Technologist experience.

SPECIAL REQUIREMENTS
(Surg. Tech 1) 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 sterile processing and distribution or others as required.
(Surg. Tech 2)
1. Incumbents in this class must possess and maintain certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) at the time of appointment or within six (6) months of appointment.
2. 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 sterile processing and distribution or others as required.
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 by the end of the working test period. Certification must be maintained for the duration of employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-764	0	2	0	0	0	2	0	0	0	0	0	4
Qualified	0	1	0	0	0	1	0	0	0	0	0	2
Rescind Offer	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.

2 Qualified applicants: 1 WF, 1 HF

- 1 WF, 1 HF were not familiar with the operating room practices and safety standards.

2 Interviewed applicants: 1 WF, 1 HF

- 1 HF's offer was rescinded by Human Resources due to a failed background check.

The 1 WF was selected. She had completed her clinical rotation at UConn Health's Surgery Center.

Start Date	8/9/2024
Requisition Number	2024-357
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
2024-357	1	3	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	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 Unqualified applicant did not meet minimum qualifications needed for this position.

1 Qualified applicant: 1 WF

- 1 WF, a previous employee, had attendance issues during her employment.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WM applied after hiring decision was made.

The 1 WF was selected. She had thirty years of experience as a radiographer. Her experience included fluoroscopy and the operating room.

Start Date	8/9/2024
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	0	0	0	0	0	0	2
Unqualified	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 1 BF met a hiring goal.

Start Date	8/23/2024
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	5	9	0	2	0	2	0	0	0	1	4	23
Unqualified	1	0	0	2	0	1	0	0	0	0	1	5
Qualified	1	4	0	0	0	0	0	0	0	0	2	7
Interviewed	2	2	0	0	0	0	0	0	0	0	0	4
Offer Declined	0	3	0	0	0	0	0	0	0	1	1	5
Hired	1	0	0	0	0	1	0	0	0	0	0	2

This position was posted on the following websites:

- American Society of radiologic Technologists
- Connecticut Society of Radiologic Technologists
- Indeed.com
- LinkedIn Professional Groups
- UConn Health

The Unqualified applicants did not meet minimum qualifications needed for this position.

7 Qualified applicants: 1 WM, 4 WF, 2 UU

- 1 WF was a former UConn Health employee with disciplinary issues.
- 1 WF did not submit a resume as part of the application materials.
- 1 WM, 1 UU was not interested in the position after learning details.
- 2 WF, 1 UU did not respond to the request for an interview.

11 Interviewed applicants: 3 WM, 5 WF, 1 HF, 1 TF, 1 UU

- 1 WM did not have the experience in a clinical setting that is needed.
- 3 WF, 1 TF, 1 UU declined the offer of employment.
- 1 WM, 1 WF was selected for another position
- 1 WF was selected for second shift radiology technologist position

The 1 WM selected had two years of experience as a radiologic technologist. His experience included operating fluoroscopy machines and assisting surgeons in the operating room. He also provided detailed responses to interview questions regarding his teamwork skills, accountability, and patient care experience.

The 1 HF selected graduated from a radiology program and had completed two clinical rotations in UConn Health's Radiology department. She also provided concise responses to interview questions.

Start Date	8/23/2024
Requisition Number	2024-1288
Job Group	5B
Department	83061-Radiation Therapy
Job Title	Radiation Therapy Technologist

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Knowledge of theories and principles of radiation application, radiation protection, equipment operations, patient's 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; 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 Associates Degree program in radiation therapy.

Special Requirement

- 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 obtained 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
- Incumbents must maintain a valid Basic Life Support (BLS) certificate.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1288	3	1	0	0	0	0	0	1	0	0	0	5
Interviewed	3	1	0	0	0	0	0	0	0	0	0	4
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

5 Interviewed applicants: 3 WM, 1 WF, 1 AF

- 1 WM was found to not have the necessary ARRT certificate.
- 1 WM, 1 WF did not have knowledge of theories and principles of radiation application, radiation protection, equipment operations, patient's assessment, and management based on their responses to interview questions.
- 1 WM, a previous employee, did not have the technical skills in radiology for the position.

The 1 AF was selected. She graduated from a radiology program and had seven years of radiology experience. Her experience included radiation therapy billing and coding, as well as experience with simulators, and high dose rates. Additionally, she had worked as a contractor in UConn Health's Radiology department.

Start Date	10/4/2024
Requisition Number	2024-1163
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
2024-1163	5	1	0	1	1	0	3	0	1	0	7	19
Unqualified	4	1	0	1	1	0	1	0	1	0	4	13
Qualified	1	0	0	0	0	0	1	0	0	0	1	3
Interviewed	0	0	0	0	0	0	0	0	0	0	1	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	0	0	0	0	0	1	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

3 Qualified applicants: 1 WM, 1 AM, 1 UU

- 1 WM, 1 AM, 1 UU did not have the biomedical equipment technology experience needed.

3 Interviewed applicants: 1 AM, 2 UU

- 1 UU declined the offer of employment.
- 1 UU did not have the biomedical education needed.

The 1 AM was selected. He had a biomedical engineering degree and experience as a biomedical technician.

Start Date	10/18/2024
Requisition Number	2024-223
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
2024-223	1	2	0	0	0	0	0	0	0	0	1	4
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	0	0	0	0	0	0	0	0	0	1	1
Hired	1	1	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

1 Qualified applicant: 1 WF

- 1 WF did not respond to interview requests.

3 Interviewed applicants: 1 WM, 1 WF, 1 UU

- 1 UU did not have the knowledge needed in radiology technology. They were unable to answer several questions correctly.

The 1 WM selected graduated from a radiology technology program and had ARRT certification. He also had a CT radiography license and experience as a radiographer. Additionally, he previously worked at UConn Health as a Diagnostic Radiologic Technologist. While working at UConn Health, he worked through different situations and created a positive team atmosphere.

The 1 WF selected graduated from a radiology technology program and had ARRT certification. She also had a CT radiography license and experience as a radiographer. Additionally, she provided complete responses to interview questions and detailed examples of her ability to adapt to different situations.

Start Date	10/18/2024
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 Medica/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 o**r**, 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	19	0	2	0	3	0	1	0	1	3	29
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
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 following websites:

- American Society of radiologic Technologists
- Connecticut Society of Radiologic Technologists
- Indeed.com
- LinkedIn Professional Groups
- UConn Health website

The Unqualified applicants did not meet minimum qualifications needed for this position.
3 Qualified applicants: 2 WF, 1 UU

- 1 WF did not respond to requests for interview.
- 1 WF declined the offer for an interview.
- 1 UU applied after the selected applicant was hired.

7 Interviewed applicants: 5 WF, 1 HF, 1 TF

- 4 WF, 1 HF, 1 TF declined the offer of employment.

The 1 WF was selected. She was registered with the American Registry for Diagnostic Medical Sonography. She provided clear and complete responses to interview questions regarding her ability to communicate the results of diagnostic examinations and her ability to adapt to situations.

Start Date	2/7/2025
Requisition Number	2024-151
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
2024-151	5	15	11	20	8	9	1	2	0	7	6	84
Unqualified	3	13	5	17	7	8	1	1	0	6	5	66
Qualified	0	1	4	2	1	1	0	0	0	0	0	9
Withdrawn	1	0	0	0	0	0	0	0	0	0	1	2
Interviewed	0	1	0	1	0	0	0	0	0	1	0	3
Offer Declined	0	0	1	0	0	0	0	1	0	0	0	2
Hired	1	0	1	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

2 Withdrawn applicants: 1 WM, 1 UU

9 Qualified applicants: 1 WF, 4 BM, 2 BF, 1 HM, 1 HF

- 2 BF, 1 HM, 1 HF did not respond to requests to schedule an interview.
- 2 BM declined the interview.
- 1 BM did not have experience with operating room instruments and operative procedures.
- 1 WF, previously interviewed for another Sterile Processing position, was not familiar with some of the common tasks related to vendor trays, and working without a tracking system.
- 1 BM was a former employee with attendance issues.

7 Interviewed applicants: 1 WM, 1 WF, 2 BM, 1 BF, 1 AF, 1 TF

- 1 BM, 1 AF declined the offer of employment.
- 1 TF did not respond to invitation for interview.
- 1 BF discussed scheduling concerns and could not commit to the required schedule.
- 1 WF was not a Certified Registered Central Service Technician (CRCST)

The 1 WM selected had seven years of sterile supply experience. He also was a Certified Sterile Processing and Distribution Technician (CSPDT.)

The 1 BM had twenty years of sterile supply experience. He also was a Certified Sterile Processing and Distribution Technician (CSPDT.)

Start Date	10/18/2024
Requisition Number	2025-248
Job Group	5B
Department	Genetics & Genome Sciences
Job Title	Research Technician

KNOWLEDGE, SKILL, AND ABILITY

- Basic knowledge of laboratory equipment and immunohistochemistry
- Familiarity with basic laboratory equipment/procedures
- Basic R programming skills and experience with fluorescence imaging
- Strong interpersonal skills, oral and written communication skills.
- Ability to follow instructions, apply policies and procedures and perform simple calculations.

EXPERIENCE & TRAINING

- High School diploma or equivalent.
- One (1) year of experience in a laboratory/medical setting.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-248	2	6	1	2	1	4	0	3	0	0	3	22
Unqualified	1	6	1	2	1	3	0	3	0	0	3	20
Qualified	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

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

1 Qualified applicant: 1 HF

- 1 HF did not respond to attempts to schedule an interview.

1 Interviewed applicant: 1 WM

The 1 WM was selected. He had experience with staining and slide procedures as well as lab result calculation, and lab research software.

Start Date	11/1/2024
Requisition Number	2024-1381
Job Group	5B
Department	83069-Radiology
Job Title	Diagnostic Medical Sonography Technologist I or II

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 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 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 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

For the Diagnostic Medical Sonography Tech 1 level:

GENERAL EXPERIENCE AND TRAINING

Graduate of a formal Diagnostic Medical Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

REQUIRED LICENSE/CERTIFICATION/REGISTRY for the Diagnostic Medical Sonography

Tech 1 position:
Must possess and maintain during employment Registry in at least one specialty by ARDMS or certification/registry in Sonography by ARRT. Must possess and maintain during employment an active Basic Life Support certificate [BLS] certificate.

For the Diagnostic Medical Sonography Tech 2 level:

GENERAL EXPERIENCE AND TRAINING

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 possess and maintain 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
2024-1381	0	2	0	0	0	1	0	0	1	0	1	5
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	1	0	0	1	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 Unqualified applicants did not meet minimum qualifications needed for this position.

3 Qualified applicants: 1 HF, 1 TM, 1 UU

- 1 HF applied after the position was offered and accepted by another candidate.
- 1 TM, 1 UU did not meet the special experience qualification of maintaining employment registry by the American Registry for Diagnostic Medical Sonography (ARDMS) in breast.

1 Interviewed applicant: 1 WF

The 1 WF was selected. She provided detailed examples of her ability to adapt to emergency situations and her ability to use critical thinking skills. These detailed examples and responses to interview questions confirmed her ability to effectively communicate with patients and health care team.

Start Date	11/1/2024
Requisition Number	2025-308
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 (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
2025-308	0	0	0	3	0	0	0	0	0	0	0	3
Unqualified	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	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

The 1 BF met a hiring goal.

Start Date	11/15/2024
Requisition Number	2025-447
Job Group	5B
Department	Molecular Oncology
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 utilized 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.

SPECIAL REQUIREMENT

- Demonstrated willingness to work with animal models is essential

PREFERRED QUALIFICATIONS

- Bachelor's Degree in a biological science or related field

- Relevant molecular biology laboratory experience including immunoblotting, including western blots
- Molecular biology techniques, complex co-culturing experience including working with T cells and endothelial cells, isolation of immune cells from spleen and bone marrow, data analysis.
- Experience in the maintenance of mouse/rat colonies.
- Animal husbandry.
- Experience in handling rodents, daily health evaluation, oral gavage, maintenance of animal data 9 including body weights, evaluation of health status).
- Experience in animal necropsies according to institution policies.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-447	2	3	0	0	1	3	0	2	1	0	1	13
Unqualified	1	3	0	0	1	1	0	2	1	0	0	9
Qualified	0	0	0	0	0	2	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 Unqualified applicants did not meet minimum qualifications needed for this position.

3 Qualified applicants: 2 HF, 1 UU

- 2 HF, 1 UU did not have experience with animal handling.

1 Interviewed applicant: 1 WM

The 1 WM was selected. He had a bachelor's degree in biological science and had worked a year and a half as a Research Assistant at UConn Health's biology lab. He had experience with immunoblotting including western blots and biology techniques. Additionally, he had experience maintaining a mouse colony totaling approximately 200 cages as well as handling the mice.

Start Date	11/15/2024
Requisition Number	2025-261
Job Group	5B
Department	Clinical Neurophysiology
Job Title	Neurodiagnostic Technologist

MINIMUM QUALIFICATION REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Performs exams/tests in the area of modalities such as, electroencephalography(EEG), Evoked Potential (EP), Nerve Conduction Studies (NCS), Polysomnography (PSG); provides findings ,

results and descriptive analyses; performs ambulatory and telemetry EEG recordings;; obtains patient histories; does mechanical calibrations to equipment, photic stimulation; maintains records; develops quality assurance factors; performs laboratory maintenance; orders/maintains supplies; trouble shoots equipment; transports patients; instructs lower level employees and medical students/residents; performs related duties as required.

EXPERIENCE AND TRAINING

General Experience:
One (1) year of experience or training in a hospital or medical clinic in the application of or training for electroencephalography and related techniques.

SPECIAL REQUIREMENTS

Employees in this class must be certified as an Electroencephalographic Technologist from an accredited institution that supports the credentialing eligibility requirement established by institutions, such as American Board of Registration (ABRET), American Association of Electrodiagnostic Technologist (AAET), American Board of Electrodiagnostic Medicine (ABEM), Board of Registered Polysomnographic Technologist (BRPT). If eligible must obtain certification within one (1) year of employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-261	0	0	0	1	0	1	0	0	0	2	1	5
Unqualified	0	0	0	0	0	0	0	0	0	1	1	2
Qualified	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	0	0	0	0	0	0	0	0	1	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF met a hiring goal.

Start Date	11/29/2024
Requisition Number	2024-1007
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 (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
2024-1007	3	12	7	13	4	12	1	0	0	3	4	59
Unqualified	3	11	4	12	3	10	1	0	0	2	2	48
Qualified	0	1	1	0	1	1	0	0	0	0	1	5
Withdrawn	0	0	0	0	0	0	0	0	0	0	1	1
Interviewed	0	0	1	1	0	1	0	0	0	1	0	4
Hired	0	0	1	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

1 Withdrawn applicant: 1 UU

5 Qualified applicants: 1 WF, 1 BM, 1 HM, 1 HF, 1 UU

- 1 WF, 1 BM, 1 UU could not work the hours required.
- 1 HM, 1 HF did not respond to requests for an interview.

5 Interviewed applicants: 2 BM, 1 BF, 1 HF, 1 TF

- 1 BM did not have current operating room sterile processing experience. His operating room sterile experience was over a year ago. He also had five job changes in the past six years which raised concerns regarding his performance.
- 1 BF offer for employment was rescinded.
- 1 HF failed her certification examination and did not have a date scheduled to retake the examination. She also was not available to work the scheduled hours.
- 1 TF did not respond to an offer of employment.

The 1 BM selected was a certified sterile processing technician. He also had two years of current experience in operating room sterile processing.

Start Date	12/13/2024
Requisition Number	2025-579
Job Group	5B
Department	81033-Storrs Urgent Care
Job Title	Diagnostic Rad Tech

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment; ability to exercise independent judgement; knowledge of radiographic film processing techniques; knowledge of infection control procedures; knowledge of patient monitoring equipment; some computer skills; 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.

SPECIAL EXPERIENCE
Incumbents must meet the requirements for registry by the American Registry of Radiological Technologists.

SPECIAL REQUIREMENT
Incumbents must possess and maintain a current license to practice radiography in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-579	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 1 WF, a part-time UConn Health employee, was selected. She had four years of radiology technician experience. She had also worked in the Storrs Urgent Care office.

Start Date	1/10/2025
Requisition Number	2025-328
Job Group	5B
Department	UMG-Maternal/Fetal Module
Job Title	Diagnostic Medical Sonography Technologist 1

MINIMUM QUALIFICATION REQUIRED KNOWLEDGE, SKILL, AND ABILITY

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 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 operative 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:
Graduate of a formal Diagnostic Medical Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

REQUIRED LICENSE / CERTIFICATION

- Must possess and maintain during employment Registry in at least one specialty by ARDMS or certification/registry in Sonography by ARRT. One of which must be OB/GYN.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-328	0	2	0	0	0	1	0	0	0	0	0	3
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	0	0	0	0	1	0	0	0	0	0	1

The 1 HF met a hiring goal.

Start Date	4/21/2025
Requisition Number	2024-1303
Job Group	5B
Department	70083-UMG-Surgery - 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). If not certified at the time of appointment, certification at a minimum as an OSC must be obtained within the first 30 days of employment.
- Travel may be required between office locations as needed.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1303	1	11	0	2	1	9	0	1	0	0	1	26
Unqualified	0	7	0	2	1	0	0	0	0	0	1	11
Qualified	0	2	0	0	0	4	0	0	0	0	0	6
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	0	0	0	0	4	0	1	0	0	0	5
Offer Declined	0	1	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 Unqualified applicants did not meet minimum qualifications needed for this position.

1 Withdrawn applicant: 1 HF

6 Qualified applicants: 2 WF, 4 HF

- 1 WF, a former employee, had unsatisfactory evaluations during her employment.
- 1 WF, 2 HF did not respond to requests to schedule an interview.
- 1 HF had not worked as an ophthalmology technician in four and a half years.
- 1 HF did not submit a resume with current information.

8 Interviewed applicants: 1 WM, 2 WF, 4 HF, 1 AF

- 1 HF was unable to provide detailed information on the steps involved in an ophthalmic technician workup.
- 1 HF was unable to provide specific details of her ophthalmic testing skills.
- 1 HF's adult ophthalmological experience was four and a half years ago.
- 1 HF only had two months of experience with refractions.
- 1 WF declined the offer of employment.
- 1 AF could not work the necessary schedule.

The 1 WM selected had eleven years of experience as an adult ophthalmology technician experience as well as experience in retina examination. He also provided detailed patient centered responses to interview questions.

The 1 WF selected had six years of experience as an adult ophthalmology technician. She also provided detailed patient centered responses to interview questions.

Start Date	3/7/2025
Requisition Number	2025-864
Job Group	5B
Department	83069-Radiology
Job Title	Diagnostic Rad Tech

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL, AND ABILITY

Considerable knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment; ability to exercise independent judgement; knowledge of radiographic film processing techniques; knowledge of infection control procedures; knowledge of patient monitoring equipment; some computer skills; 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.

SPECIAL EXPERIENCE:
Incumbents must meet the requirements for registry by the American Registry of Radiological Technologists.

SPECIAL REQUIREMENT:
Incumbents must possess and maintain a current license to practice radiography in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-864	0	1	0	0	0	0	0	1	0	0	0	2
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.

1 Qualified applicant: 1 WF

- 1 WF was no longer interested in the position.

1 Interviewed applicant: 1 AF

The 1 AF was selected. The candidate had two years of experience as a diagnostic radiology technician. She also provided detailed examples regarding her ability to work as a team member.

Start Date	3/7/2025
Requisition Number	2024-377
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 (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	2	9	10	21	2	14	2	2	1	6	5	74
Unqualified	2	7	3	16	2	12	2	1	1	4	4	54
Qualified	0	2	5	1	0	1	0	0	0	1	0	10
Withdrawn	0	0	1	0	0	0	0	0	0	0	0	1
Interviewed	0	0	1	2	0	0	0	0	0	0	1	4
Offer Declined	0	0	0	2	0	0	0	1	0	1	0	4
Hired	0	0	0	0	0	1	0	0	0	0	0	1

The 1 HF met a hiring goal.

Start Date	4/4/2025
Requisition Number	2025-436
Job Group	5B
Department	83002-Clinical Laboratory
Job Title	Safety & Quality Assurance Officer

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of laboratory regulatory requirements.
- Considerable knowledge of laboratory equipment, chemical safety, procedures, and techniques.
- Ability to independently establish and maintain a chemical safety database.
- Considerable knowledge of safety, quality assurance, infection control and patient safety techniques and policies.
- Skills in adult learning education strategies; instructional skills.
- Critical thinking skills; reading comprehension skills.
- Organizational and detailed oriented skills.
- Considerable interpersonal skills with the ability to establish and maintain effective working relationships with patients, the public and health care team; ability to show sensitivity to patient's multicultural needs.
- Effective communication (oral and written) skills and active listening skills.
- Ability to use independent judgment.
- Ability to operate and navigate computerized clinical systems and office applications.
- Ability to organize and analyze data.
- Ability to work efficiently and cope with emergency situations.
- Leadership ability.

GENERAL EXPERIENCE & TRAINING REQUIRED

- Seven (7) years' experience working in a laboratory which includes at least three (3) years quality and safety experience and two (2) years of supervisory/lead experience.

SPECIAL REQUIREMENTS

- Must possess and maintain during employment American Society for Clinical Pathology (ASCP) certification such as general laboratorian, microbiology, chemistry, pathology, blood bank, etc.
- May be required to possess and maintain during employment active Basic Life Support [BLS] certificate.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-436	2	4	1	1	0	2	0	1	0	1	1	13
Unqualified	2	2	1	1	0	2	0	0	0	1	0	9
Qualified	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
Hired	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

2 Qualified applicants: 1 AF, 1 UU

- 1 AF cancelled the interview.
- 1 UU was no longer interested in the position.

2 Interviewed applicants: 2 WF

- 1 WF scored 311 on her assessment.

The 1 WF was selected. She scored a total score of 375 out of 429 on her assessment.

The assessment was based on the following:

- Quality and safety experience
- Chemical and environmental safety
- Labels for hazardous materials
- Safety Pictograms
- Regulatory guidelines and requirements
- Supervisory ability
- Conflict resolution
- Critical thinking skills
- Communication skills
- Organizational skills

Start Date	4/21/2025
Requisition Number	2025-780
Job Group	5B
Department	83073-Ultrasound
Job Title	Diagnostic Medical Sonography Technologist I or II (FILL AS 2)

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 [e.g. PACS and RIS] and office applications [e.g.MS outlook and Word]; 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 Medica/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.

PREFERRED:

- Bachelor's degree and academic hospital experience preferred.

Experience working in a healthcare organization (preferable academic hospital) that promotes the use of Studer and Lean Management principles.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-780	0	0	0	1	0	1	0	1	0	1	0	4
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	0	0	1	0	0	0	0	0	1	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 Unqualified applicants did not meet minimum qualifications needed for this position.

3 Interviewed applicants: 1 BF, 1 AF, 1 TF

- 1 BF was no longer interested in a full-time position.
- 1 TF was selected for another UConn Health position.

The 1 AF was selected. She had graduated from an ultrasound sonography program and had seventeen years of experience as an ultra-sonographer. She had a bachelor's degree and hospital experience. Additionally, her responses to interview questions were concise and she provided detailed examples of her ability to perform ultrasound imaging examinations, improve workflow, and adapt to different situations by changing her communication style.

Start Date	5/2/2025
Requisition Number	2025-1035
Job Group	5B
Department	83065-Radiology-MRI
Job Title	Magnetic Resonance Imaging [MRI] Technologist 2

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 study performed; ability to establish and maintain effective working relationships with the public and health care team; ability to serve various age group 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

Two [2] years magnetic Resonance imaging (MRI) experience.

CERTIFICATION /LICENSE REQUIREMENT:

- Must possess and maintain during employment both Radiography [R.T.(R)] and Magnetic Resonance Imaging registry [(R.T.(MRI)] by American Registry of Radiologic Technologist
- Must possess and maintain during employment a Connecticut State license to practice radiography.
- Must possess and maintain during employment active Basic Life Support [BLS] certificate.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1035	0	2	0	0	0	0	0	1	0	0	0	3
Interviewed	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	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

3 Interviewed applicants: 2 WF, 1 AF

- 1 WF declined the offer of employment.
- 1 WF could not start by the start date of the position.

The 1 AF was selected. She had an MRI and ARRT certification as well as an active BLS certification. She had a license to practice radiography in CT. Additionally; she had experience as an MRI Technician in a position at UConn Health.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5C Health Care Support	0	9	2	3	0	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
5C Health Care Support	6/14/2024	N	2024-777	HF	1
	7/12/2024	N	2024-1019	HM	1
	7/12/2024	N	2024-772	WM	2
	7/12/2024	N	2024-772	UU	2
	7/12/2024	Y	2024-772	BF	2
	7/12/2024	N	2024-326	HF	1
	7/12/2024	N	2024-326	AF	1
	7/12/2024	Y	2024-326	WF	2
	8/23/2024	Y	2024-1315	WF	1
	9/20/2024	Y	2024-1315	WF	1
	11/15/2024	N	2025-159	HF	1
	11/15/2024	N	2025-369	HF	3
	11/15/2024	N	2025-369	UU	1
	11/15/2024	Y	2025-369	WF	1
	11/29/2024	Y	2025-182	WF	1
	12/27/2024	N	2025-284	WM	1
	1/10/2025	N	2025-167	HM	1
	1/10/2025	N	2025-351	HF	2
	1/10/2025	Y	2025-351	WF	1
	1/24/2025	Y	2025-416	WF	1
	2/21/2025	N	2025-711	WF	1
	2/21/2025	N	2025-711	HF	1
	3/21/2025	Y	2025-820	WF	1
	4/4/2025	N	2025-834	HF	1
	4/4/2025	Y	2025-707	BM	1
	4/21/2025	N	2025-892	HF	1
	5/2/2025	N	2025-977	WM	1
	5/2/2025	N	2025-977	HF	3
	5/16/2025	N	2025-525	WF	1

Start Date	6/14/2024
Requisition Number	2024-777
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
2024-777	0	3	0	2	1	4	0	1	0	1	0	12
Unqualified	0	2	0	2	0	2	0	0	0	1	0	7
Qualified	0	1	0	0	0	0	0	1	0	0	0	2
Withdrawn	0	0	0	0	1	0	0	0	0	0	0	1
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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 HM

2 Qualified applicants: 1 WF, 1 AF

- 1 WF, 1 AF did not have hospital pharmacy experience.

2 Interviewed applicants: 2 HF

- 1 HF declined the offer of employment.

The 1 HF was selected. She had six years of hospital pharmacy technician experience. She also scored 32.25 on her skills assessment.

The skills assessment was based on the following:

- Pharmacy abbreviations
- Pharmacy dosage calculations
- Trade and generic medication names

Start Date	7/12/2024
Requisition Number	2024-1019
Job Group	5C
Department	83060-Imaging Services Administration
Job Title	Diagnostic Imaging Assistant - Radiology

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 radiology technical 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. Incumbent 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
2024-1019	2	2	1	3	1	1	1	0	0	2	2	15
Unqualified	1	1	0	0	0	0	0	0	0	1	0	3
Qualified	1	1	1	2	0	1	0	0	0	1	2	9
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 BF

9 Qualified applicants: 1 WM, 1 WF, 1 BM, 2 BF, 1 HF, 1 TF, 2 UU

- 1 WF was previously offered another position but did complete the required physical and onboarding materials.
- 1 BM did not have hospital or clinical patient care experience.
- 1 WM, 2 BF, 1 TF, 2 UU did not attend their scheduled interviews.
- 1 HF accepted another offer of employment.

2 Interviewed applicants: 1 HM, 1 AM

- 1 AM's hospital radiology experience was not current.

1 HM was selected. He had radiology technical assistance experience as well as healthcare experience transporting patients.

Start Date	10/18/2024
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 an asset.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-772	3	13	1	12	1	19	1	0	0	5	7	62
Unqualified	1	4	0	6	1	15	1	0	0	3	3	34
Qualified	0	6	0	2	0	0	0	0	0	1	2	11
Withdrawn	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	0	1	0	2	0	1	0	0	0	1	0	5
Offer Declined	0	1	1	0	0	2	0	0	0	0	0	4
Hired	2	0	0	2	0	0	0	0	0	0	2	6

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

2 Withdrawn applicants: 1 WF, 1 HF

11 Qualified applicants: 6 WF, 2 BF, 1 TF, 2 UU

- 1 WF did not have the necessary phlebotomy certification.
- 2 WF, 1 TF, 1 UU did not have the knowledge of standard phlebotomy procedures and techniques needed for this position.
- 1 WF did not provide detailed information in the job duties section of her application to determine if she was qualified.
- 1 WF, 1 UU did not attend her scheduled interview.
- 1 WF, 1 BF's details of duties on their applications did not match their answers to questions regarding their phlebotomy skills.
- 1 BF cancelled her scheduled interview.

16 Interviewed applicants: 2 WM, 2 WF, 1 BM, 4 BF, 3 HF, 1 TF, 2 UU

- 1 WF scored 75% on interview and skills assessment.
- 1 WF, 1 BM, 2 HF declined the offer of employment.
- 1 BF scored 78% on interview and skills assessment. She had been working at a blood donor center for the past three years. She only had one month of externship experience in a clinical inpatient environment over five years ago.
- 1 BF was offered a position, and the offer was rescinded because she did not complete the required orientation.
- 1 HF scored 70% on interview and skills assessment.
- 1 TF scored 72% on interview and skills assessment. During the interview she indicated she was no longer interested in working in the medical field.

The 1 WM scored a total of 90% on the interview and skills assessment. He had five years of phlebotomy experience. He also provided detailed examples of his empathy, phlebotomist knowledge, and customer service skills.

The 1 WM scored a total of 82% on the interview and skills assessments. He had two years of phlebotomy experience. He also provided detailed examples of his phlebotomist knowledge, blood draw processes, and customer care.

The 1 UU scored a total of 90% on the interview and skills assessments. They had eleven years of phlebotomy experience. They also provided detailed examples of their phlebotomist knowledge.

The 1 UU scored a total of 76% on the interview and skills assessment. They had one year of phlebotomy experience which included emergency department training.

The 2 BF's selected met hiring goals.

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	11/15/2024
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	2	12	5	3	0	4	0	2	0	1	3	32
Unqualified	2	4	4	1	0	1	0	1	0	1	2	16
Qualified	0	4	0	2	0	2	0	0	0	0	1	9
Withdrawn	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
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	2	0	0	0	1	0	1	0	0	0	4

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 BM

9 Qualified applicants: 4 WF, 2 BF, 2 HF, 1 UU

- 3 WF did not have the preferred hospital pharmacy experience.
- 1 WF, 1 HF, 1 UU did not respond to attempts to schedule an interview.
- 1 HF could not work the necessary hours.

- 2 BF declined to schedule interviews.

6 Interviewed applicants: 4 WF, 1 HF, 1 AF

- 1 WF was selected for another UConn Health position.
- 1 WF declined an offer of employment.

The 1 HF selected scored 89% on the assessment and 57% on the interview. She provided detailed responses to interview questions.

The 1 AF selected had two years of hospital pharmacy experience. She also was PTCB and had a state of Connecticut (CT) pharmacy technician license. She scored 100% on the skills assessment and 59% on the interview.

The 2 WF's selected met hiring goals.

The skills assessment and interviews were based on the following:

- Pharmacy abbreviations
- Pharmacy dosage calculations
- Trade and generic medication names
- Oral and written communication skills
- Conflict resolution skills
- Working in a team environment
- Time management

Start Date	9/20/2024
Requisition Number	2024-1315
Job Group	5C
Department	60002-UConn Health Pharmacy Services Inc.
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 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).

SPECIAL REQUIREMENTS:
Incumbents in this class may be required to travel.

Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE:
Two or more years of pharmacy experience in long term care, retail, or wholesale.
Experience working with automated pharmacy dispensing machines.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1315	1	6	0	2	1	5	0	1	0	0	1	17
Unqualified	0	0	0	1	1	5	0	0	0	0	1	8
Qualified	0	2	0	1	0	0	0	0	0	0	0	3
Interviewed	0	2	0	0	0	0	0	1	0	0	0	3
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	2	0	0	0	0	0	0	0	0	0	2

The 2 WF's selected met hiring goals.

Start Date	11/15/2024
Requisition Number	2025-159
Job Group	5C
Department	83069-Radiology
Job Title	Diagnostic Imaging Assistant - 1st Shift

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 radiology technical 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:

- Incumbent must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
- 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
2025-159	2	4	0	3	2	2	0	0	0	2	2	17
Unqualified	2	1	0	1	1	1	0	0	0	0	0	6
Qualified	0	1	0	0	1	0	0	0	0	0	0	2
Interviewed	0	2	0	2	0	0	0	0	0	2	2	8
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

2 Qualified applicants: 1 WF, 1 HM

- 1 WF applied after a hiring decision was made.
- 1 HM did not respond to interview requests.

9 Interviewed applicants: 2 WF, 2 BF, 1 HF, 2 TF, 2 UU

- 2 WF, 1 BF, 2 TF, 2 UU did not have radiology experience.
- 1 BF indicated that she was interested in a second shift position. This was a first shift position.

The 1 HF was selected. She had three years of experience as an MRI Technical Assistant. She provided detailed responses to interview questions regarding radiology workflows and patient care.

Start Date	2/21/2025
Requisition Number	2025-369
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 to all of UConn Health's current and future draw stations. Blood Draw | Department of Pathology and Laboratory Medicine (uconn.edu).

PREFERRED QUALIFICATIONS: Greater than 2 years phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills an asset.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-369	0	10	0	7	1	14	0	0	0	3	4	39
Unqualified	0	5	0	6	1	7	0	0	0	2	2	23
Qualified	0	1	0	1	0	2	0	0	0	1	1	6
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	1	0	0	0	3	0	0	0	0	1	5

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 HF

6 Qualified applicants: 1 WF, 1 BF, 2 HF, 1 TF, 1 UU

- 1 WF, 1 HF did not have the preferred two years of phlebotomy experience.
- 1 BF, 1 HF, 1 TF, 1 UU did not respond to requests to schedule an interview.

9 Interviewed applicants: 4 WF, 4 HF, 1 UU

- 1 WF scored 80% on the skills t and 71% on the interview assessments. However, she could not complete a blood draw on the training arm. Specifically, she did not use standard phlebotomy procedures and techniques as well as blood processing and handling procedures.
- 1 WF scored 60% on the skills and 62% on the interview assessments.
- 1 WF, 1 HF declined the offer of employment.

The 1 HF was selected. She scored 65% on the skills assessment and 82% on the interview. She provided detailed responses to interview questions regarding her phlebotomy knowledge and experience. She also completed the blood drawing on the training arm.

The 1 HF was selected. She scored 60% on the skills assessment and 70% on the interview. She provided patient centered responses to interview questions and completed the blood drawing on the training arm.

The 1 HF was selected. She scored 90% on the skills assessment and 82% on the interview. She provided detailed responses to interview questions regarding her phlebotomy knowledge and completed the blood drawing on the training arm.

The 1 UU was selected. They scored 65% on the skills assessment and 75% on the interview. They provided patient centered responses to interview questions and completed the blood drawing on the training arm.

The 1 WF selected met a hiring goal.

The skills and interview assessments were based on the following:

- Knowledge of phlebotomy procedures and techniques
- Knowledge of blood processing and handling procedures
- Performing blood draw
- Customer service skills
- Clinical laboratory experience
- Oral and written communication skills
- Conflict resolution skills
- Working in a team environment
- Organizational skills

Start Date	11/29/2024
Requisition Number	2025-182
Job Group	5C
Department	60002-UConn Health Pharmacy Services Inc.
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:

- Two or more years of pharmacy experience in specialty, long term care, retail, or wholesale.
- Experience working with automated pharmacy dispensing machines, such as Pyxis.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-182	0	2	2	2	0	3	0	0	0	1	0	10
Unqualified	0	0	2	1	0	1	0	0	0	1	0	5
Qualified	0	0	0	0	0	2	0	0	0	0	0	2
Withdrawn	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

The 1 WF selected met a hiring goal.

Start Date	12/27/2024
Requisition Number	2025-284
Job Group	5C
Department	62123-Environmental Health & Safety
Job Title	Environmental Health & Safety Specialist 1

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILL, AND ABILITY:
Knowledge of mathematics, basic sciences, and computer use.
Knowledge of the basics of hazardous waste management, chemical safety, occupational health and safety, environmental health and safety science, and the willingness to learn in detail radiation safety.
Knowledge of and willingness to learn to operate scientific instrumentation and machinery.
Knowledge of and willingness to learn in detail related State and Federal regulations and standards.
Oral and written communication skills; training and presentation ability.
Interpersonal skills with the ability to build strong working relationships with co-workers, faculty, staff, and students; good customer service skills.
Time management skills; ability to follow through on assignments.
Ability to learn and interpret Federal and/or State regulations.
Computer proficiency with the ability to create and use spreadsheets.

EXPERIENCE AND TRAINING:
General Experience:
Four (4) years' experience working in the field(s) of hazardous waste/materials management, chemical safety, or environmental health & safety.

SUBSTITUTION ALLOWED:
Bachelor's degree in environmental science, Industrial Hygiene, Chemistry or in a related science, may be substituted for 2 years of the general experience requirement.
OR
Successfully completed College course work equivalent to two semesters of college credit in health physics, industrial hygiene, chemistry, environmental science, or related field may substitute for six (6) months of the general experience.

SPECIAL REQUIREMENTS:
Must possess and maintain a Connecticut State Driver's License.
Must comply with the OSHA requirements for wearing a respirator.
Must be in satisfactory medical condition and have no medical restrictions on working conditions.
May be required to respond to emergencies during non-regular working hours.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-284	12	4	0	1	2	1	0	0	0	0	2	22
Unqualified	8	1	0	1	1	0	0	0	0	0	2	13
Qualified	3	3	0	0	1	0	0	0	0	0	0	7
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

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

7 Qualified applicants: 3 WM, 3 WF, 1 HM

- 1 WM accepted another offer of employment
- 1 WF did not have experience in research and chemical environments.
- 1 WF experience was not related as it was in nature and OSHA safety focused.
- 2 WM, 1 WF, 1 HM did not have experience handling hazardous waste.

2 Interviewed applicants: 1 WM, 1 HF

- 1 HF was interested in a position as PhD researcher which was not related to this position.

The 1 WM was selected. He had a bachelor's degree in chemistry. He was also employed for three years as a scientist with a focus on FDA approvals. In that position, he received training in hazardous waste management and completed a hazardous waste management course.

Start Date	1/10/2025
Requisition Number	2025-167
Job Group	5C
Department	83069-Radiology
Job Title	Diagnostic Imaging Assistant - 2nd Shift

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 radiology technical 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. Incumbent 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
2025-167	2	6	1	5	3	2	0	0	0	2	4	25
Unqualified	2	4	0	4	1	1	0	0	0	2	3	17
Qualified	0	0	1	0	1	1	0	0	0	0	0	3
Interviewed	0	2	0	0	0	0	0	0	0	0	1	3
Offer Declined	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

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Qualified applicants: 1 BM, 1 HM, 1 HF

- 1 BM, 1 HF, 1 HM did not have the patient support care experience needed.

5 Interviewed applicants: 2 WF, 1 BF, 1 HM, 1 UU

- 1 BF declined the offer of employment.
- 2 WF, 1 UU did not have experience in radiology in a hospital or clinical setting.

The 1 HM was selected. He had three years of experience as a radiology technical assistant. He also had experience with patient support care.

Start Date	3/21/2025
Requisition Number	2025-351
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
2025-351	1	10	0	1	0	3	1	2	0	2	1	21
Unqualified	1	4	0	0	0	0	1	1	0	2	0	9
Qualified	0	2	0	1	0	0	0	1	0	0	1	5
Interviewed	0	2	0	0	0	1	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	2	0	0	0	0	0	3

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

5 Qualified applicants: 2 WF, 1 BF, 1 AF, 1 UU

- 1 WF did not respond to requests to schedule an interview.
- 1 WF, 1 AF, 1 UU, former employees, did not successfully complete their working test periods.
- 1 BF did not provide detailed information on her application to determine her qualifications.

7 Interviewed applicants: 4 WF, 3 HF

- 1 HF scored below 60% and therefore was not selected.
- 2 WF did not have the preferred hospital pharmacy experience.
- 1 WF declined an offer of employment.

The 1 HF selected scored 100% on the skills assessment and 74% on the interview. She had hospital pharmacy experience and provided patient centered responses to interview questions.

The 1 HF selected scored 94% on the skills assessment and 68% on the interview. She had hospital pharmacy experience.

The 1 WF selected met a hiring goal.

The skills assessment and interview questions were based on the following:

- Pharmacy abbreviations
- Pharmacy dosage calculations
- Trade and generic medication names
- Oral and written communication skills
- Conflict resolution skills
- Working in a team environment
- Time management

Start Date	1/24/2025
Requisition Number	2025-416
Job Group	5C
Department	83060-Imaging Services Administration
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 radiology technical 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:

5. Incumbent must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
6. 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
2025-416	1	5	1	0	0	1	0	0	0	1	1	10
Unqualified	1	3	1	0	0	1	0	0	0	1	1	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

The 1 WF met a hiring goal.

Start Date	4/4/2025
Requisition Number	2025-711
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
2025-711	1	4	1	0	0	4	0	0	0	1	0	11
Unqualified	0	1	1	0	0	2	0	0	0	1	0	5
Qualified	0	2	0	0	0	1	0	0	0	0	0	3
Interviewed	1	0	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Qualified applicants: 2 WF, 1 HF

- 1 WF accepted another position at UConn Health.
- 1 WF, a former employee, did not successfully complete her working test period.
- 1 HF could not work the hours required.

3 Interviewed applicants: 1 WM, 1 WF, 1 HF

- 1 WM did not have the pharmacy experience needed. His interview score was 32/40 and his assessment score was 97%.

The 1 WF selected. She had the necessary inpatient hospital pharmacy experience, including experience during the evening shift. She scored an average of 30.3/40 on her interview and a 91% on her assessment score.

The 1 HF selected had an average interview score of 29.4/40 and an assessment score of 94%. She had hospital pharmacy experience working at St. Francis.

The skills assessment and interview questions were based on the following:

- Pharmacy abbreviations
- Pharmacy dosage calculations
- Trade and generic medication names
- Oral and written communication skills
- Conflict resolution skills
- Working in a team environment
- Time management

Start Date	3/21/2025
Requisition Number	2025-820
Job Group	5C
Department	60002-UConn Health Pharmacy Services Inc.
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:

Two or more years of pharmacy experience in long term care, retail, or wholesale.
Experience working with automated pharmacy dispensing machines.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-820	1	7	1	3	1	3	1	0	0	2	3	22
Unqualified	0	4	1	3	0	3	1	0	0	2	2	16
Qualified	1	2	0	0	0	0	0	0	0	0	1	4
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

The 1 WF met a hiring goal.

Start Date	4/4/2025
Requisition Number	2025-834
Job Group	5C
Department	83060-Imaging Services Administration
Job Title	Diagnostic Imaging Assistant

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of medical assisting practices.
- relevant policies and procedures.
- relevant State and Joint Commission regulations.
- patient safety goals.
- interpersonal skills.
- oral and written communication skills.
- Ability to use computers and/or equipment technology such as Picture Archiving and Communication System (PACS).

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:
One (1) year of experience performing radiology technical assistance to include patient support care.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS 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:
Incumbent must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
Candidates in this class must pass a screening for implanted metallic objects. Embedded 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
2025-834	1	4	1	1	1	4	0	0	0	2	2	16
Unqualified	1	2	1	0	1	1	0	0	0	2	2	10
Qualified	0	2	0	0	0	1	0	0	0	0	0	3
Interviewed	0	0	0	0	0	1	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	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Qualified applicants: 2 WF, 1 HF

- 1 WF was previously offered a position and did not complete the onboarding process and had not shown to multiple scheduled interviews.
- 1 WF, 1 HF did not respond to the requests to interview.

3 Interviewed applicants: 1 BF, 2 HF

- 1 BF declined the offer for employment.

- 1 HF did not have the necessary experience with radiology technology.

The 1 HF was selected. She had worked for the past year as a contractor in the file room at UConn Health. She had experience using EPIC and the Picture Archiving and Communication System (PACS).

Start Date	4/4/2025
Requisition Number	2025-707
Job Group	5C
Department	83060-Imaging Services Administration
Job Title	Diagnostic Imaging Assistant

KNOWLEDGE, SKILL, AND ABILITY:
Knowledge of medical assisting practices.
relevant policies and procedures.
relevant State and Joint Commission regulations.
patient safety goals.
interpersonal skills.
oral and written communication skills.

Ability to use computers and/or equipment technology such as Picture Archiving and Communication System (PACS).

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:
One (1) year of experience performing radiology technical assistance to include patient support care.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS 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:
Incumbent must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
Candidates in this class must pass a screening for implanted metallic objects. Embedded 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
2025-707	0	4	1	3	1	6	0	0	0	2	4	21
Unqualified	0	3	0	3	1	6	0	0	0	1	2	16
Qualified	0	1	0	0	0	0	0	0	0	1	1	3
Interviewed	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	0	1	0	0	0	0	0	0	0	0	1

The 1 BM met a hiring goal.

Start Date	4/212025
Requisition Number	2025-892
Job Group	5C
Department	62043-Patient Financial Services - Adm
Job Title	Coding Reimbursement Specialist

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:
Knowledge of complex, highly technical medical coding principles, and techniques; considerable knowledge of 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 relevant experience in a physician's office, hospital billing/insurance setting.

SUBSTITUTIONS ALLOWED:
Associate's degree and two (2) years relevant experience may be substituted for the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-892	1	6	0	0	1	3	0	1	1	0	1	14
Unqualified	1	3	0	0	1	2	0	1	1	0	1	10
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
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 Unqualified applicants did not meet the minimum requirements in the posting.

1 Qualified applicant: 1 WF

- 1 WF did not have experience with medical billing and claim follow-up.

3 Interviewed applicants: 2 WF, 1 HF

- 1 WF declined the offer.
- 1 WF did not have claim follow-up experience. She was unable to answer key questions about medical billing and follow up.

The 1 HF was selected. She had coding knowledge and experience with medical billing and follow up. She was able to answer key questions about medical billing and follow up.

Start Date	5/16/2025
Requisition Number	2025-977
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. Blood Draw | Department of Pathology and Laboratory Medicine (uconn.edu).

PREFERRED QUALIFICATIONS: Greater than 2 years phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills an asset.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-977	1	3	0	3	0	6	0	0	0	1	2	16
Unqualified	0	1	0	2	0	1	0	0	0	1	1	6
Qualified	0	2	0	1	0	1	0	0	0	0	0	4
Interviewed	0	0	0	0	0	1	0	0	0	0	1	2
Hired	1	0	0	0	0	3	0	0	0	0	0	4

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications as posted.

4 Qualified applicants: 2 WF, 1 BF, 1 HF

- 1 WF, 1 BF did not attend their scheduled interviews.
- 1 WF withdrew her application from consideration.
- 1 HF did not respond to requests to schedule an interview.

6 Interviewed applicants: 1 WM, 4 HF, 1 UU

- 1 HF scored 67% on the interview and 65% on the skills assessment and did not have the knowledge needed in outpatient or inpatient phlebotomy regarding procedures and techniques.
- 1 UU scored 66% on the interview and 70% on the skills assessment.

The 1 WM selected scored a total of 79% on the interview and 90% on the skills assessment. He was a certified phlebotomy technician and had ten months of phlebotomist experience.

The 1 HF selected scored a total of 78% on the interview and 70% on the skills assessment. She was a certified phlebotomy technician and had three years of phlebotomy experience.

The 1 HF selected scored a total of 79% on the interview and 80% on the skills assessment. She was a certified phlebotomy technician and had nine months of phlebotomy experience.

The 1 HF selected scored a total of 68% on the interview and 75% on the skills assessment. She was a certified phlebotomy technician and had six months of phlebotomy experience.

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	5/16/2025
Requisition Number	2025-525
Job Group	5C
Department	83060-Imaging Services Administration
Job Title	Diagnostic Imaging Assistant

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of medical assisting practices.
- relevant policies and procedures.
- relevant State and Joint Commission regulations.
- patient safety goals.
- interpersonal skills.
- oral and written communication skills.
- Ability to use computers and/or equipment technology such as Picture Archiving and Communication System (PACS).

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:
One (1) year of experience performing radiology technical assistance to include patient support care.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS 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:
Incumbent must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
Candidates in this class must pass a screening for implanted metallic objects. Embedded 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
2025-525	1	10	1	7	1	7	0	1	3	2	6	39
Unqualified	1	6	1	6	1	6	0	1	3	1	5	31
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Withdrawn	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	0	0	0	1	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications as posted.

2 Withdrawn applicants: 1 WF, 1 HF

2 Qualified applicants: 2 WF

- 1 WF did not respond to requests to schedule an interview.
- 1 WF was contacted to schedule an interview. She indicated she was no longer interested in the position.

4 Interviewed applicants: 1 WF, 1 BF, 1 TF, 1 UU

- 1 BF, 1 TF were offered different UConn Health positions.
- 1 UU indicated they were no longer interested in the position.

The 1 WF selected had a background in the medical field. She had eleven years of experience as an EMT experience, and a year and a half as a Pathologist Assistant.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5D Medical Assistants	10	8	3	0	3	0	1	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
5D Medical Assistants	6/28/2024	N	2024-1128	AF	1
	7/26/2024	N	2024-1331	HF	2
	8/9/2024	N	2024-1110	HF	1
	8/9/2024	N	2024-1220	HF	1
	8/9/2024	N	2024-1223	HF	1
	8/9/2024	Y	2024-1169	HM	1
	8/9/2024	N	2024-962	HF	1
	8/9/2024	Y	2024-962	WF	3
	9/6/2024	N	2024-1192	BF	1
	9/6/2024	N	2024-684	AF	1
	9/6/2024	Y	2024-684	WF	1
	9/20/2024	Y	2024-1109	WF	1
	9/20/2024	Y	2024-1109	BM	1
	10/4/2024	N	2025-011	BF	1
	10/4/2024	Y	2025-011	WF	1
	10/4/2024	N	2025-092	HF	1
	10/4/2024	Y	2025-100	WF	1
	10/18/2024	Y	2024-1398	WF	1
	10/18/2024	Y	2024-1424	WF	1
	11/15/2024	N	2025-090	AF	1
	11/15/2024	N	2025-327	WF	1
	11/15/2024	N	2025-327	BF	1
	11/15/2024	N	2025-327	HF	1
	11/29/2024	N	2024-1143	WF	1
	11/29/2024	N	2025-224	BF	2
	11/29/2024	N	2025-224	HF	1
	11/29/2024	N	2025-224	AF	1
	12/13/2024	N	2025-309	HF	1
	12/27/2024	N	2025-517	WF	1
	12/27/2024	Y	2025-448	AM	1
	1/24/2025	N	2025-307	HF	2
	1/24/2025	N	2025-513	WF	1
	2/7/2025	N	2025-556	HF	1

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
5D Medical Assistants	2/7/2025	N	2025-571	HF	1
	2/7/2025	N	2025-756	HF	1
	2/21/2025	N	2025-502	WF	1
	2/21/2025	N	2025-698	BF	1
	2/21/2025	Y	2025-768	HM	1
	3/7/2025	N	2025-800	HF	1
	3/7/2025	N	2025-807	HF	1
	4/4/2025	N	2025-1031	BF	1
	4/4/2025	N	2025-838	WF	1
	4/4/2025	N	2025-840	WF	1
	4/4/2025	N	2025-978	BF	1
	4/21/2025	N	2025-956	WF	1
	4/21/2025	N	2025-999	WF	1
	5/16/2025	N	2025-1024	HF	1
	5/16/2025	N	2025-791	BF	1
	5/30/2025	N	2025-1120	WF	1
	5/30/2025	N	2025-1133	BF	1
	5/30/2025	N	2025-1174	HF	1
	5/30/2025	N	PT-FT	HF	1

Start Date	6/28/2024
Requisition Number	2024-1128
Job Group	5D
Department	80742-Psoriasis Center
Job Title	Medical Assistant - Phototherapy Department

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] Fand 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
2024-1128	1	3	0	1	0	6	0	1	0	0	1	13
Unqualified	1	0	0	0	0	2	0	0	0	0	1	4
Qualified	0	1	0	1	0	2	0	0	0	0	0	4
Interviewed	0	2	0	0	0	2	0	0	0	0	0	4
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health web site.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

4 Qualified applicants: 1 WF, 1 BF, 2 HF

- 1 WF, 1 BF did not respond to requests to schedule an interview.
- 1 HF, a former employee, had not successfully completed her working test period.
- 1 HF withdrew.

5 Interviewed applicants: 2 WF, 2 HF, 1 AF

- 2 WF, 2 HF did not have experience in an outpatient setting from their medical assistant externships.

The 1 AF selected had completed a medical assistant program and was a certified clinical medical assistant. Additionally, she successfully completed her medical assistant externship in an outpatient setting at UConn Health.

Start Date	9/6/2024
Requisition Number	2024-1331
Job Group	5D
Department	UMG-Orthopaedics Module
Job Title	Medical Assistants-Orthopedics

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.
- May travel to satellite offices

PREFERRED QUALIFICATIONS

- Outpatient experience, preferably in orthopedics.
- EPIC experience (electronic medical record system)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1331	1	7	1	3	2	10	0	0	0	2	1	27
Unqualified	0	2	0	0	0	1	0	0	0	0	0	3
Qualified	1	3	1	3	2	6	0	0	0	2	1	19
Interviewed	0	2	0	0	0	1	0	0	0	0	0	3
Hired	0	0	0	0	0	2	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

19 Qualified applicants: 1 WM, 3 WF, 1 BM, 3 BF, 2 HM, 6 HF, 2 TF, 1 UU

- 1 WM, 1 UU did not respond to requests to schedule an interview.
- 1 WF, 1 BM, 2 HF, 1 TF did not have the preferred orthopedic experience.
- 1 WF, 1 BF, 1 HM did not have the preferred outpatient experience.
- 1 WF, 1 HF was no longer interested in this position.
- 1 BF did not have experience as a Medical Assistant.
- 1 HM did not upload his certifications as required.
- 1 BF, 1 TF was not eligible for a transfer at this time.
- 1 HF was a previous employee, resigned not in good standing.
- 1 HF did not have experience with EPIC.
- 1 HF candidate completed her externship in the orthopedic department. She consistently was inflexible with mandatory clinical rotations and mandatory assignments. This raised concerns about her ability to adapt to unexpected changes, putting the patient first, and ability to work with the team.

5 Interviewed applicants: 2 WF, 3 HF

- 1 WF accepted another UConn Health position.
- 1 WF was not willing to travel to satellite locations.
- 1 HF was no longer interested in the position.

The 1 HF selected was a certified medical assistant, phlebotomist, and nurse's assistant with CPR certification. She had three years of experience as a medical assistant in an outpatient setting

where she was cross trained with front desk duties. Additionally, she had experience utilizing EPIC and asked pertinent questions during the interview.

The 1 HF selected was a certified medical assistant with advanced cardiovascular life support (ACLS), and CPR certifications. She had four years of outpatient medical assistant experience in an urgent care setting utilizing EPIC.

Start Date	8/9/2024
Requisition Number	2024-1110
Job Group	5D
Department	UMG-Internal Medicine
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.
- Will travel to satellite offices.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1110	0	0	0	1	0	4	0	1	0	1	0	7
Unqualified	0	0	0	1	0	2	0	0	0	0	0	3
Qualified	0	0	0	0	0	0	0	0	0	1	0	1
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
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 web site.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Qualified applicant: 1 TF

- 1 TF applied after the interview and selection process was completed.

3 Interviewed applicants: 2 HF, 1 AF

- 1 HF was unable to travel, which the position required.
- 1 AF declined the offer of employment.

The 1 HF selected had eight years of experience in a fast-paced environment. She had experience as a lead medical assistant with decentralized laboratory testing. She also had experience with electrocardiograms, medical histories, and vitals.

Start Date	8/9/2024
Requisition Number	2024-1220
Job Group	5D
Department	80780-Nephrology
Job Title	Medical Assistant - Nephrology

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 EXPERIENCE

- Epic experience
- Outpatient clinical experience.
- Superior ability to multi-task.
- Must have experience with point of care testing (spirometry, glucometer, urinalysis)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1220	2	3	0	3	0	6	0	0	0	0	0	14
Unqualified	1	1	0	2	0	2	0	0	0	0	0	6
Qualified	0	2	0	1	0	2	0	0	0	0	0	5
Interviewed	1	0	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

5 Qualified applicants: 2 WF, 1 BF, 2 HF

- 2 WF, 1 BF, 1 HF did not have the necessary front desk experience in an ambulatory outpatient clinic.
- 1 HF was in her working test period and was not eligible for transfer.

3 Interviewed applicants: 1 WM, 2 HF

- 1 WM was selected for another UConn Health position.
- 1 HF applied for the wrong position.

The 1 HF selected had eight years of medical assistant experience in an outpatient clinical setting. Her experience included hands-on patient care and working at the front desk.

Start Date	8/9/2024
Requisition Number	2024-1223
Job Group	5D
Department	70080-UMG-Surgery - General
Job Title	Medical Assistant-General 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.

- 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.

PREFERRED EXPERIENCE

- Epic experience (electronic medical record system)
- Experience assisting with procedures and point of care testing

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1223	0	4	0	1	0	6	0	1	0	1	1	14
Unqualified	0	1	0	1	0	1	0	0	0	0	0	3
Qualified	0	3	0	0	0	3	0	1	0	0	1	8
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 UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

8 Qualified applicants: 3 WF, 3 HF, 1 AF, 1 UU

- 2 WF, 2 HF, 1 AF did not have outpatient ambulatory care experience.
- 1 WF, 1 UU did not attend their scheduled interviews.
- 1 HF, a former employee, did not complete her working test period.

3 Interviewed applicants: 2 HF, 1 TF

- 1 HF, 1 TF were found to not have outpatient ambulatory care experience.

The 1 HF selected had experience as a medical assistant which included working in a surgical and procedural setting and in wound care. She had experience in vascular surgery which was one of the specialties in the department. Additionally, she provided patient centered responses to interview questions.

Start Date	8/9/2024
Requisition Number	2024-1169
Job Group	5D
Department	UMG-IMA West Hartford
Job Title	Medical Assistant - Internal Medicine - 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.
- 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
2024-1169	0	4	0	4	2	11	0	0	0	2	2	25
Unqualified	0	1	0	0	1	5	0	0	0	1	0	8
Qualified	0	3	0	4	0	4	0	0	0	1	0	12
Withdrawn	0	0	0	0	0	0	0	0	0	0	1	1
Interviewed	0	0	0	0	0	2	0	0	0	0	1	3
Hired	0	0	0	0	1	0	0	0	0	0	0	1

The 1 HM met a hiring goal.

Start Date	9/20/2024
Requisition Number	2024-962
Job Group	5D
Department	UMG-General Ob/Gyn
Job Title	Medical Assistants - 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	23	2	11	2	30	1	5	0	3	4	84
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
Withdrawn	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	1	0	3	0	4	0	0	0	2	1	11
Hired	0	3	0	0	0	1	0	0	0	0	0	3

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

2 Withdrawn applicants: 2 WF

31 Qualified applicants: 1 WM, 10 WF, 1 BM, 1 BF, 1 HM, 11 HF, 1 AM, 3 AF, 1 TF, 1 UU

- 1 WM indicated he was not interested in a full-time position.
- 6 WF, 1 BF, 1 HM, 2 HF, 1 AM, 2 AF, 1 TF did not have experience in outpatient ambulatory care.
- 1 WF, 1 HF did not have experience as a medical assistant.
- 1 WF, 1 BM, 1 AF, 1 UU accepted other UConn Health positions.
- 1 WF had not worked as a medical assistant since November 2022.
- 1 WF, 5 HF declined the interview requests.
- 2 HF, former employees, had not successfully completed their working test periods.
- 1 HF, a former employee, resigned not in good standing.

14 Interviewed applicants: 4 WF, 3 BF, 5 HF, 2 TF, 1 UU

- 1 WF disclosed that she had a challenging time with good relationships with co-workers and was unable to provide resolutions to conflicts.

- 1 BF, 2 HF, 2 TF could not work the necessary hours.
- 2 BF was not interested in the position.
- 1 HF had negative feedback from references.
- 1 HF was found to not have relevant experience for the position, as her background was working as a school nurse and in an assisted living facility.
- 1 UU was selected for another UConn Health position.

The 1 HF selected was a certified medical assistant. She had eighteen years of experience in OB/GYN and outpatient ambulatory care. She asked pertinent questions pertaining to the department and provided thorough responses to interview questions.

The 3 WF's selected met hiring goals.

Start Date	9/6/2024
Requisition Number	2024-1192
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
2024-1192	0	1	0	2	1	2	0	0	0	1	1	8
Unqualified	0	0	0	0	1	0	0	0	0	0	0	1
Qualified	0	1	0	1	0	2	0	0	0	1	1	6
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

6 Qualified applicants: 1 WF, 1 BF, 2 HF, 1 TF, 1 UU

- 1 WF did not have medical assistant experience in outpatient ambulatory care environment.
- 1 BF, 1 TF did not respond to the requests for an interview.
- 1 HF's medical assistant experience was nine years ago.
- 1 HF did not have medical assistant experience in an internal medicine environment.
- 1 UU indicated she was no longer interested in the position.

1 Interviewed applicant: 1 BF

The 1 BF selected had ten years of internal medicine experience including EPIC. She also provided thorough responses to interview questions which demonstrated the knowledge necessary for the position.

Start Date	9/20/2024
Requisition Number	2024-684
Job Group	5D
Department	81022-Operating Room Unit
Job Title	Medical Assistants-OR

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

- Inpatient Hospital Units: Two (2) years of experience in a hospital, medical facility, or office setting as a medical assistant

PREFERRED EXPERIENCE

- Experience in procedure/surgical area
- Knowledge of sterile technique
- Inventory management

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-684	1	31	1	17	2	27	2	3	0	1	6	91
Unqualified	0	18	0	9	1	14	2	2	0	1	4	51
Qualified	1	8	1	5	0	7	0	0	0	0	2	24
Withdrawn	0	1	0	0	1	0	0	0	0	0	0	2
Interviewed	0	3	0	3	0	6	0	0	0	0	0	12
Hired	0	1	0	0	0	0	0	1	0	0	0	2

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

2 Withdrawn applicants: 1 WF, 1 HM

24 Qualified applicants: 1 WM, 8 WF, 1 BM, 5 BF, 7 HF, 2 UU

- 1 WM, 1 WF, 1 BM, 1 HF did not show for the interview.
- 1 WF, 1 BF, 1 HF, 1 UU, UConn Health employees, were not eligible for transfer at this time.
- 4 WF, 4 BF, 2 HF, 1 UU did not have experience in procedural or surgical areas.
- 1 WF, 1 HF, former UConn Health employees, resigned not in good standing.
- 1 WF was a retired state of Connecticut employee and was not eligible for full-time employment.
- 1 HF accepted another offer of employment.

- 1 HF, a former employee, did not successfully complete her working test period.

14 Interviewed applicants: 4 WF, 3 BF, 6 HF, 1 AF

- 3 WF, 3 BF, 4 HF stated they were not interested in the position.
- 2 HF did not provide prior notice or explanation as to why she could not attend her second scheduled interview.

The AF selected had eight years of experience as a medical assistant which included working in an orthopedic surgery office, an urgent care center, and procedural medical areas. She provided accurate responses to interview questions regarding operating room responsibilities.

The 1 WF selected met a hiring goal.

Start Date	11/1/2024
Requisition Number	2024-1109
Job Group	5D
Department	UMG-Internal Medicine
Job Title	Medical Assistants - Internal Medicine - Outpatient

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/ambulatory clinic.
- Experience working in Primary Care.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1109	1	16	1	8	1	19	0	1	0	3	3	53
Unqualified	0	10	0	2	1	13	0	1	0	2	2	31
Qualified	1	2	0	1	0	2	0	0	0	0	0	6
Interviewed	0	3	0	5	0	4	0	0	0	1	1	14
Hired	0	1	1	0	0	0	0	0	0	0	0	2

The 1 WF, 1 BM selected met hiring goals.

Start Date	1/24/2025
Requisition Number	2025-011
Job Group	5D
Department	UMG-Internal Medicine
Job Title	Medical Assistants-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
- A Licensed Practical Nurse (LPN), or
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic
- Experience working in Primary Care

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-011	1	8	0	5	1	11	0	1	0	3	5	35
Unqualified	1	4	0	4	1	4	0	0	0	1	3	18
Qualified	0	0	0	0	0	5	0	1	0	1	2	9
Withdrawn	0	0	0	0	0	0	0	0	0	1	0	1
Interviewed	0	2	0	0	0	2	0	0	0	0	0	4
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	1	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 TF

9 Qualified applicants: 5 HF, 1 AF, 1 TF, 2 UU

- 1 HF did not attend the scheduled interview.
- 1 HF did not have experience as a medical assistant.
- 1 HF was not eligible for a transfer as she was still in her working test period.
- 1 HF, 1 AF accepted another offer.
- 1 HF did not provide required details in her resume and could not be fully evaluated.
- 1 TF was on probation as a licensed registered nurse.
- 1 UU did not respond to interview requests.
- 1 UU did not have experience in outpatient ambulatory care.

7 Interviewed applicants: 4 WF, 1 BF, 2 HF

- 1 WF, 2 HF did not have experience in a high-volume clinic.
- 1 WF only had primary care experience as a float and made negative comments regarding her manager.
- 1 WF declined the offer of employment.

The 1 BF selected was a medical assistant. She provided patient centered responses to situational questions. She also provided detailed examples of her ability to multitask, provide customer service, and patient care.

The 1 WF selected met a hiring goal.

Start Date	10/4/2024
Requisition Number	2025-092
Job Group	5D
Department	70058-UMG-Family Medicine
Job Title	Medical Assistant-Canton

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 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.
- Experience working in Family Medicine/Primary Care

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-092	0	1	0	2	0	4	0	0	0	0	1	8
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Qualified	0	0	0	2	0	2	0	0	0	0	0	4
Withdrawn	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	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

4 Qualified applicants: 2 BF, 2 HF

- 1 BF, 2 HF did not have experience working in family medicine or primary care.
- 1 BF was unable to work the necessary hours.

2 Interview applicants: 2 HF

- 1 HF was unable to work the necessary hours.

The 1 HF selected had experience with geriatric and obstetrics patients. Her experience included rooming patients and taking vital signs.

Start Date	10/4/2024
Requisition Number	2025-100
Job Group	5D
Department	UMG-Storrs
Job Title	Medical Assistant-Float

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**
- A Licensed Practical Nurse (LPN), **or**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.
- Experience working in Family Medicine/Primary Care

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-100	1	3	0	0	0	3	0	0	0	1	0	8
Unqualified	0	1	0	0	0	1	0	0	0	1	0	3
Qualified	0	1	0	0	0	1	0	0	0	0	0	2
Withdrawn	1	0	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	1	0	0	0	0	0	0	0	0	0	1

The 1 WF met a hiring goal.

Start Date	10/18/2024
Requisition Number	2024-1398
Job Group	5D
Department	10227-Urology
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] or
- Designation as a Certified Medical Assistant [CMA] by 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 EXPERIENCE

- Prior Epic experience preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1398	1	9	1	5	0	14	0	1	0	0	6	37
Unqualified	0	3	0	3	0	12	0	1	0	0	2	21
Qualified	1	4	1	1	0	2	0	0	0	0	4	13
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

The 1 WF selected met a hiring goal.

Start Date	10/18/2024
Requisition Number	2024-1424
Job Group	5D
Department	80810-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
- A Licensed Practical Nurse (LPN), or
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS
- 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 EXPERIENCE

- One or more years of outpatient ambulatory setting experience with endocrinology.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1424	0	8	0	4	0	5	0	0	0	0	0	17
Unqualified	0	3	0	3	0	2	0	0	0	0	0	8
Qualified	0	3	0	0	0	1	0	0	0	0	0	4
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

The 1 WF selected met a hiring goal.

Start Date	11/15/2024
Requisition Number	2025-090
Job Group	5D
Department	UMG-Internal Medicine
Job Title	Medical Assistant - 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 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.
- Experience working in Primary Care
- Knowledge, experience, or special interest in Palliative Care

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-090	1	6	1	0	0	2	0	3	0	1	1	15
Unqualified	0	5	0	0	0	1	0	1	0	0	1	8
Qualified	0	1	0	0	0	1	0	1	0	1	0	4
Interviewed	1	0	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

4 Qualified applicants: 1 WF, 1 HF, 1 AF, 1 TF

- 1 WF accepted another position.
- 1 HF did not attend the scheduled interview.
- 1 AF indicated she had a I9 visa, but this position was not eligible for visa sponsorship.
- 1 TF, a former employee, had resigned not in good standing.

3 Interviewed applicants: 1 WM, 1 BM, 1 AF

- 1 WM did not have experience in an outpatient ambulatory clinic.
- 1 BM did not provide a clear response to questions regarding de-escalating a situation and did not provide detailed responses to other situational questions.

The 1 AF selected had three years of experience working in an outpatient clinic. She also provided detailed responses to situational questions regarding speaking to patients about sensitive topics and working with the elderly.

Start Date	12/13/2024
Requisition Number	2025-327
Job Group	5D
Department	UMG-General Ob/Gyn
Job Title	Medical Assistants

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
2025-327	0	5	1	1	0	4	0	1	0	1	0	13
Unqualified	0	0	1	0	0	1	0	0	0	1	0	3
Qualified	0	3	0	0	0	0	0	1	0	0	0	4
Interviewed	0	1	0	0	0	2	0	0	0	0	0	3
Hired	0	1	0	1	0	1	0	0	0	0	0	3

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

4 Qualified applicants: 3 WF, 1 AF

- 3 WF, 1 AF did not have experience as medical assistant.

6 Interviewed applicants: 2 WF, 1 BF, 3 HF

- 1 WF, 1 HF did not have experience working in women's health.
- 1 HF did not have the communication skills needed based on her incomplete responses to interview questions.

The 1 WF selected had completed a medical assistant program and an externship in UConn Health's General OB department. Additionally, she provided clear and complete answers to all interview questions.

The 1 HF selected had completed a medical assistant program and an externship in UConn Health's General OB department. She provided clear and complete answers to all interview questions.

The 1 BF selected had completed a medical assistant program and had four years of experience in an OB/GYN unit. She provided clear and complete answers to all interview questions.

Start Date	11/29/2024
Requisition Number	2024-1143
Job Group	5D
Department	UMG-Surgery - General
Job Title	Medical Assistant - FLOAT

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 <u>REQUIRED</u> 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
2024-1143	2	3	2	3	0	9	0	2	0	2	0	23
Unqualified	0	1	0	3	0	3	0	2	0	2	0	11
Qualified	2	0	1	0	0	5	0	0	0	0	0	8
Interviewed	0	1	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

8 Qualified applicants: 2 WM, 1 BM, 5 HF

- 1 WM did not have experience in outpatient ambulatory care.
- 1 WM, 1 BM, 1 HF did not respond to requests to schedule interviews.
- 3 HF were not certified as medical assistants.

- 1 HF, a former employee, had not successfully completed her working test period.

4 Interview applicants: 2 WF, 1 BM, 1 HF

- 1 WF was no longer interested in the position.
- 1 BM did not have procedural or surgical office experience.
- 1 HF did not demonstrate the communication skills needed for the position as she did not answer interview questions completely.

The 1 WF selected had four years of experience working in an outpatient surgical office and was familiar with office procedures. She also provided clear, detailed responses to interview questions.

Start Date	2/21/2025
Requisition Number	2025-224
Job Group	5D
Department	81018-Neag Cancer Center (JDH)
Job Title	Medical Assistants

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 (electronic medical records system).
- 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
2025-224	1	20	1	9	1	11	0	1	0	2	2	48
Unqualified	0	12	1	3	0	2	0	0	0	1	1	20
Qualified	1	3	0	1	0	4	0	0	0	0	1	10
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	4	0	3	1	3	0	0	0	0	0	11
Offer Declined	0	0	0	0	0	1	0	0	0	1	0	2
Hired	0	0	0	2	0	1	0	1	0	0	0	4

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

10 Qualified applicants: 1 WM, 3 WF, 1 BF, 4 HF, 1 UU

- 1 WM did not have experience using EPIC or working in a high-volume ambulatory clinic.
- 1 WF, had been recently interviewed for a medical assistant position and was found to not have recent experience.
- 2 WF did not have experience as an outpatient medical assistant.
- 1 UU, a former employee in the same position, had resigned due to not being able to accommodate all patients, and had received an unsatisfactory evaluation for attendance issues.
- 4 HF declined the interview request.
- 1 BF accepted another position.

17 Interviewed applicants: 4 WF, 5 BF, 1 HM, 5 HF, 1 AF, 1 TF

- 2 WF, 2 HF did not have experience working in a hematology/oncology/infusion medical practice, outpatient clinical medical assistant practice, or in a high-volume clinic.
- 2 WF, 1 BF did not have any experience working in a high-volume clinic.
- 1 HF, 1 TF declined the offer of employment.

- 2 BF, 1 HM failed to answer a question with appropriate interventions regarding a patient in distress.
- 1 HF was contacted with an offer of employment but did not respond.

The 1 BF selected had eight years of experience as a medical assistant which included hematology, oncology, and an infusion medical practice. She also had experience in an outpatient clinic and a high-volume ambulatory clinic. She had experience using EPIC and previously worked in the department in a temporary medical assistant position.

The 1 BF selected had experience in a high-volume clinic and with EPIC. She answered interview questions with appropriate patient interventions as well as co-worker and management resolutions.

The 1 HF selected had ten years of experience as a medical assistant which included hematology, oncology, and an infusion medical practice. She also had experience in an outpatient clinic and a high-volume ambulatory clinic. She had experience using EPIC and answered all interview questions with appropriate patient interventions.

The 1 AF selected had two years of experience as an EMT with a commercial company, and with both 911 transfers and interfacility transfers. During the interview, she effectively communicated safe patient care practices during stressful situations and answered interview questions with appropriate patient interventions.

Start Date	12/13/2024
Requisition Number	2025-309
Job Group	5D
Department	UMG-Internal Medicine
Job Title	Medical Assistant

Certified Medical Assistants, Licensed Practical Nurses ("LPN"), or Emergency Medical Technicians ("EMT") are encouraged to apply. YOU MUST UPLOAD A COPY OF YOUR RMA, EMT CERTIFICATION or LPN LICENSE

MINIMUM QUALIFICATIONS REQUIRED
Knowledge, Skill, and 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**
- A Licensed Practical Nurse (LPN), **or**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 in an outpatient/ambulatory clinic.
- Experience working in Primary Care.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-309	0	9	0	3	2	3	0	1	0	2	3	23
Unqualified	0	3	0	2	2	0	0	0	0	2	2	11
Qualified	0	1	0	0	0	0	0	1	0	0	1	3
Interviewed	0	5	0	1	0	2	0	0	0	0	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Qualified applicants: 1 WF, 1 AF, 1 UU

- 1 WF, 1 AF, 1 UU did not have experience working in primary care.

9 Interviewed applicants: 5 WF, 1 BF, 3 HF

- 4 WF, 1 BF, 1 HF did not have experience in outpatient internal or general medicine.
- 1 WF could not start at the start date of the position.
- 1 HF did not have experience in a rapidly changing environment.

The 1 HF selected was a certified medical assistant who had two years of experience in an outpatient urgent care center. She also provided detailed responses to situational interview questions and provided detailed examples of her de-escalation techniques.

Start Date	12/27/2024
Requisition Number	2025-517
Job Group	5D
Department	80320-Cardiology
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 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.
- 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 with EPIC (electronic medical record system).
- Experience working in a Cardiology practice and/or Cardiology testing environment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-517	0	4	0	4	0	2	0	0	1	0	1	12
Unqualified	0	1	0	2	0	1	0	0	0	0	0	4
Qualified	0	2	0	1	0	0	0	0	0	0	1	4
Withdrawn	0	0	0	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 TM

4 Qualified applicants: 2 WF, 1 BF, 1 UU

- 1 WF withdrew application from consideration.
- 1 WF was not an internal qualified employee. Only UConn Health employees were interviewed.
- 1 BF cancelled the interview.
- 1 UU, a previous employee, resigned not in good standing.

3 Interviewed applicants: 1 WF, 1 BF, 1 HF

- 1 HF, an internal employee, had documented attendance issues.
- 1 BF, an internal employee, graduated from a medical assistant program nine years ago and has not worked as a medical assistant.

The 1 WF, a part-time UConn Health employee, was selected. She was a certified medical assistant who had experience with cardiology testing. She also had experience working with EPIC.

Start Date	12/27/2024
Requisition Number	2025-448
Job Group	5D
Department	80740-Dermatology Clinic
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**
- Designated 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 Licensures 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.
- Experience in a Dermatology Office

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-448	1	5	0	2	0	4	1	2	0	0	0	15
Unqualified	0	3	0	0	0	3	0	2	0	0	0	8
Qualified	1	1	0	1	0	0	0	0	0	0	0	3
Interviewed	0	1	0	1	0	1	0	0	0	0	0	3
Hired	0	0	0	0	0	0	1	0	0	0	0	1

The 1 AM selected met a hiring goal.

Start Date	1/24/2025
Requisition Number	2025-307
Job Group	5D
Department	70100-UMG-Orthopedics
Job Title	Medical Assistants

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
- A Licensed Practical Nurse (LPN), or
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic
- Experience in an Orthopedic Office
- Experience in EPIC (electronic medical record system)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-307	1	7	1	2	1	11	0	2	0	2	2	29
Unqualified	0	3	0	0	1	4	0	1	0	1	1	11
Qualified	1	2	1	2	0	4	0	1	0	1	1	13
Interviewed	0	2	0	0	0	1	0	0	0	0	0	3
Hired	0	0	0	0	0	2	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

13 Qualified applicants: 1 WM, 2 WF, 1 BM, 2 BF, 4 HF, 1 AF, 1 TF, 1 UU

- 1 WM, 1 WF, 1 TF did not have experience in an outpatient/ambulatory clinic.
- 1 BM, 1 HF, former UConn Health employees, did not successfully complete their working test periods.
- 1 WF, 1 HF did not want to travel which was required by the position.
- 1 HF completed her externship in the orthopedic department. She consistently was inflexible with mandatory clinical rotations and mandatory assignments. This raised concerns about her ability to adapt to unexpected changes, putting the patient first, and ability to work with the team.
- 2 BF, 1 HF, 1 AF did not respond to the interview requests.
- 1 UU, a previous employee, resigned not in good standing.

5 Interviewed applicants: 2 WF, 3 HF

- 1 WF, 1 HF cancelled their scheduled interviews.
- 1 WF accepted another position within UConn.

The 1 HF selected had eight years of experience as a medical assistant in an outpatient setting which included using EPIC. She had experience in orthopedics and previously worked in a fast-paced environment. She provided examples of her ability to work for multiple providers at once.

The 1 HF selected had one and a half years of experience as a medical assistant in an outpatient orthopedic office with multiple providers.

Start Date	1/24/2025
Requisition Number	2025-513
Job Group	5D
Department	UMG-General Ob/Gyn
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
- A Licensed Practical Nurse (LPN), or
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- Must possess and maintain certification and credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-513	0	7	0	2	1	5	0	0	0	0	1	16
Unqualified	0	1	0	1	1	1	0	0	0	0	1	5
Qualified	0	4	0	0	0	2	0	0	0	0	0	6
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 Unqualified applicants did not meet the minimum qualifications needed for this position.

6 Qualified applicants: 4 WF, 2 HF

- 2 WF, 1 HF did not have experience as a medical assistant.
- 2 WF, 1 HF declined the interview.

5 Interviewed applicants: 2 WF, 1 BF, 2 HF

- 1 WF, 1 BF, 2 HF were unable to fully answer the questions during the interview.

The 1 WF selected had thirteen years of experience as a medical assistant. She provided detailed and complete responses to interview questions which demonstrated the necessary communication skills.

Start Date	2/7/2025
Requisition Number	2025-556
Job Group	5D
Department	80780-Nephrology
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
- 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.

PREFERRED EXPERIENCE

- Epic experience (electronic medical records system)
- Outpatient clinical experience.
- Superior ability to multi-task.
- Must have experience with point of care testing (spirometry, glucometer, urinalysis)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-556	0	2	0	5	0	6	0	0	0	0	2	15
Unqualified	0	1	0	2	0	4	0	0	0	0	0	7
Qualified	0	1	0	1	0	1	0	0	0	0	2	5
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

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

5 Qualified applicants: 1 WF, 1 BF, 1 HF, 2 UU

- 1 WF, 1 BF, 1 HF declined the interview.
- 1 UU did not have experience as a medical assistant in an outpatient clinic.
- 1 UU, a previous employee, resigned not in good standing.

3 Interviewed applicants: 2 BF, 1 HF

- 1 BF did not have recent experience as a medical assistant as her current position was as an ophthalmic assistant.
- 1 BF did not have recent experience as a medical assistant as she had been working as a clerk typist.

The 1 HF selected had eight years of experience as a medical assistant experience which included working in an outpatient clinic and testing with a glucometer. She also had experience as an EPIC super user.

Start Date	2/7/2025
Requisition Number	2025-571
Job Group	5D
Department	70160-UMG-General Neurology
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
- A Licensed Practical Nurse (LPN), or
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.
- Experience in a Neurology Office

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-571	2	13	1	7	0	14	0	1	0	1	1	40
Unqualified	2	4	1	3	0	6	0	0	0	1	1	18
Qualified	0	3	0	3	0	4	0	1	0	0	0	11
Interviewed	0	6	0	1	0	3	0	0	0	0	0	10
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

11 Qualified applicants: 3 WF, 3 BF, 4 HF, 1 AF

- 2 WF accepted another position.
- 1 WF, 2 BF, 1 HF, 1 AF did not have the necessary ambulatory or outpatient experience.
- 1 HF, a former employee, had attendance issues and not working her scheduled times.
- 1 HF did not attend the scheduled interview.
- 1 HF was not eligible for transfer as she was still in her working test period.
- 1 BF had an unstable work history with multiple positions over the past several years.

11 Interviewed applicants: 6 WF, 1 BF, 4 HF

- 1 WF stated that she wanted to get into the state and UConn to complete schooling and would need time off for her registered nurse clinicals. This would not allow her to work in this full-time position.
- 1 WF was planning to go back to school and would need time off and hour adjustments, which did not align with the time and hour requirements of this full-time position.
- 1 WF stated that she had challenges learning new subspecialties and her future goals did not align with neurology.
- 1 WF experience was focused on oncology not neurology.
- 1 WF was not interested in neurology but wanted to try out all specialties. She described her weakness with communicating with leadership for constructive criticism.
- 1 WF stated that she wanted her own providers and not cross cover which is needed in this position
- 1 BF, 1 HF did not have the necessary MA experience in Neurology.
- 1 HF was found to not have successfully completed her working test period.
- 1 HF had experience in rooming, does not currently work with one specific provider, but whoever may have a patient that day, concerns for handling messages and faxes for the one provider that she would be assigned to.

The 1 HF selected had two years of experience as a medical assistant in an outpatient neurology office. She also provided patient centered responses to interview questions.

Start Date	2/7/2025
Requisition Number	2025-756
Job Group	5D
Department	UMG-Orthopaedics Module
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
- A Licensed Practical Nurse (LPN), or
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an orthopedic office
- Experience in EPIC (electronic medical records system)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-756	0	5	0	4	0	2	0	0	0	0	0	11
Unqualified	0	5	0	4	0	0	0	0	0	0	0	9
Qualified	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Qualified applicant: 1 HF

- 1 HF candidate completed her externship in the orthopedic department. She consistently was inflexible with mandatory clinical rotations and mandatory assignments. This raised concerns about her ability to adapt to unexpected changes, putting the patient first, and ability to work with the team.

1 Interviewed applicant: 1 HF

The 1 HF selected had five years' experience as a medical assistant in an orthopedic office. She had EPIC experience and asked pertinent questions during the interview which further demonstrated her knowledge of the position.

Start Date	2/21/2025
Requisition Number	2025-502
Job Group	5D
Department	70057-UMG-IMA Southington
Job Title	Medical Assistant-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
- A Licensed Practical Nurse (LPN), or
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.
- Experience in an Internal Medicine office

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-502	0	7	0	3	0	5	0	0	0	1	2	18
Unqualified	0	2	0	2	0	2	0	0	0	0	1	7
Qualified	0	3	0	1	0	3	0	0	0	0	1	8
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	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

8 Qualified applicants: 3 WF, 1 BF, 3 HF, 1 UU

- 2 WF did not have experience working in an internal medicine office.
- 1 WF accepted another position.
- 1 BF, 1 HF were no longer interested in the position.
- 1 HF did not attend the scheduled interview.
- 1 HF was looking for a per-diem position, not a full-time position.
- 1 UU, a previous employee, resigned not in good standing.

3 Interviewed applicants: 2 WF, 1 TF

- 1 TF did not have the necessary experience with internal medicine that was needed for this position.
- 1 WF declined the offer of employment.

The 1 WF selected had fifteen years of experience as a medical assistant experience with four of those years in internal medicine. She had experience with internal medicine testing and procedures.

Start Date	2/21/2025
Requisition Number	2025-698
Job Group	5D
Department	10145-Endocrinology
Job Title	Medical Assistant

MINIMUM QUALIFICATIONS REQUIRED
Knowledge, Skill, and 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 Requirement

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

PREFERRED QUALIFICATIONS

- One (1) year of ambulatory/outpatient experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-698	0	4	0	5	0	4	0	1	0	0	3	17
Unqualified	0	1	0	2	0	3	0	0	0	0	2	8
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	2	0	1	0	1	0	1	0	0	1	6
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 BF

1 Qualified applicant: 1 WF

- 1 WF did not respond to the interview request.

7 Interviewed applicants: 2 WF, 2 BF, 1 HF, 1 AF, 1 UU

- 2 WF, 1 BF, 1 HF, 1 AF, 1 UU did not demonstrate the necessary communications skills as they did not provide patient centered responses to interview questions.

The 1 BF selected had three years' experience as a medical assistant in a diabetes and endocrinology office. She had the necessary communication skills as she provided patient centered responses to interview questions.

Start Date	2/21/2025
Requisition Number	2025-768
Job Group	5D
Department	80320-Cardiology
Job Title	Medical Assistant

MINIMUM QUALIFICATIONS REQUIRED
Knowledge, Skill, and 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.
- 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 with EPIC.
- Experience working in a Cardiology practice and/or Cardiology testing environment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-768	0	5	1	2	1	4	0	1	0	0	1	15
Unqualified	0	1	0	1	0	4	0	0	0	0	1	7
Qualified	0	3	1	0	0	0	0	1	0	0	0	5
Withdrawn	0	1	0	1	0	0	0	0	0	0	0	2
Hired	0	0	0	0	1	0	0	0	0	0	0	1

The 1 HM selected met a hiring goal.

Start Date	3/7/2025
Requisition Number	2025-800
Job Group	5D
Department	70080-UMG-Surgery - General
Job Title	Medical Assistant

MINIMUM QUALIFICATIONS REQUIRED:
Knowledge, Skill, and 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.

- 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 an outpatient/ambulatory clinic.
- Surgical/Procedural Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-800	0	8	0	5	0	8	0	1	0	0	0	22
Unqualified	0	4	0	2	0	5	0	0	0	0	0	11
Qualified	0	3	0	1	0	0	0	1	0	0	0	5
Interviewed	0	1	0	2	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

5 Qualified applicants: 3 WF, 1 BF, 1 AF

- 2 WF was a former employee who resigned not in good standing.
- 1 WF, 1 BF did not have the inpatient/ambulatory care needed
- 1 AF, a current employee, was in her Working Test Period and not eligible for transfer.

6 Interviewed applicants: 1 WF, 2 BF, 3 HF

- 1 WF did not demonstrate the necessary knowledge of medical assisting practices as she did not fully respond to interview questions.
- 2 BF, 2 HF did not have the surgical outpatient clinic experience needed.

The 1 HF selected had experience as a medical assistant in a colorectal surgery clinic. She also provided patient centered responses to interview questions and detailed responses to all other interview questions.

Start Date	3/7/2025
Requisition Number	2025-807
Job Group	5D
Department	UMG-General Ob/Gyn
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**
- A Licensed Practical Nurse (LPN), **or**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.
- Experience in women's health

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-807	0	9	0	4	0	15	0	1	0	1	2	32
Unqualified	0	4	0	2	0	4	0	1	0	0	1	12
Qualified	0	5	0	2	0	7	0	0	0	0	1	15
Interviewed	0	0	0	0	0	3	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

15 Qualified applicants: 5 WF, 2 BF, 7 HF, 1 UU

- 3 WF, 2 BF, 3 HF, 1 UU did not have experience in women's health.
- 1 WF, a former employee, resigned not in good standing.
- 1 WF, 2 HF were no longer interested in the position.

- 1 HF was not eligible for transfer as she was still in her working test period.
- 1 HF accepted another position at UConn Health.

5 Interviewed applicants: 4 HF, 1 TF

- 1 HF needed to relocate back to Connecticut which would have pushed back the start date. This position needed to be filled immediately.
- 1 HF did not demonstrate the communications skills necessary based on her responses to interview questions.
- 1 HF's previous position was not focused in OB/GYN as it was primarily in internal medicine, therefore she did not have the OB/GYN experience necessary for the position. Also, for the past year she had not worked as a medical assistant or in an OB/GYN environment.
- 1 TF had six months of OB/GYN experience. During the interview she did not identify areas for improvement and capacity for growth.

The 1 HF selected had three years of medical assistant outpatient OB/GYN experience. She also provided clear detailed responses to interview questions.

Start Date	4/4/2025
Requisition Number	2025-1031
Job Group	5D
Department	70000-UMG-IMA East Hartford
Job Title	Medical Assistant- East 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**
- A Licensed Practical Nurse (LPN), **or**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1031	0	1	0	3	0	5	0	0	0	2	1	12
Unqualified	0	0	0	0	0	3	0	0	0	0	0	3
Qualified	0	1	0	2	0	2	0	0	0	1	1	7
Interviewed	0	0	0	0	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

7 Qualified applicants: 1 WF, 2 BF, 2 HF, 1 TF, 1 UU

- 1 WF was not a registered medical assistant.
- 2 BF, 1 HF did not have experience in an outpatient ambulatory care facility.
- 1 HF, 1 UU did not have medical assistant experience.
- 1 TF did not successfully complete her working test period.

2 Interviewed applicants: 1 BF, 1 TF

- 1 TF did not have experience working in the UConn Health Internal Medicine Department. She also did not have experience with UConn Health policies, procedures, and routines. Additionally, she had frequent job changes which raised concerns regarding her ability to succeed in a role.

The 1 BF selected had four years of experience as a medical assistant which included working as a temporary employee in the Internal Medicine Department at UConn Health. She demonstrated the required organizational, problem-solving, and communication skills in detailed responses to interview questions.

Start Date	4/4/2025
Requisition Number	2025-838
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 (electronic medical records system).
- 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
2025-838	0	5	0	3	0	9	0	0	1	0	0	18
Unqualified	0	3	0	1	0	4	0	0	0	0	0	8
Qualified	0	1	0	1	0	4	0	0	1	0	0	7
Withdrawn	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 HF

7 Qualified applicants: 1 WF, 1 BF, 4 HF, 1 TM

- 1 WF, had been previously interviewed for a similar position where she stated that she had difficulty working with difficult patients and did not check HIPPA forms for confirmed appointments.
- 1 HF resigned from an identical position effective 02/28/25 and was interested in a remote or hybrid position, which was not a possibility with this position.
- 2 HF were unable to attend the interviews.
- 1 BF, 1 HF, 1 TM did not have experience as a medical assistant, in a hematology/oncology/infusion medical practice, or in an outpatient clinical practice.

2 Interviewed applicants: 1 WF, 1 BF

- 1 BF did not have experience in a hematology/oncology/infusion medical practice. Her response to questions regarding a patient in distress was unclear and did not include appropriate interventions. She did not demonstrate the necessary communications skills to work under pressure, with deadlines and a rapidly changing environment as she stated that she preferred to work alone. This was a team-oriented position.

The 1 WF selected had seven years of experience as a medical assistant experience in hematology, oncology, and infusion outpatient medical practices. She had experience using EPIC in a high (100+ patients a day) volume ambulatory clinic. Additionally, she answered all questions with appropriate interventions addressing the patients' needs.

Start Date	4/4/2025
Requisition Number	2025-840
Job Group	5D
Department	80320-Cardiology
Job Title	Medical Assistant

MINIMUM QUALIFICATIONS REQUIRED
Knowledge, Skill, and 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 Requirement

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN, and CPR/BLS certification.
- *Must upload your credentials at this time of application

PREFERRED QUALIFICATIONS

- Experience in cardiology and/or cardiac testing.
- EPIC (electronic medical records system) and EKG expertise.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-840	0	12	0	7	1	9	0	0	1	1	2	33
Unqualified	0	4	0	4	1	3	0	0	0	0	1	13
Qualified	0	6	0	3	0	4	0	0	1	1	1	16
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.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

16 Qualified applicants: 6 WF, 3 BF, 4 HF, 1 TM, 1 TF, 1 UU

- 5 WF, 2 BF, 4 HF, 1 TM, 1 TF, 1 UU did not have experience in an outpatient clinic in cardiology.
- 1 WF accepted another position.
- 1 BF's application materials detailed an unstable work history with no longevity in many positions.

4 Interviewed applicants: 2 WF, 2 HF

- 1 WF did not have recent experience as a medical assistant as she had been working in the procedure center and did not indicate this in her application materials.
- 1 HF did not have recent experience in an outpatient office.
- 1 HF had seven years of experience as a medical assistant but did not have experience in a cardiology setting and did not know how to do an EKG.

The 1 WF selected had twenty-three years of experience as an office medical assistant. She provided detailed examples of her experience floating between different departments. She also had experience using EPIC and EKG expertise.

Start Date	4/4/2025
Requisition Number	2025-978
Job Group	5D
Department	UMG-Internal Medicine
Job Title	Medical Assistant-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**
- A Licensed Practical Nurse (LPN), **or**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.
- Experience working in Primary Care

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-978	1	4	1	6	0	10	0	0	0	1	4	27
Unqualified	1	3	1	2	0	4	0	0	0	0	2	13
Qualified	0	1	0	2	0	4	0	0	0	1	2	10
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	0	0	0	0	2	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 BF

10 Qualified applicants: 1 WF, 2 BF, 4 HF, 1 TF, 2 UU

- 1 WF did not respond to requests for an interview.
- 1 BF, 3 HF, 1 TF, 2 UU did not have experience as a medical assistant.
- 1 HF did not attend the scheduled interview.
- 1 BF, a former employee, had resigned not in good standing.

3 Interviewed applicants: 1 BF, 2 HF

- 1 HF did not demonstrate the required knowledge of medical assisting practices as she could not define orthostatic readings.

- 1 HF did not demonstrate the ability to work independently as she stated that she needed to be part of team and had a challenging time working alone.

The 1 BF selected had ten years of experience as a medical assistant in primary care. She demonstrated the necessary interpersonal skills in her responses to interview questions and provided details of how she had the ability to work under pressure, meet deadlines, and in a rapidly changing environment.

Start Date	4/21/2025
Requisition Number	2025-956
Job Group	5D
Department	70059-UMG-IMA Torrington
Job Title	Medical Assistant-Torrington

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**
- A Licensed Practical Nurse (LPN), **or**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.

- Experience in Internal Medicine

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-956	0	2	0	2	0	4	0	0	0	1	0	9
Unqualified	0	1	0	0	0	1	0	0	0	0	0	2
Qualified	0	0	0	0	0	2	0	0	0	1	0	3
Withdrawn	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 BF

3 Qualified applicants: 2 HF, 1 TF

- 1 HF, 1 TF did not have medical assistant experience.
- 1 HF, a previous employee, had documented tardy and attendance issues.

3 Interviewed applicants: 1 WF, 1 BF, 1 HF

- 1 BF had an expired basic life support certification and did not have a renewal scheduled.
- 1 HF did not demonstrate the required interpersonal skills based on her responses to how she would handle a difficult situation with a staff member or patient. She stated that someone always intervened and handled the conflict for her.

The 1 WF selected had ten years of experience as a medical assistant in outpatient clinics. Her experience included performing EKGs and point of care testing.

Start Date	4/21/2025
Requisition Number	2025-999
Job Group	5D
Department	70063-UMG-Ob/Gyn Southington
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**
- 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-999	0	7	0	1	0	6	0	0	0	0	3	17
Unqualified	0	6	0	0	0	0	0	0	0	0	2	8
Qualified	0	0	0	1	0	5	0	0	0	0	1	7
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 Unqualified applicants did not meet the minimum qualifications needed for this position.

7 Qualified applicants: 1 BF, 5 HF, 1 UU

- 1 HF did not have medical assistant credentials.
- 1 BF, 2 HF, 1 UU did not have experience as a medical assistant.
- 1 HF applied to the wrong position.
- 1 HF did not attend the scheduled interview.

2 Interviewed applicants: 1 WF, 1 HF

- 1 HF was no longer interested in the position due to the commute.

The 1 WF selected had four years of experience as a medical assistant which included working in endocrinology with diabetes patients. She answered didactic and situational questions correctly and provided detailed examples of her ability to remain calm under pressure.

Start Date	5/16/2025
Requisition Number	2025-1024
Job Group	5D
Department	UMG-Internal Medicine
Job Title	Medical Assistant-Avon

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**
- A Licensed Practical Nurse (LPN), **or**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in a high-volume outpatient/ambulatory clinic.
- Experience working in Primary Care.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1024	2	8	1	0	1	5	0	0	0	2	3	22
Unqualified	0	3	1	0	1	2	0	0	0	1	2	10
Qualified	1	3	0	0	0	2	0	0	0	1	1	8
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 Unqualified applicants did not meet the minimum requirements as posted.

8 Qualified applicants: 1 WM, 3 WF, 2 HF, 1 TF, 1 UU

- 1 WM, 1 WF, 1 UU did not have ambulatory clinic experience.
- 1 WF, 1 TF did not have the necessary internal medicine experience.
- 1 WF, 1 HF did not have professional medical assistant experience.
- 1 HF, a UConn Health employee University Health Professional (UHP) union member, was in her probationary period and ineligible for a transfer.

4 Interviewed applicants: 1 WM, 2 WF, 1 HF

- 1 WM had been working in an administrative role, and his medical assistant experience was five years ago.
- 1 WF accepted another position.
- 1 WF, a UConn Health employee UHP union member who had contractual bargaining rights to be interviewed, did not have experience in internal medicine.

The 1 HF selected had previously worked for twelve years at UConn Health as a medical assistant. She had experience in internal medicine and urgent care. She also provided situational responses that were patient-centered and utilized her critical thinking skills to contribute to patient outcomes.

Start Date	5/16/2025
Requisition Number	2025-791
Job Group	5D
Department	UMG-Storrs
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**
- 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.

PREFERRED QUALIFICATIONS

- Epic Experience (electronic medical records).
- Women's Health experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-791	3	4	1	5	0	2	0	1	0	2	0	18
Unqualified	1	2	1	1	0	0	0	0	0	0	0	5
Qualified	2	2	0	1	0	2	0	1	0	1	0	9
Withdrawn	0	0	0	1	0	0	0	0	0	1	0	2
Interviewed	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 Unqualified applicants did not meet the minimum requirements as posted.

2 Withdrawn applicants: 1 BF, 1 TF

9 Qualified applicants: 2 WM, 2 WF, 1 BF, 2 HF, 1 AF, 1 TF

- 1 WM, 1 WF, 1 BF, 1 HF did not have experience in women's health.
- 1 WM, 1 HF declined the interview.
- 1 WF did not have EPIC experience.
- 1 AF, a UConn Health employee University Health Professional (UHP) union member, was in her probationary period and ineligible for a transfer.
- 1 TF did not upload their medical assistant certification.

2 Interviewed applicants: 2 BF

- 1 BF only had experience in women's health from an externship.

The 1 BF selected had worked with several different providers in women's health and utilized EPIC electronic medical records. She successfully demonstrated her knowledge of medical assistant practices in detailed and complete responses to interview questions.

Start Date	5/30/2025
Requisition Number	2025-1120
Job Group	5D
Department	70186-UMG-WH Urology
Job Title	Medical Assistant

MINIMUM QUALIFICATIONS REQUIRED
Knowledge, Skill, and 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 Requirement

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

* Must upload your credentials at the time of application. *

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1120	0	1	1	4	0	2	0	0	0	2	1	11
Unqualified	0	0	1	1	0	0	0	0	0	0	0	2
Qualified	0	0	0	1	0	1	0	0	0	1	0	3
Interviewed	0	0	0	2	0	0	0	0	0	1	1	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 Unqualified applicants did not meet the minimum requirements as posted.

3 Qualified applicants: 1 BF, 1 HF, 1 TF

- 1 BF did not have the outpatient experience needed.
- 1 HF, a UConn Health employee University Health Professional (UHP) union member, was in her probationary period and ineligible for a transfer
- 1 TF's medical assistant credentials could not be verified.

6 Interviewed applicants: 1 WF, 2 BF, 1 HF, 1 TF, 1 UU

- 2 BF's responses to interview questions were inaccurate.
- 1 HF declined the offer of employment.
- 1 TF arrived late for the interview, and did not provide concrete, detailed responses to interview questions.
- 1 UU did not have experience as a medical assistant; this was determined in the interview.

The 1 WF selected had ten months of experience as a medical assistant. She also provided accurate detailed responses to interview questions.

Start Date	5/30/2025
Requisition Number	2025-1133
Job Group	5D
Department	UMG-Neurosurgery
Job Title	Medical Assistant

MINIMUM QUALIFICATIONS REQUIRED
Knowledge, Skill, and 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 Requirement

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

* Must upload your credentials at the time of application. *

Preferred Qualifications

- Neurosurgery office experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1133	0	4	1	3	0	3	0	0	0	2	1	14
Qualified	0	1	1	1	0	2	0	0	0	1	0	6
Interviewed	0	3	0	1	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.

6 Qualified applicants: 1 WF, 1 BM, 1 BF, 2 HF, 1 TF

- 1 WF, 1 HF did not have experience as a medical assistant.
- 1 BM, a former UConn Health employee, and did not complete his working test period.
- 1 BF was no longer interested in the position.
- 1 HF a UConn Health employee University Health Professional (UHP) union member, was in her probationary period and ineligible for a transfer
- 1 HF, 1 TF did not upload their medical assistant certifications.

8 Interviewed applicants: 3 WF, 2 BF, 1 HF, 1 TF, 1 UU

- 1 WF, a UConn Health employee UHP union member who had contractual bargaining rights to be interviewed, did not have experience in an outpatient clinic.

- 1 WF responses to interview questions were not patient centered.
- 1 WF, 1 BF, 1 TF, 1 UU did not have outpatient medical assistant experience.
- 1 HF had experience as an ophthalmology technician which was not relatable to the position.

The 1 BF selected had previously worked for ten months at UConn Health in an outpatient clinic where she covered up to five physicians. She also provided patient centered responses to interview questions.

Start Date	5/30/2025
Requisition Number	2025-1174
Job Group	5D
Department	80320-Cardiology
Job Title	Medical Assistant

MINIMUM QUALIFICATIONS REQUIRED
Knowledge, Skill, and 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 Requirement

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

* Must upload your credentials at the time of application. *

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1174	1	7	3	4	1	7	1	0	0	1	2	27
Unqualified	0	2	1	1	1	3	1	0	0	0	0	9
Qualified	1	5	2	2	0	3	0	0	0	1	2	16
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 Unqualified applicants did not meet the minimum requirements as posted.

16 Qualified applicants: 1 WM, 5 WF, 2 BM, 2 BF, 3 HF, 1 TF, 2 UU

- 1 WM, 1 WF, 1 BM, 1 BF, 1 HF, 2 UU did not have medical assistant experience.
- 2 WF did not upload their medical assistant certifications.
- 1 WF, 1 BF, 1 HF did not respond to attempts to schedule an interview.
- 1 WF, a previous UConn Health employee, resigned not in good standing.
- 1 BM, a previous UConn Health employee, did not complete his working test period.
- 1 HF was a UConn Health employee University Health Professional (UHP) union member who was in her probationary period. Per contractual bargaining language she was ineligible for a transfer.
- 1 TF's medical assistant experience was over four years ago, and her resume had discrepancies.

2 Interviewed applicants: 1 BF, 1 HF

- 1 BF did not have experience working in cardiology. She also did not have EKG experience.

The 1 HF was selected. She had experience working in cardiology and had experience with EKG.

5D. (Medical Assistants) Hires – Part Time to Full Time – Adjusted Work Schedule

Medical Assistant
(Storrs Urgent Care)

1 HF adjusted her work schedule from part time to full time during the reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5E Paraprofessional/Admin	0	0	0	1	0	3	2	2

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
5E Paraprofessional/Admin	8/9/2024	N	2024-1190	TM	1
	10/4/2024	N	2024-1222	WF	2
	11/15/2024	N	2025-280	WF	1
	3/7/2025	N	2025-641	WM	1
	4/21/2025	N	2025-814	WF	1
	5/30/2025	N	2025-835	WM	1

Start Date	8/9/2024
Requisition Number	2024-1190
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) years 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
2024-1190	10	12	1	2	3	2	0	3	1	0	8	42
Unqualified	6	7	1	1	2	1	0	3	0	0	8	29
Qualified	4	3	0	1	1	0	0	0	0	0	0	9
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	0	0	0	0	0	0	0	1	0	0	1

This position was posted on the UConn health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 WF

9 Qualified applicants: 4 WM, 3 WF, 1 BF, 1 HM

- 1 WM, recently interviewed for the same position, did not effectively summarize their answers to interview questions, making it challenging to grasp the key points of their responses which demonstrated that he did not have the communication skills needed for this position.
- 1 WM did not have experience with library functions.
- 1 WM, 1 BF's application materials contained grammatical errors and typos.
- 1 WM, 2 WF did not have experience with university, graduate level medical or dental students as their experience was focused on ages in kindergarten through fifth grade
- 1 WF's college library experience was seven years ago.
- 1 HM cancelled his scheduled interview.

3 Interviewed applicants: 1 WF, 1 HF, 1 TM

- 1 WF, 1 HF did not provide detailed responses to interview questions or examples of their experience.

The 1 TM selected had a Master of Library and Information Science and eight years of experience with library functions. He provided detailed responses to interview questions regarding his knowledge of library science techniques and practices. He also provided detailed examples from his graduate program and his knowledge of library resources, equipment, and integrated library systems.

Start Date	10/4/2024
Requisition Number	2024-1222
Job Group	5E
Department	60160-Human Resources
Job Title	Human Resources Associates - 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

- 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
2024-1222	2	21	2	11	2	9	1	4	1	3	6	62
Unqualified	2	13	2	7	2	9	1	4	0	3	5	48
Qualified	0	5	0	4	0	0	0	0	1	0	1	11
Withdrawn	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 Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 WF

11 Qualified applicants: 5 WF, 4 BF, 1 TM, 1 UU

- 1 WF declined the interview request.
- 2 WF, 1 BF did not have experience with collective bargaining contracts.
- 2 WF, 1 TM did not have experience with payroll processing.
- 1 BF did not respond to attempts to schedule an interview.
- 1 BF's payroll experience was over five years ago.
- 1 BF's payroll experience was over seven years ago.
- 1 UU's payroll experience was over ten years ago.

2 Interviewed applicants: 2 WF

The 1 WF selected had payroll experience as well as experience working with collective bargaining contracts.

The 1 WF selected had payroll experience as well as experience working with state of Connecticut collective bargaining contracts.

Start Date	11/15/2024
Requisition Number	2025-280
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 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.
- 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

- 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
2025-280	4	17	2	5	1	7	1	2	0	4	6	49
Unqualified	2	7	2	2	1	5	0	1	0	1	2	23
Qualified	2	7	0	2	0	1	1	0	0	2	3	18
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	1	0	1	0	1	1	6
Hired	0	1	0	0	0	0	0	0	0	0	0	1

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

1 Withdrawn applicant: 1 BF

18 Qualified applicants: 2 WM, 7 WF, 2 BF, 1 HF, 1 AM, 2 TF, 3 UU

- 2 WM, 4 WF, 1 BF, 1 HF, 2 TF, 2 UU did not have onboarding responsibilities or processes experience, which were essential requirements for the position.
- 1 WF, 1 BF, 1 UU did not respond to attempts to schedule an interview.
- 2 WF declined the offer to interview.
- 1 AM only had one year of HR experience working for a company that employed fifty employees and his experience with onboarding and processes was not the main function of his position.

7 Interviewed applicants: 3 WF, 1 HF, 1 AF, 1 TF, 1 UU

- 1 WF, 1 HF, 1 AF, 1 TF, 1 UU did not have direct experience with onboarding responsibilities and processes as they did not provide detailed or thorough responses about these topics.
- 1 WF's selection resulted in a promotion and is discussed in the Promotional Goals Analysis under job category 5E.

The 1 WF selected had comprehensive and effective onboarding experience. She provided detailed responses and examples of her ability to create clearer integration processes as well as measurable outcomes related to employee ramp-up and retention.

Start Date	3/7/2025
Requisition Number	2025-641
Job Group	5E
Department	60102-Health Marketing & Multimedia Services
Job Title	Multimedia Specialist 1

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- General knowledge of the principles and practices of video production and the creative development processes.
- Considerable interpersonal skills, creative skills, and a good understanding of media technology.
- Proficient with Adobe Creative Suite and related software applications.
- Ability to develop creative concepts for video production.
- Ability to operate video cameras and post-production software.
- Excellent communication skills.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work with individuals of diverse cultural, social, and educational backgrounds.
- Good organizational skills and ability to maintain confidentiality of information and professional boundaries.

EDUCATION AND TRAINING
GENERAL EXPERIENCE

- Four (4) years of professional experience in multimedia production.

SUBSTITUTIONS ALLOWED

- Associate Degree in a closely related field and two (2) years related professional experience in multimedia production may be substituted for the General Experience.
- Bachelor's Degree in a closely related field may be substituted for the General Experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-641	21	9	3	1	4	0	1	2	1	1	5	48
Unqualified	6	1	0	0	1	0	0	1	0	0	0	9
Qualified	12	6	3	1	3	0	1	1	1	1	4	33
Interviewed	2	2	0	0	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 UConn Health website.

The Unqualified applicants did not meet the minimum requirements for the position.

33 Qualified applicants: 12 WM, 6 WF, 3 BM, 1 BF, 3 HM, 1 AM, 1 AF, 1 TM, 1 TF, 4 UU

- 6 WM, 4 WF, 2 BM, 1 BF, 1 HM, 1 AF, 1 TM, 1 UU did not list operation of video cameras as a skill on their resumes.
- 2 WM withdrew
- 4 WM, 2 WF, 1 BM, 2 HM, 1 AM, 1 TF, 3 UU did not indicate the required videography experience based on work samples submitted with application materials.

6 Interviewed applicants: 3 WM, 2 WF, 1 UU

- 1 WM did not demonstrate proficiency in the short segment, efficient set-up and shooting style used at UConn Health as his experience centered around longer-format videos. He did not have animation or special effects experience and did not demonstrate the ability to work independently to produce a solo video project.
- 1 WM did not have animation or post-production skills and did not exhibit the necessary communication skills as he did not answer interview questions completely.
- 1 WF did not have animation or special effects experience, and she did not demonstrate proficiency in the short segment, efficient set-up and shooting style used at UConn Health. Her experience centered around longer-format videos.
- 1 WF did not demonstrate the ability to work independently, and her experience centered around longer-format type documentaries versus the short segments typically used at UConn Health.
- 1 UU's experience focused on longer format videos versus short segments used by the department, and they did not have experience using animation and special effects.

The 1 WM selected had fifteen years of news background experience which matched UConn Health's need for creating short videos requiring quick turnaround. He had the efficient set-up and shooting style necessary for a clinical environment. Additionally, he had the ability to work independently as well as collaboratively with a team. Furthermore, he had experience working with the types of cameras editing formats and animation programs used at UConn Health.

Start Date	4/21/2025
Requisition Number	2025-814
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 computers 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) years 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
2025-814	15	20	0	2	3	2	1	1	1	2	9	56
Unqualified	8	7	0	1	2	0	1	1	0	2	6	28
Qualified	6	10	0	1	1	2	0	0	1	0	2	23
Interviewed	1	2	0	0	0	0	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 Unqualified applicants did not meet the minimum requirements for the position.

23 Qualified applicants: 6 WM, 10 WF, 1 BF, 1 HM, 2 HF, 1 TM, 2 UU

- 4 WM, 3 WF, 1 TM did not indicate basic accounts payable/account receivable knowledge, experience with data entry and computerized purchasing system, or knowledge of financial record keeping rules and procedures.
- 1 BF was previously interviewed for a similar position. She did not provide detailed responses to interview questions regarding library science techniques and library systems and her ability to work collaboratively with departments.
- 2 WM, 6 WF, 1 HM, 2 HF, 2 UU did not have experience operating across more than one area of library activities.
- 1 WF did not have experience working in a library, as her background was as an educator.

5 Interviewed applicants: 1 WM, 3 WF, 1 UU

- 1 WM did not demonstrate his ability to operate across more than one area of library activities, as his background was focused on selecting, placing, and tracking orders.
- 1 WF had experience in a library but not with a variety of functions such as budget projections and budget systems.
- 1 WF did not demonstrate her experience beyond one area of a university library based on her responses to interview questions.
- 1 UU did not demonstrate their ability to understand and operate across more than one area of library activities. Their experience running a small business did not translate into experience with accounts payable/accounts receivable portion of the position.

The 1 WF selected had a library technical assistant certificate and fifteen years of experience operating across all library activities. She had experience with financial record keeping, budget projections, and budget systems. Additionally, she had experience with accounts receivable and accounts payable as well as data entry and purchasing.

Start Date	5/30/2025
Requisition Number	2025-835
Job Group	5E
Department	80100-Health Information Management
Job Title	Med Records Coding Tech

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of complex, highly technical medical coding principles, and techniques (ICD-10-CM diagnostic and CPT, HCPCS procedure codes), and healthcare regulations and guidelines.
- Knowledge of medical terminology, human anatomy, and physiology.
- Effective oral and written communication skills.
- Patient-centered customer service and interpersonal skills.
- Excellent computer and data entry skills with knowledge of Microsoft office products, encoder, and/or EPIC.
- Ability to maintain medical records and prepare reports; and
- Ability to multitask in a fast-paced environment and use good judgement.

EXPERIENCE AND TRAINING
General Experience

- Three (3) years of coding experience in a physician-based practice or acute care hospital setting.

SPECIAL REQUIREMENT

- Designation by the American Academy Professional Coders (AAPC) or the American Health Information Management Association (AHIMA) as a Certified Professional Coder (CPC), a Certified Professional Coder - Hospital Outpatient (CPCH), a Certified Outpatient Coder (COC), a Certified Coding Specialist (CCS), OR equivalent certification. Must maintain certification during employment.

PREFERRED QUALIFICATION

- Epic experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-835	1	6	1	2	0	4	0	2	0	0	1	17
Unqualified	0	3	1	2	0	4	0	2	0	0	1	13
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	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

2 Qualified applicants: 2 WF

- 1 WF did not have experience with EPIC (electronic medical system) coding functions.
- 1 WF did not have current coding experience in key areas such as CPT and ICD-10.

2 Interviewed applicants: 1 WM, 1 WF

- 1 WF had only used EPIC to review charts and medical records and did not have experience with EPIC coding functions.

The 1 WM selected had experience with CPT and ICD-10 coding in geriatrics, cardiology, and emergency medicine. He had experience with EPIC coding functions, and he provided detailed examples of his ability to manage complex coding cases.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5F Dental Assistant	3	0	1	0	0	0	1	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
5F Dental Assistant	6/28/2024	N	2024-1065	WF	1
	6/28/2024	N	2024-866	BF	1
	6/28/2024	N	2024-866	HF	1
	10/18/2024	N	2025-215	WF	2
	10/18/2024	N	2025-215	HF	1
	2/7/2025	N	2025-475	HF	3

Start Date	6/28/2024
Requisition Number	2024-1065
Job Group	5F
Department	20184-General Dentistry
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
2024-1065	0	3	0	1	1	2	0	0	0	1	0	8
Unqualified	0	1	0	0	0	0	0	0	0	1	0	2
Qualified	0	0	0	0	1	1	0	0	0	0	0	2
Withdrawn	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

2 Qualified applicants: 1 HM, 1 HF

- 1 HM, 1 HF did not indicate the necessary knowledge of dental assisting operative procedures in their application materials.

3 Interviewed applicants: 1 WF, 1 BF, 1 HF

- 1 BF, 1 HF were unable to answer interview questions regarding dental assisting operative procedures.

The 1 WF was selected. She had twenty years of experience as a dental assistant. Her experience included all the dental specialties such as general, pedodontics, prosthetics, orthodontics, periodontics, and oral surgery.

Start Date	7/26/2024
Requisition Number	2024-866
Job Group	5F
Department	20085-Dental Assistants
Job Title	Dental Assistants- Float

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
2024-866	0	5	0	2	0	3	0	1	0	0	0	11
Unqualified	0	1	0	1	0	0	0	1	0	0	0	3
Qualified	0	1	0	0	0	2	0	0	0	0	0	3
Withdrawn	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	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	1	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WF

3 Qualified applicants: 1 WF, 2 HF

- 1 WF, 1 HF did not respond to requests for an interview.
- 1 HF did not indicate the necessary knowledge of dental assisting operative procedures on her application materials.

4 Interviewed applicants: 2 WF, 1 BF, 1 HF

- 1 WF declined the offer of employment.
- 1 WF offer for employment was rescinded by Human Resources.

The 1 BF selected had six years of experience as a dental assistant. Her experience included all the dental specialties such as general, pedodontics, prosthetics, orthodontics, periodontics, and oral surgery.

The 1 HF selected had two years of experience as a dental assistant. Her experience included all the dental specialties such as general, pedodontics, prosthetics, orthodontics, periodontics, and oral surgery.

Start Date	11/1/2024
Requisition Number	2025-215
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
2025-215	0	4	0	0	0	2	0	0	0	1	0	7
Unqualified	0	1	0	0	0	1	0	0	0	0	0	2
Qualified	0	1	0	0	0	0	0	0	0	1	0	2
Hired	0	2	0	0	0	1	0	0	0	0	0	3

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

2 Qualified applicants: 1 WF, 1 TF

- 1 WF did not show up for interview.
- 1 TF did not have the necessary experience as a dental assistant.

3 Interviewed applicants: 2 WF, 1 HF

The 1 WF selected had eleven years of experience as a dental assistant. Her experience included all the dental specialties such as general, pedodontics, and prosthetics.

The 1 WF selected had twenty-two years of experience as a dental assistant. She had the necessary knowledge about dental specialties such as general, pedodontics, prosthetics, orthodontics, periodontics, and oral surgery.

The 1 HF selected had four years of experience as a dental assistant. Her experience included all the dental specialties such as general, orthodontics, periodontics, and oral surgery.

Start Date	3/21/2025
Requisition Number	2025-475
Job Group	5F
Department	20085-Dental Assistants
Job Title	Dental Assistants

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
2025-475	0	2	0	0	0	8	0	0	0	1	1	12
Unqualified	0	0	0	0	0	3	0	0	0	1	1	5
Qualified	0	2	0	0	0	1	0	0	0	0	0	3
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	0	0	0	0	3	0	0	0	0	0	3

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications needed for this position.

3 Qualified applicants: 2 WF, 1 HF

- 1 WF only had experience with oral surgery and not the other specialties needed.
- 1 WF only had experience with orthodontics and not the other specialties needed.
- 1 HF did not respond to offer for interview.

4 Interviewed applicants: 4 HF

- 1 HF offer of employment was rescinded by Human Resources.

The 1 HF selected had three years of dental assistant experience. Her experience included general dentistry, crown and bridge, and oral surgery.

The 1 HF selected had two years of dental assistant experience. Her experience included general dentistry, crown and bridge, and endodontics.

The 1 HF selected had seven years of dental assistant experience. Her experience included general dentistry and crown and bridge.

EEO 6
Qualified Craft Worker

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
6A Qualified Craft Workers	0	0	1	0	4	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
6A Qualified Craft Workers	10/4/2024	N	2024-835	WM	1
	12/13/2024	N	2024-835	WM	1
	4/21/2025	N	2025-763	WM	1

Start Date	12/13/2024
Requisition Number	2024-835
Job Group	6A
Department	61024-Electrical
Job Title	QCW-Electricians

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' 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 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
2024-835	11	0	1	0	7	0	0	0	0	0	1	20
Unqualified	0	0	0	0	2	0	0	0	0	0	0	2
Qualified	3	0	1	0	4	0	0	0	0	0	1	9
Withdrawn	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	4	0	0	0	0	0	0	0	0	0	0	4
Offer Declined	1	0	0	0	1	0	0	0	0	0	0	2
Hired	2	0	0	0	0	0	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet minimum qualifications needed for this position.

1 Withdrawn applicant: 1 WM

9 Qualified applicants: 3 WM, 1 BM, 4 HM, 1 UU

- 1 WM, 2 HM did not show up to the interview.
- 1 WM identified that he did not have any knowledge of standard tools, materials, methods, or practices required for this position.
- 1 BM did not respond to attempts to schedule an interview.
- 1 HM submitted his application without detailed job duty information.
- 1 WM, 1 HM, 1 UU were no longer interested in this position.

8 Interviewed applicants: 7 WM, 1 HM

- 1 WM, 1 HM declined the offer for employment.
- 4 WM did not have the knowledge of standard tools, materials, methods, or practices required for this position based on their responses to technical interview questions.

The 1 WM selected had electrical service experience in a hospital patient care setting. He also had experience with trouble shooting and with preventive maintenance. Furthermore, he answered the technical questions correctly.

The 1 WM selected had electrical service experience in a patient care setting. He also had experience with trouble shooting, preventive maintenance, and stationary generators. Furthermore, he answered all the technical questions correctly.

Start Date	4/21/2025
Requisition Number	2025-763
Job Group	6A
Department	Facilities Management
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.

MINIMUM QUALIFICATIONS 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.

At the University of Connecticut: Satisfactory performance and completion of the UConn Facilities Internship Training Program may be substituted for the General and Special Experience as determined by UConn Facilities Operations and Human Resources Management.
At other state agencies: Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience. Experience performing technical duties within the plumbing and steam fitting trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

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
2025-763	2	0	1	0	0	0	0	0	0	0	2	5
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Interviewed	1	0	1	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 Unqualified applicant did not meet minimum qualifications needed for this position.

4 Interviewed applicants: 2 WM, 1 BM, 1 UU

- 1 WM, 1 BM did not have knowledge of working in a hospital environment. Hospital plumbing differs due to the need to prevent infections, ensure patient safety, and support clinical operations. Hospital plumbing requires complex maintenance and specialized skills to meet these unique and critical regulatory requirements.
- 1 UU stated they were not interested in the position after the interview.

The 1 WM was selected. He had experience with hospital systems and installing and repairing backflows. He had knowledge of medical gas systems and had serviced the types of equipment that are utilized at UConn Health. Additionally, he provided detailed responses to interview questions regarding trade functions with hospital systems.

EEO 7A
Protective Services

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
7A Protective Services	1	0	0	0	0	0	0	0

No hires occurred in this job category during the reporting period.

EEO 7
Service/ Maintenance

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
7B Custodian	6	0	0	0	0	0	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
7B Custodian	8/23/2024	N	2025-015	WF	1
	3/7/2025	N	2025-891	HF	1
	5/16/2025	N	2025-881	HF	1
	5/30/2025	N	2025-1283	HM	1

Start Date	8/23/2024
Requisition Number	2025-015
Job Group	7B
Department	61025-Custodial Services
Job Title	Supervising Custodian

KNOWLEDGE, SKILL, AND ABILITY
Considerable knowledge of methods, materials and procedures used in building custodial and/or housekeeping work; interpersonal skills; oral and written communication skills; ability to operate, care for and perform light maintenance on tools and equipment used in daily work; some ability to utilize computer software; supervisory ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE
Two (2) years of experience in building custodial and/or housekeeping work.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE
One (1) year of the General Experience must have been in a lead capacity.
Note: For State Employees this is interpreted at the level of Lead Custodian.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-015	5	4	2	1	5	3	0	0	1	0	1	22
Qualified	5	3	2	1	5	3	0	0	1	0	1	21
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF, a part-time UConn Health employee, was selected. She was a member of the Connecticut Employees Union Independent (CEUI) and had contractual bargaining rights to the position.

Start Date	3/7/2025
Requisition Number	2025-891
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
2025-891	3	6	1	2	11	7	0	0	1	0	2	33
Qualified	3	6	1	2	11	6	0	0	1	0	2	32
Hired	0	0	0	0	0	1	0	0	0	0	0	1

The 1 HF, a part-time UConn Health employee, was selected. She was a member of the Connecticut Employees Union Independent (CEUI) and had contractual bargaining rights to the position.

Start Date	5/16/2025
Requisition Number	2025-881
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
2025-881	1	5	4	0	5	4	0	0	0	0	1	20
Qualified	1	5	3	0	5	2	0	0	0	0	1	17
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
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

The 1 HF, a part-time UConn Health employee, was selected. She was a member of the Connecticut Employees Union Independent (CEUI) and had contractual bargaining rights to the position.

Start Date	5/30/2025
Requisition Number	2025-1283
Job Group	7B
Department	61025-Custodial Services
Job Title	Supervising Custodian

KNOWLEDGE, SKILL, AND ABILITY
Considerable knowledge of methods, materials and procedures used in building custodial and/or housekeeping work; interpersonal skills; oral and written communication skills; ability to operate, care for and perform light maintenance on tools and equipment used in daily work; some ability to utilize computer software; supervisory ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE
Two (2) years of experience in building custodial and/or housekeeping work.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE
One (1) year of General Experience must have been in a lead capacity.
Note: For State Employees this is interpreted at the level of Lead Custodian.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1283	5	0	1	0	9	0	0	0	0	0	1	16
Unqualified	1	0	0	0	2	0	0	0	0	0	0	3
Qualified	4	0	1	0	6	0	0	0	0	0	1	12
Hired	0	0	0	0	1	0	0	0	0	0	0	1

The 1 HM, a part-time UConn Health employee, was selected. He was a member of the Connecticut Employees Union Independent (CEUI) and had contractual bargaining rights to the position.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
7C Other Services/Maintenance	0	2	2	2	1	5	0	0

Job Cat	Start Date	Goal Met	Search #	RS	No. Hired
7C Other Services/Maintenance	8/9/2024	Y	2024-1214	WF	1
	8/23/2024	Y	2024-1214	HM	1
	12/13/2024	Y	2024-1089	WF	1
	12/27/2024	N	2025-146	WF	1
	2/21/2025	N	2025-774	WM	1
	2/21/2025	Y	2025-623	BM	1

Start Date	8/23/2024
Requisition Number	2024-1214
Job Group	7C
Department	62122-Center for Comparative Medicine
Job Title	Animal Care Technicians - Center for Comparative Medicine

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
2024-1214	6	12	1	0	2	6	0	0	0	1	2	30
Unqualified	2	7	1	0	1	4	0	0	0	1	2	18
Qualified	3	2	0	0	0	2	0	0	0	0	0	7
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	1	0	0	0	0	0	0	2

The 1 WF and 1 HM hires met hiring goals.

Start Date	12/13/2024
Requisition Number	2024-1089
Job Group	7C
Department	62122-Center for Comparative Medicine
Job Title	Lab Animal Technical Services Specialist

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of laboratory animal science and animal research
- Considerable skill in performing animal physical examinations, monitoring animals during and after surgery and assessing/evaluating sick animals
- Record keeping skills
- Considerable interpersonal, oral, and written communication skills
- Computer skills
- Ability to work under stressful conditions.

EXPERIENCE AND TRAINING GENERAL EXPERIENCE

- Bachelor's degree in a related field and three (3) years technical experience working in the field of laboratory animal medicine in an academic setting working with multiple animal species.
- Incumbents must be certified or eligible for technologist certification by the American Association for Laboratory Animal Science, if eligible, obtain the certification within the first year of employment.

PREFERRED QUALIFICATIONS

- Current technologist certification (ALAT, LAT or LATG) by the American Association for Laboratory Animal Science.
  OR
- Active Veterinary Technician Certification/License (CVT) in good standing in at least one State within the U.S.
- Hands-on experience with skill in lab animal related functions working with rodents (bleeding techniques, injections, necropsy) etc.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1089	5	7	1	0	0	4	0	0	0	0	1	18
Unqualified	3	5	1	0	0	4	0	0	0	0	0	13
Qualified	0	1	0	0	0	0	0	0	0	0	1	2
Withdrawn	1	0	0	0	0	0	0	0	0	0	0	1
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 1 WF met a hiring goal.

Start Date	12/27/2024
Requisition Number	2025-146
Job Group	7C
Department	62122-Center for Comparative Medicine
Job Title	Animal Care Technician

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
2025-146	8	7	1	1	1	3	1	0	0	1	4	27
Unqualified	4	6	1	1	0	3	1	0	0	1	4	21
Qualified	4	0	0	0	1	0	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 Unqualified applicants did not meet the minimum qualifications needed for this position.

5 Qualified applicants: 4 WM, 1 HM

- 1 WM had not worked directly with animals performing animal husbandry.
- 1 WM was terminated from his last position due to performance issues.
- 2 WM did not have experience caring for laboratory animals.
- 1 HM only had one year of experience working with multiple species of animals.

1 Interviewed applicant: 1 WF

The 1 WF was selected. She had four years of experience caring for laboratory animals. She had a bachelor's degree in conservation and wildlife management. Additionally, she demonstrated her knowledge of animal care requirements, including animal facilities and husbandry regulations and basic animal disease problems and prevention techniques in her responses to interview questions.

Start Date	2/21/2025
Requisition Number	2025-774
Job Group	7C
Department	62101-Shipping and Receiving
Job Title	Storekeeper Assistant

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.

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
2025-774	7	1	3	0	5	0	0	0	1	1	2	20
Unqualified	0	0	0	0	1	0	0	0	0	0	0	1
Qualified	5	1	3	0	4	0	0	0	1	1	2	17
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.

17 Qualified applicants: 5 WM, 1 WF, 3 BM, 4 HM, 1 TM, 1 TF, 2 UU

- 5 WM, 1 WF, 2 BM, 4 HM, 1 TM, 1 TF, 2 UU did not have experience in materials management or related fields using a materials handling system.
- 1 BM did not provide detailed job duties in his application therefore his qualifications could not be determined.

2 Interviewed applicants: 2 WM

- 1 WM did not have experience in materials management or a related field using materials handling-system skills. Additionally, he only scored 269 on the skills assessment.

The 1 WM was selected. He scored 291 on the skills assessment. This assessment was based on the following:

- Communication skills
- Customer service skills
- Materials management experience
- Materials-handling system experience
- Barcode equipment/scanners experience
- Computer skills
- Data entry skills

Start Date	2/21/2025
Requisition Number	2025-623
Job Group	7C
Department	62105-Medical Materials Management
Job Title	Storekeeper Assistant

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.

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
2025-623	7	1	1	1	5	3	0	0	1	0	4	23
Unqualified	0	0	0	0	1	0	0	0	0	0	0	1
Qualified	5	1	0	1	4	3	0	0	1	0	4	19
Interviewed	2	0	0	0	0	0	0	0	0	0	0	2
Hired	0	0	1	0	0	0	0	0	0	0	0	1

The 1 BM met a hiring goal.

EEO 1
Executive/Managerial

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
1A Executive	0	1	0	0	0	0	0	1

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
11/15/2024	N	2025-099	Univ Director	Associate Vice President	WM	1
11/15/2024	Y	2025-428	Sr. Director, Nursing	Associate Vice President	WF	1

Start Date	11/15/2024
Requisition Number	2025-099
Job Group	1A
Department	60160-Human Resources
Job Title	University Director to Assoc Vice President

Qualifications:

- Minimum of 10 years' experience in human resources with 5 years' experience as a human resources leader, preferably in healthcare, academia, state agency, or a related field. Experience in an organized work environment strongly preferred.
- Bachelor's degree in human resources, business administration, or related field required. Master's degree preferred.
- Strong leadership and management skills with the ability to inspire and motivate teams.
- Excellent interpersonal and communication skills, with the ability to build effective relationships at all levels of the organization.
- Strategic thinker with proven experience in developing and executing HR strategies that drive organizational success.
- Analytical skills and the ability to use data to inform decision-making and measure HR effectiveness.
- Knowledge of HR laws, regulations, and best practices.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-099	4	5	0	2	1	0	0	0	0	0	0	12
Unqualified	1	2	0	1	0	0	0	0	0	0	0	4
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	2	2	0	1	1	0	0	0	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 Unqualified applicants did not meet the minimum requirements as posted.

1 Qualified applicant: 1 WF

- 1 WF's experience was focused on labor relations, and she did not have experience in healthcare or academia.

7 Interviewed: 3 WM, 2 WF, 1 BF, 1 HM

- 2 WM did not have experience in an academic medical center.
- 1 WF did not have experience in an academic medical center. She also did not provide complete responses to interview questions regarding the complexities in human resources (HR).
- 1 WF did not provide detailed responses or detailed examples to interview questions regarding her leadership skills.
- 1 BF did not have experience in an academic medical center. She also did not have experience with labor unions or knowledge of state organizations.
- 1 HM did not have leadership experience. He could not answer questions or provide examples of his leadership skills.

The 1 WM was promoted. He had thirty years of experience in human resources at UConn Health in progressive roles. Specifically, he had detailed, and specific knowledge of HR practices, labor relation contracts, and business decisions related directly to UConn Health. He also provided detailed responses and examples to interview questions regarding his leadership skills with union leaders, managers, and employees.

Start Date	11/15/2024
Requisition Number	2025-428
Job Group	1A
Department	81060-Nursing Administration
Job Title	Senior Director, Nursing to Associate Vice President, Nursing Operations and Quality

KNOWLEDGE, SKILLS & ABILITIES:

Significant leadership skills and ability; considerable knowledge of hospital institutional management; knowledge of theories, principles and practices in several of the following areas: business management, economics, accounting and information systems; quality/performance improvement; effective communications (written and verbal) skills; considerable visionary, creative, innovative and resourceful abilities; excellent interpersonal skills; superior organizational and analytical capabilities required for complex problem-solving responsibilities; comprehensive knowledge of statutory, regulatory provisions or accreditation standards applicable to hospitals/healthcare; knowledge of teaching hospitals policies, procedures, practices and interrelationships;. ability to focus on details and measurable results; ability to work with a variety of personalities; ability to make effective and timely decisions; ability to coach, mentor and motivate staff and engage constructive participation from all levels; knowledge and application of sound supervisory practices including the ability to implement and effectively contribute to the University's diversity program. Advocate for nursing.

GENERAL EXPERIENCE:

- Must have a primary degree in Nursing and Masters' Degree in Nursing or related field, Doctorate Degree in nursing preferred.
- At least 10 years proven experience as a clinical and executive leader with focus on Quality, Regulatory, Patient Experience, Clinical Excellence, Education, Organizational Development, Employee Management, Budget forecasting, and financial review.
- Must have and maintain a State of Connecticut Nursing License.
- Preferred experience as a nursing leader in a unionized environment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-428	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 selected met a promotional goal.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
1B University Director	0	0	0	2	1	1	0	1

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
7/26/2024	N	2024-1339	Nurse Manager	Associate Director	WF	1
9/20/2024	N	2025-234	Manager, Health Info Management	Univ Director	BM	1
10/4/2024	N	2025-235	Manager, Health Info Management	Univ Director	WF	1
12/27/2024	Y	2025-588	Administrative Manager	Administrative Director	BF	1
1/10/2025	N	2025-445	Clinical Practice Manager 2	Administrative Director	HF	1
3/21/2025	N	2025-909	Nurse Manager	Univ Director	WF	1
2/18/2025	Y	Reclass	Manager, Diagnostic Imaging	Associate Director, Radiology	BF	1
2/21/2025	N	Reclass	Academic Admin Manager	Administrative Director	WM	1
4/4/2025	N	Reclass	Human Resources Specialist 3	Univ Director	WF	2

Start Date	7/26/2024
Requisition Number	2024-1339
Job Group	1B
Department	81018-Neag Cancer Center (JDH)
Job Title	Nurse Manager to Associate Director

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES

- Considerable knowledge and ability to apply management principles and techniques
- Extensive knowledge of the Inpatient and Emergency Department operations, considerable knowledge of relevant Federal and State Laws
- Thorough knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals
- Good knowledge of acceptable business practices in dealing with contract agencies
- Good knowledge of the principles and practices of administrative supervision and decision making
- Knowledge of risk management issues in a hospital or health delivery setting
- 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
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments
- Sound professional judgment

- Resourcefulness, initiative, tact, discretion, thoroughness, integrity, strong organization skills, and time management abilities
- Understanding of accounting and cost accounting techniques.

EXPERIENCE AND TRAINING
GENERAL EXPERIENCE

- Bachelor of Science in Nursing; Master's degree preferred.
- Five (5) years nursing experience in oncology with at least three (3) years of the experience at a supervisory/management level required.
- Incumbents in this class must possess and maintain a license as a Registered Nurse in the State of Connecticut.
- Requires independent decision-making, clinical judgment, and in-depth knowledge of Nursing Operations.
- Advanced Degree in Business/Hospital Administration preferred.
- Experience in computer analytics and/or computer science preferred.

SUBSTITUTION

- A Master's Degree* in Health Care, Health Science, Hospital Administration, Business Administration, or Public Administration may be substituted for one year of the general experience

SPECIAL REQUIREMENTS

- Incumbents in this class must possess and maintain a current State of Connecticut nursing license.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1339	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 for employees only.

The Unqualified applicant did not meet the minimum requirements of the posting.

The 1 WF was promoted. She had ten years of oncology nursing experience and eight years of oncology managerial experience. She also had a master's degree in nursing and was a certified oncology nurse.

Start Date	9/20/2024
Requisition Number	2025-234
Job Group	1B
Department	80100-Health Information Management
Job Title	Manager, Health Information Management to University Director - HIM Operations

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE SKILLS AND ABILITY

- Considerable knowledge of and ability to apply management principles and techniques
- Considerable knowledge of the principles and practices of modern medical records administration
- Considerable knowledge of JCAHO medical records standards
- Considerable knowledge of medical record terminology
- Considerable knowledge of medical recording coding techniques
- Considerable knowledge of relevant state and federal laws, statutes, and regulations
- Considerable knowledge of UCHC policies and procedures
- Considerable interpersonal skills
- Considerable oral and written communication skills
- Considerable ability in program planning, development, administration, and evaluation
- Ability to prepare and analyze comprehensive statistical reports; ability to provide training and technical assistance
- Supervisory ability.

EXPERIENCE AND TRAINING
General Experience

- At least 10 years of progressive experience working in medical records (Health Information Management) for a hospital or health system.
- At least 5 years of experience working in Epic.

Special Experience

- Three (3) years of the general experience must have been in a supervisory capacity at the level of a Medical Records/HIM Department Manager/Supervisor.

Substitutions Allowed

- A Master's degree in a closely related field may be substituted for one (1) year of the general experience.

SPECIAL REQUIREMENTS

- Incumbents must possess and maintain current certification as a Registered Health Information Administrator (RHIA) by the American Health Information Management Association.
- Incumbents may be required to work flexible hours or weekends

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-234	0	0	1	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 for employees only.

The 1 BM was promoted. He had seven years of experience with medical records management using EPIC and certification in health information management. He provided detailed

information to interview questions based on his experience and knowledge of medical record management and regulatory requirements. He also provided detailed examples of how he safeguarded the release of patient information.

Start Date	10/4/2024
Requisition Number	2025-235
Job Group	1B
Department	80100-Health Information Management
Job Title	Manager, Health Information Management to University Director - HIM CODING

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, 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
- Ten (10) years of experience CPT and ICD coding
- At least 3 years of experience in a supervisory / management capacity.

Special Requirements

- Must possess and maintain specialized certification as either a Certified Professional Coder (CPC), Certified Outpatient Coder (COC), RHIA, or RHIT

Preferred Qualification

- Epic (EHR) Experience & knowledge preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-235	0	2	0	0	0	0	0	0	0	1	0	3
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 for employees only.

3 Interviewed applicants: 2 WF, 1 TF

- 1 WF did not have knowledge about the inpatient and outpatient hospital side of coding, which represented more than 80% of the work that coding teams are responsible for. She also indicated she was interested in an auditing and compliance type of role.
- 1 TF did not have exposure and knowledge of facility-based coding, which this position has full responsibility for, and which represented more than 80% of the work of the coding teams. In addition, she was not familiar with the work that the clinical documentation improvement team performed and how it related to the team's performance.

The 1 WF was promoted. For the past thirty-five years she had worked with health information management and coding. She had worked as a coder, compliance manager, quality program supervisor and had worked as the coding manager at UConn Health for the past eight years. She also had a command of facility-based coding rules and throughput requirements, which comprised more than 80% of the work done by the department. Additionally, she oversaw the clinical documentation improvement team, which was essential to inpatient program performance.

Start Date	12/27/2024
Requisition Number	2025-588
Job Group	1B
Department	81022-Operating Room Unit
Job Title	Administrative Manager to Administrative Director

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL & ABILITY

- Considerable knowledge of and ability to apply management principles and techniques.
- Considerable knowledge of administrative business and financial operations.
- Knowledge of accounting and cost accounting techniques.
- 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 degree in Business or Hospital Administration, Finance, or related field; and
- Six (6) years progressive administrative or fiscal management.

SPECIAL EXPERIENCE

- At least 3 years of general experience must be in a supervisory / management capacity.

SUBSTITUTION ALLOWED

- Master degree in Business or Hospital Administration, Finance or related field may be substituted for one (1) year of general experience
-

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-588	2	5	1	3	1	2	0	0	0	3	0	17
Unqualified	0	2	1	1	1	1	0	0	0	0	0	6
Qualified	2	3	0	1	0	1	0	0	0	2	0	9
Interviewed	0	0	0	0	0	0	0	0	0	1	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF promotion met a promotional goal.

Start Date	1/10/2025
Requisition Number	2025-445
Job Group	1B
Department	20080-Educational Clinics Admin
Job Title	Clinical Practice Manager 2 to Administrative Director

MIMIMUM QUALIFICATIONS REQUIRED
Knowledge, Skills & Abilities

- Knowledge of management techniques, human resources management, financial management, and strategic planning
- Knowledge of continuous quality improvement management principles and practices
- 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.
- Considerable interpersonal skills with the ability to interact with all members of the organization in ways that enhance understanding, respect, and cooperation
- Outstanding organizational skills to prioritize competing timetables, responsibilities, and deadline
- Excellent negotiation skills in complex and sensitive multi-institutional settings
- Ability to delegate, effectively supervise and plan for timely and successful completion of short- and long-term objectives
- Ability to work under highly stressful conditions
- Ability to develop effective and collaborative working relationships with faculty and providers, including academic chairs and faculty.
- Ability to work with a variety of disciplines and levels of staff across departments.

General Experience

- Bachelor's degree and five years of progressive work experience in healthcare, healthcare administration or closely related field
- At least two (2) years of the experience in the operations of an academic medical center.

Substitution

- Master's degree in related field may be substituted for one year of experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-445	3	8	2	3	1	3	0	2	0	5	3	30
Unqualified	1	4	1	3	0	0	0	1	0	3	2	15
Qualified	0	4	1	0	1	2	0	1	0	1	1	11
Withdrawn	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	1	0	0	0	0	0	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 UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

1 Withdrawn applicant: 1 WM

11 Qualified applicants: 4 WF, 1 BM, 1 HM, 2 HF, 1 AF, 1 TF, 1 UU

- 1 WF declined an offer to schedule an interview.
- 1 WF's experience was in financial and strategic analytics and not medical center operations.

- 1 WF's primary experience was in human resources, and she did not have experience with clinical management in a large volume environment or with supervision.
- 1 WF only had three years of related clinical experience in a multi-provider practice setting.
- 1 BM did not have experience in a large-scale, multi-provider environment or in an institutional setting. He only had experience in his own private practice.
- 1 HM's administrative and managerial experience was at the dental assistant level which was not at the level of this position. Additionally, he did not provide current references.
- 1 HF did not have experience managing or supervising other employees.
- 1 HF only two years of clinical experience in a multi-provider practice setting with four years of experience prior in a single physician practice.
- 1 AF had one year of experience as a supervisor in Patient Access, but she did not have experience managing employees and evaluating performance. Also, her prior experience was in public health service education campaigns.
- 1 TF's previous administrative experience was not related to the responsibilities of this position. Additionally, she could not explain the short periods of employment in her previous positions.
- 1 UU did not have experience in a multi-institutional setting as her experience was only in a single specialty practice.

3 Interviewed applicants: 1 WM, 1 HF, 1 TF

- 1 WM did not have experience in day-to-day operational management. Also, his lack of detailed responses to interview questions showed that he did not have hands-on experience in many of the aspects of the position.
- 1 TF did not provide detailed responses to interview questions. Also, her questions were not focused on the role of the position or the team.

The 1 HF was selected. She had twenty years of experience in healthcare office management, including six years of experience as an office manager of a multi-practitioner group at Bristol Hospital and three years' experience as a practice manager of a multi-practitioner group at UConn Health. She had experience in the hiring of staff, evaluations, collective bargaining units, budgeting, and electronic health records. Her responses to interview questions were direct and specific. She made connections between her current and past roles to this position.

Start Date	3/21/2025
Requisition Number	2025-909
Job Group	1B
Department	UMG-Administration
Job Title	Nurse Manager to University Director-Ambulatory Practice Operations

MINIMUM QUALIFICATIONS REQURIED
KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of ambulatory practice operations and health care management systems
- 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 of 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 AND TRANING

- 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-909	7	7	0	1	0	1	0	0	0	1	2	19
Unqualified	1	2	0	0	0	0	0	0	0	1	1	5
Qualified	5	2	0	1	0	0	0	0	0	0	1	9
Interviewed	1	2	0	0	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 Unqualified applicants did not meet the minimum requirements as posted.

9 Qualified applicants: 5 WM, 2 WF, 1 BF, 1 UU

- 1 WM was a Licensed Practical Nurse (LPN) and did not have the preferred degree.
- 1 WM supervisory experience was as a lead, which was not at the preferred supervisory/management level.
- 3 WM, 2 WF, 1 BF, 1 UU did not have a nursing license.

4 Interviewed applicants: 1 WM, 3 WF, 1 HF

- 1 WM responses to interview questions were disjointed and off topic. He was focused on collective bargaining's role and spoke about his previous negative relationships with unions.
- 1 WF did not have experience with unions related to healthcare management. She also did not provide examples of her leadership/supervisory experience.
- 1 WF's experience was focused on surgery and functionality as a surgical PA which was not fully related to this position.
- 1 HF did not provide examples of how she ensured regulatory readiness daily. She also spoke about implementing initiatives such as chronic care management, an APRN residency program and A1C improvement but was unable to provide detailed examples or specific answers.

The 1 WF was promoted. She was a registered nurse with leadership experience, overseeing 170 staff including assistant nursing managers, and nursing managers who oversaw staff. She had experience with unions. She had been the nursing manager in the occupation medical employee health and compliance area for the UConn Medical Group. She also had been a director in a hospital-based emergency department and understood the regulations of the Joint Commission and the Department of Public Health. Additionally, she asked appropriate questions regarding orientation and mentoring.

Reclassifications:

The 1 WM, 2 WF, 1 BF candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

The 1 BF promotion met a promotional goal.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
1C Managers	0	0	1	1	0	3	0	2

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
6/14/2024	Y	2024-1042	Clinical Coordinator 2	Clinical Practice Manager 2	AF	1
7/26/2024	Y	2024-1084	Material Mngmnt Supervisor	Asst Director, Logistics Mngmt	BM	1
8/23/2024	N	2025-055	Business System Analyst	Manager, Patient Access	WF	1
8/23/2024	Y	2025-1395	Reimbursement Analyst 2	Manager, HIM Coding	AF	1
11/1/2024	N	2025-325	Staff Nurse CN2	Nurse Manager	WF	1
11/15/2024	N	2025-216	Application Architect	Administrative Manager	WF	1
11/29/2024	N	2025-404	Clinical Nurse Consultant	Nurse Manager	WF	1
12/27/2024	N	2025-262	Business System Analyst	Mgr, Patient Financial Svcs	AF	1
12/27/2024	N	2025-508	Medical Records Supervisor	Manager, HIM Coding	WF	1
1/10/2025	Y	2025-512	Application Analyst 2	Mgr, Patient Financial Svcs	HM	1
2/7/2025	Y	2025-760	Supervisor, Patient Access	Manager, Patient Access	HF	1
4/18/2025	N	2025-910	Supervising Accountant - UHP	Finance Manager	WM	1
4/18/2025	N	2025-1000	Adm Program Coordinator	Mgr, Patient Financial Svcs	WF	1
5/30/2025	N	2025-1077	Coding Trainer	Manager Coding	WF	1
5/30/2025	N	Reclass	Adm Program Coordinator	Business Services Manager	WF	1
5/30/2025	N	Reclass	Administrative Officer	Business Services Manager	WF	1
5/30/2025	N	Reclass	Administrative Officer	Business Services Manager	AF	1
5/30/2025	N	Reclass	Asst Nursing Manager	Nurse Manager	WF	1
5/30/2025	N	Reclass	Clinical Coordinator	Clinical Practice Manager 1	WF	1
5/30/2025	N	Reclass	Clinical Coordinator 2	Clinical Practice Manager 1	WF	1
5/30/2025	N	Reclass	Infrastructure Architect	Information Tech Manager	BM	1
5/30/2025	Y	Reclass	Clinical Coordinator 2	Clinical Practice Manager 1	HF	1

Start Date	6/14/2024
Requisition Number	2024-1042
Job Group	1C
Department	81018-Neag Cancer Center (JDH)
Job Title	Clinical Coordinator 2 to Clinical Practice Manager II

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILLS, AND ABILITY:
Considerable knowledge of office management and principles; considerable knowledge of relevant State and Federal laws and regulations; knowledge of accrediting agencies, such as

JACHO, guidelines; knowledge of financial management; considerable knowledge of billing systems and insurance regulations; knowledge of healthcare delivery systems; knowledge of systems/applications that impact the healthcare clinical delivery; considerable interpersonal skills; excellent computer skills and project management skills; leadership skills; ability to communicate effectively, both oral and written; ability to problem solve and work under pressure deadlines; excellent supervisory ability; ability to apply quality improvement techniques; ability to manage change; ability to deal compassionately with patients and family members.

EXPERIENCE AND TRAINING:
General Experience: Eight (8) years' experience in healthcare management or business-related field with at least four (4) years related professional administrative or clinical management experience.

Substitution: Bachelor's degree in healthcare management or business-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
2024-1042	0	9	1	2	0	3	0	3	0	2	0	20
Unqualified	0	3	0	1	0	2	0	2	0	0	0	8
Qualified	0	4	1	1	0	1	0	0	0	1	0	8
Interviewed	0	2	0	0	0	0	0	0	0	1	0	3
Hired	0	0	0	0	0	0	0	1	0	0	0	1

The 1 AF promotion met a promotional goal.

Start Date	7/26/2024
Requisition Number	2024-1084
Job Group	1C
Department	62103-Logistics Management Admin
Job Title	Material Management Supervisor to Assistant Director - Logistics Management

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of logistics management, warehouse, and inventory operations
- Considerable knowledge and ability to apply management principles and technique
- Considerable knowledge of relevant Federal and State laws, statutes, and regulations
- Considerable knowledge of Department of Health and Joint Commission standards
- Considerable knowledge of FEMA procedures for incident command centers
- Knowledge of standardization, quality assessment, value analysis programs and continuous process improvement techniques
- Knowledge of minimum order and economic order quantity
- Knowledge and understanding of business operations intricacies and the ability to anticipate risks, needs, opportunities, and acts on them accordingly

- Excellent computer skills with knowledge of databases and query, electronic inventory control and perpetual inventory information systems
- Strong organizational, detail-oriented, project management, planning, and negotiation skills
- Effective problem solving and conflict resolution skills
- Excellent interpersonal skills with the ability to communicate effectively (oral and written), strong presentation skills
- Ability to work effectively with all levels of employees and management
- Ability to analyze data, prepare and present reports
- Ability to meet deadlines and facilitate solutions in a fast-paced environment
- Supervisory ability to lead, coach, motivate and develop diverse talent.

EXPERIENCE AND TRAINING:
General Experience:

- Eight (8) years' experience in logistics management with four (4) years of the experience in a health care environment and four (4) years at a supervisory level.

SUBSTITUTION ALLOWED:

- Bachelor's degree in supply chain, business administration or closely related field ***may*** substitute for four (4) years of the general experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain during employment a valid driver's license.
- Must possess and maintain during employment FEMA NIMS credentials for: ICS-100, ICS-200, ICS-400, and IS-700.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1084	1	0	1	0	1	0	0	0	0	0	0	3
Interviewed	1	0	0	0	1	0	0	0	0	0	0	2
Hired	0	0	1	0	0	0	0	0	0	0	0	1

The 1 BM promotion met a promotional goal.

Start Date	8/23/2024
Requisition Number	2025-055
Job Group	1C
Department	62042-Patient Access
Job Title	Business System Analyst to Manager, Patient Access

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:

- Thorough knowledge of revenue cycle, registration and patient access, patient accounting, managed care and government payers, medical terminology, and compliance.
- Considerable knowledge of relevant agency policies and procedures and State and Federal

laws, statutes, and regulations.
- Ability to benchmark performance; exceptional ability to lead, manage, and mentor, staff through redesigning efforts.
- Ability to work in a fast-paced environment under multiple pressures and deadlines.
- Ability to communicate effectively, both verbal and written.
- Exceptional analytical and complex problem-solving ability, with attention to detail.
- Change ability to manage, supervisory ability.
- Proficiency with computer systems.

EXPERIENCE AND TRAINING:
General Experience:
Seven [7] years of progressive professional experience in patient access related functions in healthcare or healthcare finance industry.

Preferred Qualifications
HFMA CRCR certification and EPIC Patient Access Operations Certification.

Substitutions Allowed:
Bachelor's degree in Healthcare Administration, Business Administration, Health Science and Policy or a closely related field may be substituted for 4 years of the general experience.

Special Requirement:
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
2025-055	0	3	0	1	0	2	0	0	0	1	0	7
Unqualified	0	1	0	1	0	1	0	0	0	1	0	4
Qualified	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 for employees only.

The Unqualified applicants did not meet the minimum requirements as posted.

2 Qualified applicants: 1 WF, 1 HF

- 1 WF, 1 HF did not have the preferred qualification of a HFMA CRCR certification and an EPIC Patient Access Operations Certification.

The 1 WF was promoted. She had eighteen years of experience working in the Patient Access Department, with ten of those years as a supervisor. She also had working knowledge of revenue cycle functions. Additionally, she had the preferred qualification of a HFMA CRCR certification and an EPIC Patient Access Operations Certification.

Start Date	8/23/2024
Requisition Number	2024-1395
Job Group	1C
Department	80100-Health Information Management
Job Title	Reimbursement Analyst 2 to Manager, Health Information Management - CODING

Knowledge, Skills & Abilities Requirement:

- Knowledge and understanding of third-party payer, regulatory and accreditation requirements
- Ability to lead, manage and mentor staff through complex work redesign efforts.
- Strong logical, analytical, organizational and timeliness to meet multiple pressures and deadlines.
- Knowledge of benchmarking performance against identified criteria.
- ability to communicate and collaborate effectively , both verbally and written across the organization.
- Knowledge and application of Microsoft Office software and reporting tools applications
- Knowledge of ICD 10, PCS, ICD 10 CM, CPT/HCPS codes, modifiers, and DRGS.
- Knowledge of release of health record security, privacy, HIIPPA compliance and data governance.

Qualification/Experience & Training:
Bachelor's degree and four (4) years of experience in progressive revenue cycle, coding, billing, claims, denials, and audit analysis, two (2) years of which must have been in a supervisory role.

Special Requirements:
Certified Professional Coder (CPC) or Certified Hospital Coder (CHC) designation is required and must be maintained during employment.

Preferred Qualifications:
Registered Health Information Administrator (RHIA).
Minimum of three years of Epic experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1395	0	0	0	1	0	0	1	1	0	1	0	4
Unqualified	0	0	0	1	0	0	1	0	0	1	0	3
Hired	0	0	0	0	0	0	0	1	0	0	0	1

The 1 AF promotion met a promotional goal.

Start Date	11/1/2024
Requisition Number	2025-325
Job Group	1C
Department	80320-Cardiology
Job Title	Staff Nurse CN2 to Nurse Manager

KNOWLEDGE AND 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. Experience with direct interviewing, hiring, managing, and evaluating staff. Experience in patient care flow processes and effective workforce utilization.

EXPERIENCE AND TRAINING:
General Experience:

- Bachelor's degree in nursing.
- Four (4) years of nursing experience, at least two (2) years in an outpatient clinic.
- Must have two (2) years of the experience must have been in a supervisory capacity.
- Must possess and maintain a current State of Connecticut Registered Nurse license.

PREFERRED QUALIFICATIONS:

- Masters in Nursing preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-325	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 for employees only.

2 Interviewed applicants: 2 WF

- 1 WF's experience as an assistant nursing manager was eighteen years ago in a cardiac step-down level.

The 1 WF was promoted. She had current experience as interim nurse manager in cardiology, pulmonary, nephrology, and neurology. She also had experience in a cardiology clinic, as an RN and a supervisory and charge nurse. During her interim leadership positions, she had established rapport with staff, providers, and the leadership team.

Start Date	11/15/2024
Requisition Number	2025-216
Job Group	1C
Department	70027-UMG-Population Health
Job Title	Application Architect to Administrative Manager

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS & ABILILTY:

- 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.
- analytical skills for complex problem-solving responsibilities.
- excellent communications (written and verbal) and interpersonal skills.
- supervisory ability.

EXPERIENCE AND TRAINING

General Experience: Bachelor's degree in healthcare management or closely related field and four (4) years related administrative experience with at least two (2) years of the experience at a supervisory level.

SUBSTITUTION Four (4) additional years of related professional experience may be substituted for the Bachelor's degree.

PREFERRED QUALIFICATIONS

- Demonstrates subject matter expertise in any of the following areas: Medicare advantage, Medicare Shared Savings Program (MSSP), quality reporting, care management, population management, ACO strategy implementation and operations, and supporting health systems in risk-based contracts.
- Demonstrates proficiency in data engineering, analytics, and visualization tools and techniques including SQL (including complex queries, functions, and stored procedures), Python, R, and Tableau.
- 5+ years of experience with medical informatics, data engineering, data mining, machine learning, data ETL, optimization, and report extraction, ideally using biomedical and electronic health record data.
- Ability to automate recurring tasks that include data ETL, report extraction, flat file generation, and data transfer via SFTP, and experience implementing and monitoring automated processes to ensure they continue to function as desired.
- Ability to interpret outcome data and develop actionable recommendations for the Population Health's quality and care management teams
- Solid understanding of the reporting requirements for the NCQA Patient-Centered Medical Home

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-216	0	1	0	0	0	0	0	0	0	1	0	2
Interviewed	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

This position was posted on the UConn Health website for employees only.

2 Interviewed applicants: 1 WF, 1 TF

- 1 TF did not have the preferred experience with data engineering tools such as SQL, Python, R and Tableau.

The 1 WF was promoted. She had nine years of administrative experience with two years of supervisory experience. She also had the preferred experience in data engineering, visualization tools, medical informatics, machine learning, and data ETL and optimization. Additionally, she had working knowledge of ACO and PCMH requirements and processes.

Start Date	11/29/2024
Requisition Number	2025-404
Job Group	1C
Department	60180-Office of Patient Experience
Job Title	Clinical Nurse Consultant to Nurse Manager

MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY

- 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 of nursing experience, at least two (2) years of the experience must have been in a supervisory capacity.

Substitution:
- Master's Degree may be substituted for one (1) year of the supervisory experience

SPECIAL REQUIREMENTS:
- 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.
- Certified Patient Experience Professional (CPXP)

PREFERRED QUALIFICATIONS:
- Prior work experience with direct responsibility for addressing and resolving patient, family complaints, and concerns.
- Experience with Datix or other compliant/complaint feedback/quality reporting systems.
- Experience reviewing electronic patient medical record, i.e., EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-404	0	13	1	2	0	0	0	0	0	0	0	16
Unqualified	0	12	1	2	0	0	0	0	0	0	0	15
Hired	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

The 1 WF was promoted. She had six years of direct responsibility for addressing and resolving patients and family complaints and concerns. She explained how she was able to remain objective when navigating complex patient situations and collaborating with diverse stakeholders. Additionally, she had clinical knowledge and understanding of regulatory and compliance guidelines which she demonstrated by being involved in the development of key policies within the Patient Relations Department. She also had managerial experience from serving as a liaison between Patient Relations and Risk Management.

Start Date	12/27/2024
Requisition Number	2025-262
Job Group	1C
Department	62043-Patient Financial Services - Admin
Job Title	Business System Analyst to Manager, Patient Financial Services

Minimum Qualification Required
Knowledge, Skill, and Ability:

- 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.

Special Experience:
At least two (2) years of the general experience must have been in a supervisory/managerial capacity.

Substitution Allowed:
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:
- Minimum of four (4) years of Professional Billing supervisory experience including productivity review, providing feedback and coaching
- Experience in Revenue Cycle workflows .Experience in delivering on receivable KPI's
- Knowledge of Healthcare Insurance Reimbursements
- Strong analytical skills
- Extensive knowledge of Epic slicer Dicer, Epic workbench, Epic Cubes
- Strong time management skills
- Experience using the Epic EMR system
- Excellent communication and presentation skills

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-262	0	7	0	1	1	1	2	1	0	1	2	16
Unqualified	0	3	0	1	0	1	2	0	0	1	0	8
Qualified	0	3	0	0	1	0	0	0	0	0	1	5
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 Unqualified applicants did not meet the minimum requirements as posted.

5 Qualified applicants: 3 WF, 1 HM, 1 UU

- 1 WF, a previous employee, resigned not in good standing.
- 1 WF did not have experience in the healthcare billing revenue cycle.
- 1 WF did not have knowledge of non-dental related services related to back-end billing, denials, and payer requirements nor EPIC experience.
- 1 HM indicated he was interested in a different position.
- 1 UU did not have supervisory experience.

3 Interviewed applicants: 1 WF, 1 AF, 1 UU

- 1 WF did not have the experience related to claims, billing, follow up, denials and payer CMS regulations.
- 1 UU did not have experience with EPIC.

The 1 AF was promoted. She had six years' experience as a supervisor in professional billing including productivity review, providing feedback and coaching. She was also a certified revenue cycle representative. Additionally, she had knowledge of healthcare insurance reimbursements, and data analysis in the EPIC Reporting Workbench and Slicer Dicer.

Start Date	12/27/2024
Requisition Number	2025-508
Job Group	1C
Department	80100-Health Information Management
Job Title	Medical Records Supervisor to Manager, Health Information Management

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENT:

- Knowledge and understanding of third-party payer, regulatory and accreditation requirements.
- Comprehensive knowledge of medical, administrative, ethical, and regulatory requirements and standards related to healthcare delivery, distribution, and privacy of protected patient health information (PHI) for meaningful use and HIPAA related initiatives.
- Knowledge of regulatory agency requirements (e.g., Joint Commission) relative to Documentation within the medical record.
- Considerable knowledge of the principles and practices of office management, information systems and project management.
- Excellent collaboration, meeting facilitation, presentation, interpersonal, organizational and communication skills.
- Strong logical, analytical, and organizational skills, with the ability to reprioritize work

quickly and efficiently.

- Exceptional analytical and complex problem-solving skills, with attention to detail.
- Strong auditing skills related to quality assurance and reporting.
- Ability to benchmark performance against identified criteria.
- Ability to work in a fast-paced environment under multiple pressures and deadlines.
- Ability to communicate effectively, both verbal and written, across the organization.
- Exceptional ability to lead, manage, and mentor staff.
- Ability to manage change.
- Strong leadership and interpersonal skills. Requires an ability to initiate action, creatively solve problems, meet goals, and produce results through effective leadership of employees.
- Proficiency with Windows computer environment, Microsoft Office, and Epic software.

QUALIFICATION/EXPERIENCE & TRAINING:

- Registered Health Information Administrator (RHIA) with five (5) years of experience in health information management with two (2) of those five (5) years of experience in a supervisory role.

Or

- Registered Health Information Technician (RHIT) with Six (6) years of experience in health information management, operations within a large, fast-paced, and complex health care organization, with two (2) of those six (6) years of the experience in a supervisory role.

Or

- Eight (8) years of experience in health information management operations within a large, fast-paced, and complex health care organization; with six (6) of those eight (8) years of hands-on experience managing paper and electronic medical record documents processing to include Prepping, Scanning, Indexing, and Quality Analysis. Three (3) years of the experience must have been in a supervisory role.

PREFERRED EXPERIENCE/TRAINING:

- Experience with OnBase, Epic, and Iron Mountain Connect

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-508	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 1 WF was promoted. She had twenty-six years of experience in Health Information Management (HIM), including seventeen years as a Scanning Supervisor. In addition to this experience, she held leadership roles within the HIM department. Over the past year, she had successfully managed and overseen two scanning areas, achieving operational improvements. She was actively involved in several initiatives aimed at further reducing costs and turnaround times, ensuring providers have more timely access to documentation. She understood scanning operations, including prepping, indexing, and quality analysis.

Start Date	1/10/2025
Requisition Number	2025-512
Job Group	1C
Department	62043-Patient Financial Services - Admin
Job Title	Application Analyst 2 to Analytics Manager, Patient Financial Services

Preferred Skills

- EPIC certification(s), experience as an EPIC analyst and/or other database analyst preferred
- Extensive knowledge of EPIC slicer Dicer, EPIC workbench, EPIC Cubes
- Advanced knowledge of Excel
- Experience with large datasets
- Excellent communication and presentation skills
- Experience in Revenue Cycle workflows

Minimum Qualification Required
Knowledge, Skill, and Ability:

- 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.

Special Experience: At least two (2) years of the general experience must have been in a supervisory/managerial capacity.

Substitution Allowed:

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 Skills

- EPIC certification(s), experience as an EPIC analyst and/or other database analyst preferred
- Extensive knowledge of EPIC slicer Dicer, EPIC workbench, EPIC Cubes
- Advanced knowledge of Excel
- Experience with large datasets
- Excellent communication and presentation skills
- Experience in Revenue Cycle workflows

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-512	1	3	0	0	2	0	0	1	0	1	1	9
Unqualified	1	0	0	0	1	0	0	1	0	1	0	4
Qualified	0	1	0	0	0	0	0	0	0	0	1	2
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	0	0	0	1	0	0	0	0	0	0	1

The 1 HM promotion met a promotional goal.
This position was posted externally therefore the candidate met a hiring goal.

Start Date	2/7/2025
Requisition Number	2025-760
Job Group	1C
Department	62042-Patient Access
Job Title	Supervisor, Patient Access to Manager, Patient Access

Minimum Qualification Required
Knowledge, Skill, and Ability:

- Thorough knowledge of revenue cycle, registration and patient access, patient accounting, managed care and government payers, medical terminology, and compliance.
- Considerable knowledge of relevant agency policies and procedures and State and Federal laws, statutes, and regulations.
- Ability to benchmark performance; exceptional ability to lead, manage, and mentor, staff through redesigning efforts.
- Ability to work in a fast-paced environment under multiple pressures and deadlines.
- Ability to communicate effectively, both verbal and written.
- Exceptional analytical and complex problem-solving ability, with attention to detail.
- Ability to manage change; supervisory ability.
- Proficiency with computer systems.

Experience and Training:

General Experience:
Seven [7] years of progressive professional experience in patient access related functions in healthcare or healthcare finance industry.

Special Experience: At least two (2) years of the general experience must have been in a supervisory/managerial capacity.

Substitution Allowed:
Bachelor's degree in 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:

- CHAA certification
- 10+ years of experience in an Emergency Department healthcare setting, with 5-7 years leadership experience in patient access or patient registration.
- Strong communication and interpersonal skills to interact with patients, families, and healthcare providers.
- Strong organizational and time management skills to handle multiple tasks and prioritize effectively.
- Demonstrated proficiency in electronic medical records (EMR) systems- EPIC Prelude/Grand Central
- Familiarity with healthcare regulations and insurance billing practices.
- Strong analytical skills to evaluate patient access data and identify opportunities for improvement.
- Strong leadership and management skills to lead a team of ED patient access staff.
- Ability to work well under pressure and handle difficult or sensitive situations with tact and diplomacy.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-760	0	3	0	0	0	3	0	0	0	0	0	6
Unqualified	0	1	0	0	0	2	0	0	0	0	0	3
Qualified	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

The 1 HF promotion met a promotional goal.

Start Date	4/18/2025
Requisition Number	2025-910
Job Group	1C
Department	62060-Finance and Reporting
Job Title	Supervising Accountant – UHP to Finance Manager

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILLS AND ABILITY:
Considerable knowledge of accounting/auditing principles and practices; considerable knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; knowledge of governmental accounting/budgeting, academic/clinical budget management; working knowledge of CPT and ICD-10 codes as required; understanding of medical terminology and hospital operations, fluent with statistical and allocation methodologies (applicable to Clinical Decision Support position only); considerable knowledge of data auditing principles and practices; strong interpersonal skills and organizational skills; ability to evaluate/devise and analyze accounting methods, procedures, data and financial results, procedures and data; ability to prepare and analyze financial reports and documents; proficient in the use of spreadsheet and word processing applications as specified; ability to communicate effectively, both oral and written; ability to utilize automated systems for financial management; ability to effectively present reports to senior management in forums such as Board of Directors and CFO meetings; ability to exercise judgment; ability to manage competing high priority projects.

EXPERIENCE AND TRAINING:
General Experience: For Budget and Decision Support positions: Nine (9) years professional experience in auditing, financial examination. For Clinical Decision Support: Nine (9) years professional experience in revenue capture, healthcare reimbursement, or clinical decision support with experience writing, developing, and utilizing data extraction programs.

Special Additional Experience: Two (2) years of the general experience must have been performing complex accounting or financial analysis functions in a governmental or university accounting system. If Clinical Decisions Support position, experience should include manipulating clinical data. Two (2) years of the general experience must have been at a supervisory level.

Substitution Allowed: Bachelor's degree in one the following, Accounting, Finance, Business Administration, Healthcare Management or Public Administration, may be substituted for four (4) years of the general experience.

For Budget positions, a Master's degree in one of the related fields or Certified Public Accountant licensures may be substituted for two additional (2) years of the general experience.

For positions in Clinical Decision Support a degree in clinical discipline such as RN, may be substituted for two (2) years of the general experience

Preferred Qualifications:

Experience in daily management cash, tax reporting, financial systems, preparation of financial statements with GASB disclosures, surveys, and various audits.
Knowledge in preparing and presenting monthly, quarterly, or annual financial statements.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-910	5	2	0	0	0	0	0	0	0	0	1	8
Qualified	2	1	0	0	0	0	0	0	0	0	1	4
Interviewed	2	1	0	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.

4 Qualified applicants: 2 WM, 1 WF, 1 UU

- 1 WM did not have experience with GASB reporting, month end closing process, auditing, nor supervisory experience.
- 1 WM did not have current experience with GASB reporting, auditing nor supervisory experience. He also did not have experience with month end closing process.
- 1 WF did not have current supervisory experience. She also did not have experience with GASB reporting, month end closing process, and auditing.
- 1 UU did not have experience with GASB reporting, month end closing process, audit experience, and financial statement with disclosures.

4 Interviewed applicants: 3 WM, 1 WF

- 1 WM withdrew.
- 1 WM did not have experience with GASB reporting and disclosures. He also did not have experience with preparing financial statements and reviewing audit statements.
- 1 WF only had supervisory experience of three staff members. She also was not familiar with the term GASB reporting and did not have experience preparing and reviewing audit statements.

The 1 WM was promoted. He had experience with GASB reporting, month end closing process, audit, and financial statement reporting. He also had experience supervising more than three staff members.

Start Date	4/18/2025
Requisition Number	2025-1000
Job Group	1C
Department	UMG-Administration
Job Title	Administrative Program Coordinator to Provider Enrollment Manager, Patient Financial Services

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY:

- 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.
Special Experience:
At least two (2) years of the general experience must have been in a supervisory/managerial capacity.
Substitutions Allowed:
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:

- Knowledge of Provider Credentialing, Privileging, and Enrollment principles and practices

- Experience with Payor/Managed Care and/or vendor contracts related to facilitating revenue cycle
- Considerable knowledge of Data base management including Administration and Infrastructure Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1000	0	11	0	1	0	5	0	1	0	2	0	20
Unqualified	0	5	0	1	0	3	0	0	0	2	0	11
Qualified	0	3	0	0	0	2	0	1	0	0	0	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.

The Unqualified applicants did not meet the minimum requirements as posted.

6 Qualified applicants: 3 WF, 2 HF, 1 AF

- 1 WF did not have experience with managed care payers or database knowledge for credentialing services.
- 2 WF, 1 AF did not have an enrollment background. They did not have experience with revenue cycle, credentialing, managed care payers, or databases knowledge for credentialing services.
- 1 HF did not have an enrollment background. She also did not have credentialing experience or knowledge of credentialing databases.
- 1 HF was a UConn Health employee in her working test period. She was not eligible to transfer.

3 Interviewed applicants: 3 WF

- 1 WF did not meet the special experience of at least two years of supervisory or managerial experience.
- 1 WF had basic knowledge of database management including administration infrastructure experience. Her experience was in the dental field and not in the medical field, which had additional complexities.

The 1 WF was promoted. She had twenty years of experience in patient financial services which included twelve years of supervisory experience. Specifically, she had knowledge of provider credentialing, privileging, and enrollment principles and practices. She also had experience with payor and managed care and vendor contracts related to facilitating revenue cycle. Additionally, she had knowledge of database management including administration and infrastructure experience.

Start Date	5/30/2025
Requisition Number	2025-1077
Job Group	1C
Department	UMG-Administration
Job Title	Coding Trainer to Manager - Coding

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILL, AND ABILITY:
Knowledge and understanding of third-party payer, regulatory, and accreditation requirements.
Ability to lead, manage, and mentor staff through complex work redesign efforts.
Strong logical, analytical, organizational, and timeliness to meet multiple pressures and deadlines.
Knowledge of benchmarking performance against identified criteria.
Ability to communicate and collaborate effectively, both verbal and written, across the organization
Knowledge and application of Microsoft Office software and reporting tools applications.
Knowledge of ICD 10, PCS, ICD 10 CM, CPT/HCPS codes, modifiers, and DRGs.
Knowledge of release of health record security, privacy, HIPPA compliance and data governance.

EXPERIENCE AND TRAINING:
GENERAL EXPERIENCE:
Eight [8] years of progressive professional work experience, education and training in progressive revenue cycle, coding, billing, claims, denials, and audit analysis, including two years in a supervisory role.

SUBSTITUTION ALLOWED:
Bachelor's degree and four years of experience in progressive revenue cycle, coding, billing, claims, denials, and audit analysis, including two years in a supervisory role.

SPECIAL REQUIREMENT:
Certified Professional Coder (CPC) or Certified Hospital Coder (CHC) or Certified outpatient Coding (COC) or Certified Coding Specialist- Physician based (CCS-P) is required and maintained during employment
PREFERRED:
Registered Health Information Administrator (RHIA).
Three or more years of Epic experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1077	0	5	0	0	0	1	0	0	0	0	0	6
Unqualified	0	2	0	0	0	0	0	0	0	0	0	2
Qualified	0	1	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements as posted.

2 Qualified applicants: 1 WF, 1 HF

- 1 WF did not have EPIC experience, and she was not a RHIA.
- 1 HF's supervisory experience was in retail, which was not related to this role.

2 Interviewed applicants: 2 WF

- 1 WF declined an offer of employment.

The 1 WF was promoted. She had thirty years of progressive revenue cycle, coding, billing claims, denials, and audit analysis experience. She held supervisory roles as office, billing, coding and compliance manager and supervisor. Additionally, she had twenty-six years of CPC certification and three plus years of Epic experience.

1C. (Managers) Promotion - Reclassification

Administrative Program Coordinator to Business Services Manager
(Nursing Staffing/Payroll)

1 WF was performing all the duties of the position and was promoted through reclassification.

Clinical Coordinator 2 to Clinical Practice Manager 1
(Ears, Nose, and Throat)

1 WF was performing all the duties of the position and was promoted through reclassification.

Assistant Nursing Manager to Nurse Manager
(Internal Medicine)

1 WF was performing all the duties of the position and was promoted through reclassification.

Clinical Coordinator 2 to Clinical Practice Manager 1
(General Neurology)

1 HF was performing all the duties of the position and was promoted through reclassification.
This promotion met a promotional goal.

Clinical Coordinator to Clinical Practice Manager 1
(Internal Medicine)

1 WF was performing all the duties of the position and was promoted through reclassification.

Infrastructure Architect to Information Technician Manager (RC)
(IT Enterprise Technology)

1 BM was performing all the duties of the position and was promoted through reclassification.

Administrative Officer to Business Services Manager
(Medicine - Administration)

1 AF was performing all the duties of the position and was promoted through reclassification.

Administrative Officer to Business Services Manager
(Health Career Opportunity Programs)

1 WF was performing all the duties of the position and was promoted through reclassification.

EEO 2
Faculty

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2A Head of Department	0	2	0	0	0	0	1	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
12/13/2024	Y	Reclass	Professor/Clinical	Head of Dept/Clinical	AM	1

2A. (Head of Department) Promotion - Reclassification

Professor/Clinical to Head of Department/Clinical
(Neurosurgery)

1 AM was performing all the duties of the position and was promoted through a reclassification.
This promotion met a promotional goal.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2B Professor	0	7	0	1	0	1	1	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
9/1/2024	N	PTR	Assoc Prof/Basic Sci	Professor/Basic Sci	WM	1
9/1/2024	N	PTR	Assoc Prof/Clinical	Professor/Clinical	WM	3
9/1/2024	N	PTR	Assoc Prof/Clinical	Professor/Clinical	AF	2
9/1/2024	**Y**	PTR	Assoc Prof/Basic Sci	Professor/Basic Sci	WF	1
9/1/2024	**Y**	PTR	Assoc Prof/Basic Sci	Professor/Basic Sci	AM	1
9/1/2024	**Y**	PTR	Assoc Prof/Clinical	Professor/Clinical	WF	2
9/1/2024	**Y**	PTR	Assoc Prof/Clinical	Professor/Clinical	BF	1
9/1/2024	**Y**	PTR	Assoc Prof/Visiting	Professor/Clinical	WF	1
9/6/2024	N	PTR	Assoc Prof/Clinical	Professor/Clinical	AM	1
9/6/2024	**Y**	PTR	Assoc Prof/Basic Sci	Professor/Basic Sci	WF	1
1/27/2025	N	PTR	Assoc Prof/Visiting	Professor/Basic Sci	AM	1

2B. (Professor) University's Promotion, Tenure, and Reappointment Process

4 WM, 5 WF, 1 BF, 3 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 5 WF, 1 BF, 1 AM met promotional goals.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2C Associate Professor	0	9	0	0	0	1	0	7

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
9/1/2024	N	Reclass	Asst Prof/Basic Sci	Assoc Prof/Basic Sci	WM	1
9/1/2024	N	Reclass	Asst Prof/Basic Sci	Assoc Prof/Basic Sci	AM	1
9/1/2024	N	Reclass	Asst Prof/Clinical	Assoc Prof/Clinical	WM	3
9/1/2024	N	Reclass	Asst Prof/Clinical	Assoc Prof/Clinical	AM	1
9/1/2024	Y	Reclass	Asst Prof/Basic Sci	Assoc Prof/Basic Sci	WF	3
9/1/2024	Y	Reclass	Asst Prof/Basic Sci	Assoc Prof/Basic Sci	AF	3
9/1/2024	Y	Reclass	Asst Prof/Clinical	Assoc Prof/Clinical	WF	4
9/1/2024	Y	Reclass	Asst Prof/Clinical	Assoc Prof/Clinical	AF	2
9/6/2024	N	Reclass	Asst Prof/Basic Sci	Assoc Prof/Basic Sci	AM	1
9/6/2024	Y	Reclass	Asst Prof/Basic Sci	Assoc Prof/Basic Sci	WF	1
10/21/2024	N	Reclass	Asst Prof/Clinical	Assoc Prof/Clinical	AM	1

2C. (Associate Professor) University's Promotion, Tenure, and Reappointment Process

4 WM, 8 WF, 4 AM, 5 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 8 WF, 3 AF met promotional goals.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2D Assistant Professor	1	1	0	0	0	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
7/26/2024	Y	2024-1193	Research Associate 1	Asst Prof/Basic Sci	WM	1
6/28/2024	Y	Reclass	Instructor/Basic Sci	Asst Prof/Basic Sci	WM	1
4/18/2025	Y	Reclass	Nurse Practitioner	Asst Prof/Basic Sci	WF	1

Start Date	7/26/2024
Requisition Number	2024-1193
Job Group	2D
Department	10000-Dean's Office - Med
Job Title	Research Associate 1 to Asst Prof/Basic Sciences - Grant Science Writer

Minimum requirements

- Ph.D. or doctorate degree with at least one year of full-time employment as a science writer in an academic research setting.
- Proven data and schematic illustration capabilities are a must.
- Candidate must have excellent communication skills and possess the ability to work both collaboratively amongst various teams and investigators.
- The ideal candidate must be able to achieve goals independently, must have a wide breadth of experience in various fields of biomedical sciences, and produce quality work within tight deadlines.
- Outstanding computer skills, including graphics is necessary.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1193	1	0	0	0	0	0	0	1	0	0	1	3
Unqualified	0	0	0	0	0	0	0	1	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 1 WM promoted met a promotional goal.

2D. (Assistant Professor) Promotion - Reclassification

Instructor/Basic Science to Assistant Professor/Basic Science (Medicine Administration)

The 1 WM selected was performing all the duties of the position and was promoted through a reclassification.
The 1 WM promoted met a promotional goal.

Nurse Practitioner to Assistant Professor/Basic Science (Neurology)

The 1 WF selected was performing all the duties of the position and was promoted through a reclassification.
The 1 WF promoted met a promotional goal.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
2E Instructor	0	0	0	0	0	0	0	0

2E. Instructor

Promotional activity did not occur in this job group during the reporting period.

EEO 3
Non-Teaching Professional

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3A Registered Nurse	0	0	0	0	0	0	0	0

3A. Registered Nurse

Promotional activity did not occur in this job group during this reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3B Nursing Supervisor	1	0	0	1	0	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
6/28/2024	N	2023-914	Staff Nurse CN3	Asst Nursing Manager	WF	1
10/18/2024	N	2025-387	Staff Nurse CN2	Asst Nursing Manager	WF	1

Start Date	6/28/2024
Requisition Number	2023-914
Job Group	3B
Department	81028-UConn Health Surgery Center-OR
Job Title	Staff Nurse CN3 to Asst Nursing Mgr.-UHSC OR

Knowledge and 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 skills.
- Effective oral and written communication skills.
- Knowledge of general financial management.
- Supervisory ability.
- Considerable knowledge of relevant policies and procedures.

Minimum Requirements

- Bachelor's Degree in Nursing
- Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
- Three (3) years of acute care RN experience
- Two (2) years of current RN experience must be in the Operating Room
- Supervisory or charge function responsibilities

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-914	0	6	0	1	0	4	0	1	0	0	1	13
Unqualified	0	3	0	1	0	4	0	0	0	0	1	9
Qualified	0	2	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum requirements as posted.

3 Qualified applicants: 2 WF, 1 AF

- 2 WF, 1 AF were not UConn Health employees and University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.

1 Interviewed applicant: 1 WF

The 1 WF was promoted. She was a UHP union member who functioned as a charge nurse in the main operating room. She had a bachelor's degree in nursing and eighteen years of experience as an RN in the operating room.

Start Date	10/18/2024
Requisition Number	2025-387
Job Group	3B
Department	81022-Operating Room Unit
Job Title	Staff Nurse CN2 to Asst Nursing Mgr.-OR

Knowledge and 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 skills.
- Effective oral and written communication skills.
- Knowledge of general financial management.
- Supervisory ability.
- Considerable knowledge of relevant policies and procedures.

Minimum Requirements

- Bachelor's Degree in Nursing
- Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
- Three (3) years of acute care RN experience
- Two (2) years of current RN experience must be in the Operating Room
- Supervisory or charge function responsibilities

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-387	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 1 WF was promoted. She was a charge nurse in the operating room and had run the operating room schedule efficiently. She also understood managing the day-to-day issues. Additionally, she had a bachelor's degree in nursing and nine years of experience as an RN operating room.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3C Specialized Nurses	0	2	0	1	0	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
8/23/2024	Y	2024-1299	Staff Nurse CN3	Clinical Case Manager	WF	1
8/23/2024	Y	2024-1366	Staff Nurse CN2	Clinical Case Manager	WF	1
5/16/2025	N	2025-899	Internal Auditor - Medical	Clinical Nurse Consultant	WF	1
5/30/2025	N	2025-625	Social Worker 2	Clinical Case Manager	WF	1

Start Date	8/23/2024
Requisition Number	2024-1299
Job Group	3C
Department	81018-Neag Cancer Center (JDH)
Job Title	Staff Nurse CN3 to RN Clinical Case Mgr.-Hematology

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the principles and practices of nurse navigation.
- Knowledge of various hematology 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

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

SUBSTITION

- Bachelor’s degree in nursing with three years of experience working in a hematology/oncology ambulatory clinic or hematology/oncology inpatient unit.

PREFERRED REQUIREMENTS

- Oncology case management experience
- Minimum 2 years of current case management experience
- Minimum of 1 year oncology experience
- Oncology Nurse Certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1299	0	5	0	0	0	1	0	1	0	0	0	7
Unqualified	0	3	0	0	0	0	0	0	0	0	0	3
Qualified	0	0	0	0	0	0	0	1	0	0	0	1
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 1 WF promotion met a promotional goal.

Start Date	8/23/2024
Requisition Number	2024-1366
Job Group	3C
Department	81018-Neag Cancer Center (JDH)
Job Title	Staff Nurse CN2 to RN Clinical Case Manager- Gynecological and Genitourinary Oncology

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the principles and practices of nurse navigation.
- Knowledge of various hematology 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

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 a Gynecological Oncology ambulatory clinic or Gynecological Oncology inpatient unit.

PREFERRED REQUIREMENTS

- Oncology case management experience
- Minimum 2 years of current nurse navigation experience
- Minimum of 1 year oncology experience
- Oncology Nurse Certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1366	0	1	0	0	0	1	0	0	0	1	0	3
Interviewed	0	0	0	0	0	1	0	0	0	1	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF promotion met a promotional goal.

Start Date	5/16/2025
Requisition Number	2025-899
Job Group	3C
Department	60010-Office of General Counsel
Job Title	Internal Auditor – Medical to Clinical Nurse Consultant-Risk Management

KNOWLEDGE SKILLS AND ABILITY

- Knowledge of the principles and practices of risk management
- Knowledge of the operations of the healthcare industry and the healthcare delivery systems; knowledge of state, federal and regulatory agencies regulations and risk standards
- Knowledge of office management principles and practices
- Demonstrated analytical skills
- Strong facilitation and consultant skills
- Demonstrated project management and facilitation skills
- Strong interpersonal skills; ability to conduct continuous improvement statistical analysis and assessments
- Ability to communicate effectively, both written and oral (to be able to make presentations and conduct orientations and training programs)
- Ability to establish strong working relationships with physicians and staff at all levels.

EXPERIENCE AND TRAINING

- Bachelor or Master of Science in nursing.
- Four (4) years' professional nursing (practice) experience which includes healthcare Risk Management experience.
- Must possess and maintain State of Connecticut Registered Nurse license.
- Extensive experience with electronic medical records, EPIC.
- Preferred, Certified Professional in Healthcare Risk Management (CPHRM) by the American Hospital Association (AHA) or Legal Nurse Consultant (LNC) certification by American Association of Legal Nurse Consultants (AALNC).
- If not certified at time of hire must acquire certification within one (1) year of hire.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-899	0	13	0	0	0	0	0	1	0	0	2	16
Unqualified	0	7	0	0	0	0	0	0	0	0	1	8
Interviewed	0	5	0	0	0	0	0	1	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.

The Unqualified applicants did not meet the minimum requirements as posted.

8 Interviewed applicants: 6 WF, 1 AF, 1 UU

- 1 WF did not provide detailed responses and examples of her ability to work within a team to address concerns with institutional impact.
- 1 WF did not provide detailed responses and examples to questions regarding conducting chart reviews and organizing her findings to support leadership.
- 1 WF did not provide a response to an interview question regarding risk management's role at an academic medical center.
- 2 WF, 1 AF did not provide detailed responses and examples to questions regarding their knowledge of risk management and its role and impact.
- 1 UU did not provide detailed responses to interview questions regarding her experience with EPIC.

The 1 WF was promoted. She had three years of experience as a UConn Health compliance medical auditor and had experience conducting chart reviews in EPIC. She also had a thorough grasp of risk management's role at UConn Health. Additionally, she provided detailed responses to interview questions and provided examples of her ability to successfully collaborate with others at UConn Health.

Start Date	5/30/2025
Requisition Number	2025-625
Job Group	3C
Department	80360-Psychiatric Clinic
Job Title	Clinical Case Manager

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL & ABILITY

- Considerable knowledge of 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
- UCHC resources, policies, and procedures; patient's bill of rights
- Managed care and insurance issues; and community resources

- 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 social work.

SPECIAL REQUIREMENT

- Must have current license in the State of CT to practice Social Work (LCSW)

PREFERRED QUALIFICATIONS

- Extensive knowledge of UConn Health's Outpatient Psychiatry Department including Talcott Psychiatry, Mood, and Anxiety, IOP and Silver Sage.
- 5 or more years of case management experience working and successfully connecting patients to services in Hartford County/Region 4.
- 5 or more years of experience accessing patients and scheduling them for intakes in the appropriate level of psychiatric care.
- 5 or more years of experience working in an outpatient psychiatric environment with APRNs, PhDs, LCSWs and MDs.
- Extensive experience working with outpatient psychiatry Resident Clinics.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-625	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 for employees only.

2 Interviewed applicants: 2 WF

- 1 WF's mental health case management experience was over five years ago.

1 WF was promoted. She had two years' experience with clinical case management responsibilities. She provided appropriate responses to interview questions. She also provided detailed examples of her experience assessing patients from a mental health perspective. Additionally, she named resources in the community that she would contact based on need.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3D Clinical Supervisors	0	1	0	1	0	0	0	1

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
6/28/2024	Y	2024-1196	Lead Cytotechnologist	Cytology General Supervisor	WF	1
8/9/2024	N	2024-1206	Physical Therapist 2 - UHP	Rehabilitation Services Supvr	WM	1
11/15/2024	N	2025-398	Lead Radiologic Technologist	Clinical Radiologic Supvr	WF	1
2/7/2025	N	2025-817	Social Worker 2	Social Work Supervisor	WF	1
3/7/2025	N	2025-830	Physical Therapist 2 - UHP	Rehabilitation Services Supvr	WM	1

Start Date	6/28/2024
Requisition Number	2024-1196
Job Group	3D
Department	83012-Cytology
Job Title	Lead Cytology to Cytology General Supervisor

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY

- Considerable knowledge of relevant agency policies and procedures.
- Considerable knowledge of local, state, and federal laws, statutes, and regulations.
- Considerable knowledge QA, QC, safety, and clinical laboratory procedures.
- Considerable oral, written, and interpersonal skills.
- Ability to plan and organize workloads for varied tasks.
- Ability to distinguish result of various tests and to acknowledge the accuracy of those results.
- Knowledge of instrumentation, computer, and lab applications.
- Strong Supervisory ability.

EXPERIENCE & TRAINING
GENERAL EXPERIENCE

- Certification as a Cytotechnologist by American Society for Clinical Pathology (ASCP) or equivalent certifying agency approved by Department of Human Health Services (HHS) and seven (7) years current cytology experience, one (1) year of which must have been in supervisory capacity.

SUBSTITUTIONS ALLOWED

- Bachelor's degree of science with related course work and three (3) years of cytology experience with one (1) year in supervisory capacity.

SPECIAL REQUIREMENT

- Incumbents must maintain certification and registration by ASCP during employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1196	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 promoted met a promotional goal.

Start Date	8/9/2024
Requisition Number	2024-1206
Job Group	3D
Department	83084-Physical Therapy - Storrs
Job Title	Physical Therapist 2 – UHP to Rehabilitation Services Supervisor

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

- Considerable knowledge of the principles and practices of physical therapy
- Considerable knowledge of physiology, anatomy, kinesiology, neurology, neuroanatomy, neonatology, and individual group dynamics as applied to physical therapy
- Considerable knowledge of relevant agency policies and procedures
- Considerable knowledge of relevant State and Federal laws, statutes, and regulations
- Considerable ability to plan and implement a comprehensive therapy program
- Considerable knowledge of physical, mental, and/or psychosocial disorders
- Considerable interpersonal, oral, and written communication skills
- Ability to gain the interest, cooperation, trust, and confidence of clients
- Demonstrated supervisory ability

EXPERIENCE AND TRAINING: General Experience

- Bachelor's degree from an accredited rehab therapy program (physical, occupational or speech)
- Three (3) years professional experience in the physical, occupational or speech therapy discipline providing program evaluation, planning, and implementation

SPECIAL REQUIREMENTS

- Must possess and maintain current State of CT Physical, Occupational or Speech Therapist license
- Employees in this class may be required to travel within the State in the course of their daily work

PREFERRED EXPERIENCE/QUALIFICATIONS

- Experience in Orthopedics
- Master’s Degree, Advanced Master’s Degree in PT, or DPT

- APTA Clinical Specialist
- At least three (3) years of clinical supervisory experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1206	1	1	0	0	0	0	0	1	0	0	0	3
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
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.

The Unqualified applicant did not meet the minimum requirements as posted.

1 Qualified applicant: 1 WF

- 1 WF did not have experience in physical therapy.

1 Interviewed applicant: 1 WM

The 1 WM was promoted. He had eight years of physical therapy experience working in the UConn Health Department of Rehabilitation Services. He had taken the initiative to lead special department projects. He also participated in the UConn Health Ancillary Leadership program.

Start Date	11/15/2024
Requisition Number	2025-398
Job Group	3D
Department	83060-Imaging Services Administration
Job Title	Lead Radiologic Technologist to Clinical Radiologic Supervisor

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Considerable knowledge of relevant agency policies and procedures.
- Considerable knowledge of relevant State and Federal laws, statues, and regulations.
- Considerable knowledge of the principles and practices of radiology including safety practices.
- Office management skills.
- Considerable interpersonal skills; considerable oral and written communication skills.
- Supervisory ability.

EXPERIENCE & TRAINING
General Experience
Three (3) years' experience as a radiologic technologist relative to the specific modality at the level of Lead Technologist or equivalent.

SPECIAL REQUIREMENTS

- Must possess and maintain a license to practice as a radiographer in the State of Connecticut.
- Must possess and maintain registration/certification by the American Registry of Radiological Technologists (ARRT) in Radiography [R] and the specialty relative to the modality supervising. If not registered/certified at time of hire, must obtain registration/certification within one (1) year.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-398	0	3	0	0	1	0	0	0	0	0	0	4
Qualified	0	0	0	0	1	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 for employees only.

1 Qualified applicant: 1 HM

- 1 HM did not indicate leadership experience in his resume. His application and resume did not detail the duties and responsibilities in his previous positions.

3 Interviewed applicants: 3 WF

- 1 WF did not provide complete responses to interview questions regarding processes and procedures in areas of Radiography. She had not been in Diagnostic X-Ray in eleven years.
- 1 WF was not a UConn Health employee.

The 1 WF was promoted. She worked in UConn Health Radiology as a Lead Technologist and had knowledge and experience in all areas of radiography. She was responsible for the day-to-day operations of Diagnostic X-Ray. She had experience of scheduling and training staff and holding weekly staff meetings. She also implemented process improvements.

Start Date	2/7/2025
Requisition Number	2025-817
Job Group	3D
Department	10152-Occupational & Environmental Medicine
Job Title	Social Worker 2 to Social Work Supervisor

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Considerable knowledge of relevant departmental procedures and policies

- Considerable knowledge of relevant local, State and Federal laws, statutes, and regulations
- Considerable knowledge of social work principles, methods, techniques, and case work
- Considerable knowledge of the social, cultural, economic, medical, psychological, and legal factors influencing attitudes and behavior of patients and families
- Considerable knowledge of local community, State and Federal resources and services
- Considerable oral and written communication skills
- Considerable interpersonal skills
- Ability to organize, evaluate/interpret complex written materials, supervisory ability.

EXPERIENCE AND TRAINING

General Experience

- A master's degree from an accredited school of social work and three (3) years' experience working with families parenting through adoption or legal guardianship.

Special Experience

- One (1) year of the General Experience must have been at a level equivalent to Social Worker II in adoption assistance, community healthcare, human, or social services programs.

SPECIAL REQUIREMENTS

- Employees in this class may be required to travel within the State in the course of their daily work.
- Employees in this class must possess and retain a license (LCSW) to practice clinical social work in the State of Connecticut.
- Incumbents in this class may be required to be bilingual.

PREFERRED QUALIFICATIONS/EXPERIENCE

- Competent in handling clinical adoption issues.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-817	0	1	0	1	0	0	0	0	0	0	0	2
Unqualified	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 for employees only.

The Unqualified applicant did not meet the minimum posted requirements for the position.

1 Interviewed applicant: 1 WF

The 1 WF was promoted. She had sixteen years social work experience at UConn Health. Her experience included handling clinical adoption issues.

Start Date	3/7/2025
Requisition Number	2025-830
Job Group	3D
Department	83082-Rehab Services - Inpatient
Job Title	Physical Therapist 2 – UHP to Rehabilitation Services Supervisor

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

- Considerable knowledge of the principles and practices of physical therapy
- Considerable knowledge of physiology, anatomy, kinesiology, neurology, neuroanatomy, neonatology, and individual group dynamics as applied to physical therapy
- Considerable knowledge of relevant agency policies and procedures
- Considerable knowledge of relevant State and Federal laws, statutes, and regulations
- Considerable ability to plan and implement a comprehensive therapy program
- Considerable knowledge of physical, mental, and/or psychosocial disorders
- Considerable interpersonal, oral, and written communication skills
- Ability to gain the interest, cooperation, trust, and confidence of clients
- Demonstrated supervisory ability

EXPERIENCE AND TRAINING: General Experience

- Bachelor's degree from an accredited rehab therapy program (physical, occupational or speech)
- Three (3) years professional experience in the physical, occupational or speech therapy discipline providing program evaluation, planning, and implementation

SPECIAL REQUIREMENTS

- Must possess and maintain current State of CT Physical, Occupational or Speech Therapist license
- Employees in this class may be required to travel within the State in the course of their daily work

PREFERRED EXPERIENCE/QUALIFICATIONS

- Experience in Orthopedics
- Master’s Degree, Advanced Master’s Degree in PT, or DPT
- APTA Clinical Specialist
- At least three (3) years of clinical supervisory experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-830	1	2	0	0	0	0	0	0	0	0	0	3
Interviewed	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 UConn Health website for employees only.

3 Interviewed applicants: 1 WM, 2 WF

- 2 WF did not have supervisory experience.

The 1 WM was promoted. He had thirty years of experience in physical therapy, ten of which included treating patients with orthopedic problems. He also had one and a half years of clinical supervisory experience. He clearly articulated his effective interpersonal skills by providing detailed examples of his ability to articulate expectations, actively listen, and collaborate effectively.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3E Clinical Group	0	2	0	0	0	0	0	0

3E. Clinical Group

Promotional activity did not occur in this job group during this reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3F Research	0	2	0	0	0	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
10/18/2024	Y	Reclass	Research Facilitator	Clinical Research Assoc 2	WF	1

3F. (Research) Promotion - Reclassification

Research Facilitator to Clinical Research Associate 2
(Clinical Research Center)

The 1 WF was performing all the duties of the position and was promoted through a reclassification.
This promotion met a promotional goal.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3G Clinical Technologist	0	0	0	0	0	0	0	0

3G. Clinical Technologist

Promotional activity did not occur in this job group during this reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3H Finance Group	2	0	0	2	0	3	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
8/9/2024	N	2024-554	Systems Coordinator	Reimbursement Analyst 2	WF	1
9/20/2024	Y	Reclass	Adm Fiscal Assistant	Fiscal Coordinator	HF	1
2/7/2025	N	Reclass	Adm Program Coordinator	Budget & Financial Specialist	WF	1
3/7/2025	Y	2025-795	Adm Program Coordinator	Fiscal Coordinator	WM	1

Start Date	8/9/2024
Requisition Number	2024-554
Job Group	3H
Department	62043-Patient Financial Services - Admin
Job Title	Reimbursement Analyst 2 - Patient Financial Services

MINIMUM QUALIFICATION REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Considerable knowledge of the principles and practices of financial management
- Knowledge of 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

- Eight (8) years of experience related to revenue capture, healthcare reimbursement procedures, including working knowledge of CPT and ICD-10 codes. Four (4) years of the experience must be in a healthcare environment.

PREFERRED REQUIREMENT

- A minimum of three (3) years of experience working in the EPIC systems for professional billing.

- Epic reporting experience
- More than four (4+) years of experience in healthcare environment
- Experience with Managed Care, Commercial Generic and Governmental Insurance follow-up.
- Advanced knowledge in pursing and summarizing denials and working with Insurance carriers on resolving non-payment issues.
- A minimum of Five (5) years' experience in Professional Billing supervisory role, with professional billing, claims, follow up and denial processes.
- Advanced knowledge of Excel

SUBSTITUTION ALLOWED

- Bachelor's degree in financial management, accounting, healthcare administration, or closely related field may be substituted for four (4) years of experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-554	0	7	2	6	0	5	1	2	0	1	1	25
Unqualified	0	3	1	3	0	2	1	1	0	0	1	12
Qualified	0	2	1	0	0	2	0	0	0	1	0	6
Withdrawn	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	0	1	0	3	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 Unqualified applicants did not meet the minimum requirements as posted.

1 Withdrawn applicant: 1 AF

6 Qualified applicants: 2 WF, 1 BM, 2 HF, 1 TF

- 2 WF, 1 BM, 2 HF, 1 TF were not UConn Health employees. Only UConn Health employees were interviewed.

6 Interviewed applicants: 2 WF, 3 BF, 1 HF

- 1 WF scored 87.5% on interview and scenario questions.
- 1 BF scored 25% on interview and scenario questions. She did not have experience with follow ups and denials. She also did not have experience with backend workflows ensuring accurate billing and compliance with audits as well as backend EPIC knowledge.
- 1 BF scored 42.5% on interview and scenario questions. She did not have experience with billing, follow ups and denials.
- 1 BF scored 67.5% on interview and scenario questions. She did not provide detailed responses to questions regarding billing, follow up, and reporting.

- 1 HF scored 37.5% on interview and scenario questions. She did not have experience with backend workflows ensuring accurate billing and compliance with audits as well as backend EPIC knowledge.

The 1 WF was promoted. She scored 90% on her interview and scenario questions. She had eight years of experience working at UConn Health. Her experience included working in the EPIC system for professional billing and reporting as well as utilizing Excel. She also had experience with insurance follow-up as well as pursuing and summarizing denials and working on resolving non-payment issues. Additionally, she had supervisory experience with professional billing, claims, follow-up, and denial processes.

The interview and scenario questions were based on the following:

- Outpatient surgery claims
- Claims qualified for follow up work queue
- Denial adjustments
- EPIC
- Flow of claims

Start Date	3/7/2025
Requisition Number	2025-795
Job Group	3H
Department	10440-Neurology
Job Title	Fiscal Coordinator

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting.
- Knowledge of grants and contracts preparation and administration.
- Knowledge of purchasing principles and procedures.
- Interpersonal skills; effective oral and written communication skills.
- Skills in using computers and various software programs.
- Ability to prepare and analyze financial documents and reports.
- Ability to interpret and apply statues, regulations, and administrative policies.
- Ability to establish priorities and work independently.

GENERAL EXPERIENCE AND TRAINING

- Six [6] years of experience in a combination of fiscal/administrative functions [e.g., accounts, budget management, contracts management or grant administration} with a focus on the specified function as posted.
- Two [2] years of the experience must have been at the paraprofessional level, requiring the exercise of some independent judgement in the application of basic principles and procedures in accounting, budgeting, purchasing or related fiscal functions.

SUBSTITUTIONS

- Bachelor's degree in relevant discipline may be substituted for four [4] years of the general experience.
- Master's degree in public administration, business administration or accounting may be substituted for one [1] year of paraprofessional level experience.
- For internal employees two [2] years as a Fiscal Administrative Assistant may be substituted for the General and Special Experience.

PREFERRED QUALIFICATIONS

- Prior experience submitting grant awards and a solid working knowledge of maintaining and overseeing the financial budget of the grants.

- Preference will be given to applicants with experience processing travel arrangements and to those who are familiar with the UConn Health systems, including HuskyBuy and Banner.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-795	4	7	1	3	0	4	2	2	0	1	1	25
Unqualified	2	5	1	3	0	4	2	2	0	1	1	21
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM promoted met a promotional goal.

3H. (Finance Group) Promotion - Reclassification

Administrative Fiscal Assistant to Fiscal Coordinator
(Deans Office - Dental)

The 1 HF promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

The 1 HF promotion met a promotional goal.

Administrative Program Coordinator to Budget and Financial Specialist
(Clinical Research Center)

The 1 WF promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3I Administrative Group	2	0	0	0	0	3	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
6/28/2024	N	2024-1150	Lead Patient Svcs Rep	Coding Trainer	WF	1
7/26/2024	N	2024-1078	Adm Program Coordinator	Sponsored Program Specialist	WF	1
7/26/2024	N	2024-687	Adm Program Coordinator	Executive Staff Asst	WF	1
7/26/2024	Y	2024-1233	Med Rec Spec 2	Medical Records Supervisor	HF	1
9/20/2024	N	2025-052	Human Resources Associate	Human Resources Specialist 2	WF	1
9/20/2024	N	2025-052	Human Resources Associate	Human Resources Specialist 2	BF	1
2/7/2025	Y	2025-474	Clinical Research Asst 3	Research Compliance Monitor 1	HF	1
5/2/2025	N	2025-813	Adm Program Coordinator	Administrative Officer	AF	1
5/30/2025	N	Reclass	Adm Program Coordinator	Administrative Officer	WF	3

Start Date	6/28/2024
Requisition Number	2024-1150
Job Group	3I
Department	UMG-Administration
Job Title	Lead Patient Services Representative to Medical Coding Trainer

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of professional coding and compliance with 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.
- Computer skills with the ability to perform advanced searches and analyze data.
- Teaching ability.

EDUCATION AND TRAINING
General Experience

- Six (6) years' experience in physician ICD and CPT coding with experience in training.

Substitutions 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.

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
2024-1150	0	1	0	1	0	0	0	0	0	0	0	2
Unqualified	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 Unqualified applicant did not meet the minimum requirements for the position.

1 Interviewed applicant: 1 WF

The 1 WF was promoted. She had fifteen years of medical coding and billing experience. She was also a Certified Professional Coder.

Start Date	7/12/2024
Requisition Number	2024-1078
Job Group	3I
Department	62126-Sponsored Program Services
Job Title	Sponsored Programs Specialist

MINIMUM QUALIFICATIONS REQUIRED

- In-depth knowledge of relevant Federal and State regulations to administer research programs.
- Strong knowledge of the University's policies regarding research.
- 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.
- 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).

- Advanced computer skills; proficiency in applicable word processing, databases, and spreadsheet applications.
- Ability to interpret complex regulations.
- Ability and flexibility to meet deadlines and accommodate changing priorities.

EDUCATION AND TRAINING

General Experience

- Eight (8) years' experience in grants management, accounting and contract administration performing duties involved in monitoring and maintaining complex and diverse agreements and financial records.

PREFERRED QUALIFICATIONS

- One (1) year of the general experience working with Federal grants and contracts.
- Experience with Uniform Guidance, applicable Federal Circulars, NIH and NSF application processes, and other federal agencies and voluntary health organizations such as American Cancer Society, American Heart Association, etc.

Substitutions Allowed

- Bachelor's degree in 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
2024-1078	1	4	2	0	0	1	0	0	0	0	2	10
Unqualified	0	0	2	0	0	1	0	0	0	0	1	4
Qualified	0	1	0	0	0	0	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications in the posting.

2 Qualified applicants: 1 WF, 1 UU

- 1 WF, 1 UU did not have experience with the NIH application process or with voluntary health organizations.

4 Interviewed applicants: 1 WM, 3 WF

- 1 WM did not provide complete and detailed responses to interview questions regarding budget preparation, working with sponsors, and proposal review.
- 1 WF declined the offer.

- 1 WF's experience for the past two years was with monitoring and managing contracts. Her primary experience was not managing federal grants.

The 1 WF was promoted. She had four years of experience preparing and managing NIH grant applications as well as working directly with granting agencies. She also had two years of administrative experience supporting the team of Sponsored Programs Specialists. Additionally, she had experience using InfoEd research software system to support electronic research administration.

Start Date	7/26/2024
Requisition Number	2024-687
Job Group	3I
Department	Health Affairs
Job Title	Administrative Program Coordinator to Executive Staff Assistant

Minimum Qualifications Required
Knowledge, Skills, and Abilities

- Considerable knowledge of office, administration, and management.
- Considerable knowledge of department and/or unit policies and procedures.
- Considerable knowledge of proper grammar, punctuation, and spelling.
- Considerable knowledge of business communications; considerable interpersonal skills.
- Considerable organizational skills.
- Considerable computer skills including office suite software.
- Ability to interact effectively with senior government officials and business executives.
- Ability to independently resolve problems of unusual difficulty.
- Ability to interpret relevant policies and procedures.
- Some supervisory ability.

Additional Key Competencies for the Board of Directors assignment

- Ability to successfully perform in high-energy and sometimes high-demand environment, including the ability to triage and execute on multiple and various priorities and tasks.
- Exemplary writing, editing and quality assurance skills, with proficiency in Microsoft Word, PowerPoint, Excel, Outlook, and the Internet.
- Proactive and positive approach to problem-solving.
- Discretion in handling confidential matters.

General Experience

- Seven (7) years of relevant administrative experience
    - Substitution Allowed: A Bachelor's Degree and three (3) years of relevant administrative experience may be substituted for the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-687	3	47	2	8	1	15	1	1	0	5	6	89
Unqualified	3	36	2	7	1	11	0	1	0	5	5	71
Qualified	0	9	0	0	0	4	1	0	0	0	1	15
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 Unqualified applicants did not meet the minimum qualifications in the posting.

15 Qualified applicants: 9 WF, 4 HF, 1 AM, 1 UU

- 2 WF did not have experience with Board of Directors and c-suite leadership.
- 1 WF did not have experience supporting c-suite leadership.
- 1 WF resume was not current, and her cover letter had the incorrect title of the position. She also did not have experience with the Board of Directors.
- 2 WF declined offers to schedule an interview.
- 1 WF did not inform us that she would be unable to attend her scheduled interview.
- 1 WF, 4 HF did not have experience with the Board of Directors.
- 1 WF, 1 AM cover letters indicated the wrong position which demonstrated poor written skills.
- 1 UU resume contained typographical mistakes which demonstrated poor written skills, and she did not have experience with the Board of Directors.

3 Interviewed applicants: 2 WF, 1 BF

- 1 BF did not provide detailed and complete responses regarding her administrative skills. This demonstrated a lack of communication skills.
- 1 WF did not provide clearly organized responses to interview questions regarding her administrative skills experience. This demonstrated a lack of communication skills.

The 1 WF was promoted. She had worked for three years for the UConn Foundation. She provided clear, organized, detailed responses to interview questions. She also provided detailed examples of her experience working with the Board of Directors and her ability to interact effectively with c-suite leadership.

Start Date	7/26/2024
Requisition Number	2024-1233
Job Group	3I
Department	80100-Health Information Management
Job Title	Medical Records Specialist 2 to Medical Records Supervisor

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 Record Administrator (RRA) or Accredited Record Technician (ART) may be required for at the time of appointment to this class

Substitutions Allowed

- College training may be substituted for the general experience on the basis of fifteen (l5) semester hours equaling one-half (1/2) year of experience

Preferred Qualifications

- Two (2) years' experience handling complex chart corrections in Epic
- Two (2) years' experience with medical records deficiencies

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1233	0	1	0	0	0	1	0	1	0	0	0	3
Unqualified	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	1	0	0	0	0	0	1

The 1 HF promoted met a promotional goal.

Start Date	9/20/2024
Requisition Number	2025-052
Job Group	3I
Department	60160-Human Resources
Job Title	Human Resource Associates to Human Resources Specialist 2 - Talent Acquisition

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Some knowledge of the principles and practices of public personnel administration.
- Basic knowledge of labor relations principles and practices.
- Basic knowledge of payroll procedures and operations.
- Basic knowledge of relevant Federal and State statutes, regulations, and guidelines.
- Oral and written communication skills.
- Interpersonal skills ability to analyze problems quickly and determine effective solutions.
- Ability to read and interpret laws, regulations, policies, and procedures.

EXPERIENCE AND TRAINING
General Experience

- Six (6) years' experience in human resource management that provided some knowledge of recruitment, selection, examination, classification, compensation, employee relations, or employee benefits.

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 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
2025-052	1	16	0	8	1	9	1	6	1	1	3	47
Unqualified	0	6	0	6	1	5	0	4	1	1	1	25
Qualified	1	9	0	1	0	4	1	2	0	0	2	20
Hired	0	1	0	1	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications in the posting.

20 Qualified applicants: 1 WM, 9 WF, 1 BF, 4 HF, 1 AM, 2 AF, 2 UU

- 1 WM, 9 WF, 1 BF, 4 HF, 1 AM, 2 AF, 2 UU did not have UConn Health Human Resources experience.

2 Interviewed applicants: 1 WF, 1 BF

The 1 WF promoted had worked for the past two years at UConn Health as a Human Resource Associate. She had experience in recruitment and onboarding. She also had knowledge of HR processes.

The 1 BF promoted had worked for the past year at UConn Health as a Human Resource Associate. She had experience in recruitment and onboarding. She also had knowledge of HR processes.

Start Date	2/7/2025
Requisition Number	2025-474
Job Group	3I
Department	60040-Human Subjects Protection/IRB
Job Title	Clinical Research Assistant 3 to Research Compliance Monitor 1

MINIMUM QUALIFICATION REQUIRED
KNOWLEDGE, SKILLS, AND ABILITY

- Excellent knowledge of State and Federal laws, regulations and procedures pertaining to human subjects protection in research including, but not limited to 45 CFR 46, 21 CFR 50, and 21 CFR 56.
- Considerable knowledge of Good Clinical Practice
- Knowledge of clinical research protocols, principles, and procedures with emphasis on study monitoring.
- Knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms and medical records
- Knowledge of sciences such as biology and psychology
- Knowledge of scientific auditing techniques.
- 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 clinical 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 formation.
- 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 clinical research experience.

Substitution: Certification as a Clinical Research Associate or equivalent with four (4) years of appropriate practical clinical research monitoring experience.

PREFERRED EXPERIENCE

- Certified IRB Professional credentials, or at least 2 years of IRB experience
- Working knowledge of the substantial body of federal regulations governing activities involving human subjects and making determinations in social and behavioral research (45 CFR 46, 21 CFR 50, 56, 312, 812, HIPAA, FERPA and others as required) and ability to apply these regulations and institutional policies accurately and timely to facilitate research.
- Experience using independent judgment to interpret, analyze and apply Federal laws and institutional guidelines to promote compliant practices in research involving human subjects.
- Experience working collaboratively with interdisciplinary teams of external and internal individuals.
- Proficiency with Microsoft Office, Webex, and electronic data management / submission systems, preferably IRIS software and the IRB module.
- Experience managing multiple projects at a time with minimal supervision to ensure work is completed within required timeframes.
- Excellent interpersonal, verbal, and written communication skills.
- Excellent organizational skills to effectively multi-task to meet deadlines and trouble-shoot problems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-474	0	11	0	0	0	3	1	0	0	1	2	18
Unqualified	0	4	0	0	0	0	0	0	0	0	1	5
Qualified	0	5	0	0	0	2	0	0	0	1	1	9
Interviewed	0	2	0	0	0	0	1	0	0	0	0	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1

The 1 HF promoted met a promotional goal.

Start Date	5/2/2025
Requisition Number	2025-813
Job Group	3I
Department	10140-Medicine - Administration
Job Title	Administrative Program Coordinator to Administrative Officer

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.

EXPERIENCE AND TRAINING

General Experience

- Seven (7) years' experience in an academic administrative position which included financial management responsibilities and/or grants management.

Substitution Allowed

- Bachelor's Degree and three (3) years' experience in an academic administrative position which included financial management responsibilities and grants management.

PREFERRED QUALIFICATIONS

- Experience managing and coordinating grants (pre- and post-award), contracts, and MOUs/MOAs.
- Proficiency in processing purchase requisitions, contracts, and related financial transactions using HuskyBuy.
- Strong knowledge of grant management processes, including experience working with Sponsored Program Services, Research Finance, Office of Clinical Trials Research, IRB, and various state, federal, and private granting agencies.
- Ability to prepare and submit Contract Information Sheets, IPAS, IPR, ROE, and other required internal and external grant-related documentation.
- Familiarity with internal financial and effort management systems such as Banner, EPAFs, LDCAs, and InfoEd.
- Experience providing administrative support for divisional activities and acting as a back-up for department administrators.
- Strong understanding of internal and external regulations related to grant administration and compliance.
- Demonstrated experience in drafting and preparing budgets for NIH, foundations, governmental, and state agencies.
- Ability to manage approved budget decisions related to salary/fringe expenses and other financial considerations.
- Proficiency in preparing long-range budget projections and financial reports for review by administrators and principal investigators.
- Experience tracking grant balances and ensuring spending aligns with approved budgets using financial systems such as Banner and HuskyBuy.
- Strong analytical, organizational, and problem-solving skills with attention to detail.
- Ability to work independently and collaboratively with cross-functional teams.
- Two (2) years of supervisory experience over professional staff.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-813	3	16	1	2	1	5	1	2	0	2	2	35
Unqualified	3	11	1	2	1	5	1	1	0	2	1	28
Qualified	0	2	0	0	0	0	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	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 Unqualified applicants did not meet the minimum requirements as posted.

3 Qualified applicants: 2 WF, 1 UU

- 2 WF, 1 UU did not have experience in research grant administration. They did not have experience with core financial and research systems such as Banner and InfoEd. Additionally, they were not University Health Professionals (UHP) union members with contractual obligations to be interviewed. Only UHP union members were interviewed.

4 Interviewed applicants: 3 WF, 1 AF

- 1 WF declined the offer.
- 1 WF did not have exposure to institution-wide compliance and cross-department collaboration.
- 1 WF did not have direct experience with sponsored research grants (pre- and post-award) and did not have exposure to key financial systems such as Banner, InfoEd, and EPAFs.

The 1 AF was promoted. She had a background in financial oversight, grant administration, and compliance monitoring within a healthcare setting. She also had experience managing financial responsibilities across multiple departments, including complex budgets, grants, and reporting. Additionally, she had experience managing budget tracking, financial transactions, and research funding processes while ensuring adherence to institutional policies and internal reporting requirements effectively. Lastly, she had fluency in systems like Banner, EPAFs, ROE, and IPA.

3I. (Administrative Group) Promotion - Reclassifications

Administrative Program Coordinators to Administrative Officers

The 3 WF promotions to this title were the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3J Admin Program Coord	3	0	0	2	3	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
6/28/2024	N	2024-1056	Human Resources Associate	Adm Program Coordinator	WF	1
10/18/2024	N	2025-053	Clinical Research Asst 2	Adm Program Coordinator	WF	1
11/1/2024	N	2025-114	Practice Relations Liaison	Adm Program Coordinator	WF	1
11/1/2024	N	2024-872	Adm Program Assistant 2	Adm Program Coordinator	WF	1
12/27/2024	N	2025-415	Patient Svcs Representative	Adm Program Coordinator	HF	1
4/4/2025	N	2025-788	Adm Fiscal Assistant	Adm Program Coordinator	WF	1
4/18/2025	Y	2025-937	Adm Program Assistant 2	Adm Program Coordinator	WM	1
5/16/2025	N	2025-1164	Clinical Coordinator	Adm Program Coordinator	WF	1
5/30/2025	N	2025-1273	Reimbursement Analyst 1	Adm Program Coordinator	WF	1
5/30/2025	N	Reclass	Adm Fiscal Assistant	Adm Program Coordinator	WF	1
5/30/2025	N	Reclass	Adm Program Assistant 2	Adm Program Coordinator	WF	5
5/30/2025	N	Reclass	Executive Assistant	Adm Program Coordinator	WF	1

Start Date	6/28/2024
Requisition Number	2024-1056
Job Group	3J
Department	81022-Operating Room Unit
Job Title	Human Resources Associate to Administrative Program Coordinator

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 scheduling, logistics, preparation of minutes, travel arrangements, and correspondence.

SUBSTITUTION ALLOWED:
Bachelor's degree and two (2) years of scheduling, logistics, preparation of minutes, travel arrangements and correspondence experience *may* substitute for the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1056	0	13	0	0	1	2	0	1	0	1	3	21
Unqualified	0	10	0	0	1	2	0	1	0	1	3	18
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 Unqualified applicants did not meet the minimum qualifications as posted.

1 Qualified applicant: 1 WF

- 1 WF did not have healthcare experience.

2 Interviewed applicants: 2 WF

- 1 WF had only assisted with onboarding approximately two years ago and had used Kronos to only perform timekeeper responsibilities.

The 1 WF was promoted. She worked in Human Resources for two years. During this time, she had experience with on-boarding employees and using Kronos for timekeeping, schedules, and queriers.

Start Date	10/18/2024
Requisition Number	2025-053
Job Group	3J
Department	62126-Sponsored Program Services
Job Title	Clinical Research Assistant 2 to Adm Program Coordinator - Sponsored Program Services

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 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 fields.
- 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
2025-053	1	15	0	9	1	8	1	1	0	0	0	36
Unqualified	0	7	0	6	1	6	1	1	0	0	0	22
Qualified	0	5	0	2	0	1	0	0	0	0	0	8
Withdrawn	1	0	0	0	0	0	0	0	0	0	0	1
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 Unqualified applicants did not meet the minimum qualifications as posted.

1 Withdrawn applicant: 1 WM

8 Qualified applicants: 5 WF, 2 BF, 1 HF

- 2 WF, 2 BF, 1 HF did not have the preferred experience with Sponsored Programs.
- 1 WF, a former employee, had been terminated and was not eligible for rehire.
- 1 WF was not a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.
- 1 WF's cover letter referenced the wrong position.

5 Interviewed applicants: 3 WF, 1 BF, 1 HF

- 1 WF, 1 BF, 1 HF University Health Professional (UHP) union members had contractual bargaining rights to be interviewed. They did not have the preferred experience with Sponsored Programs.
- 1 WF had attached two different resumes with her application. These resumes did not contain the same information. She also did not have experience with research administration systems.

The 1 WF was promoted. She had experience with Sponsored Programs and with research administration systems. She also had knowledge of federal research rules and regulations, and

experience working in research. Additionally, she had experience with Microsoft Office Suite (Word and Excel).

Start Date	11/1/2024
Requisition Number	2025-114
Job Group	3J
Department	10240-Anesthesiology
Job Title	Practice Relations Liaison to Anesthesiology Residency 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 & TRAINING:
General Experience:
Six (6) years of relevant administrative experience working in an academic and/or healthcare environment.

SUBSTITUTIONS ALLOWED
Bachelor's degree and two (2) years of relevant experience may be substituted for the general Experience.

PREFERRED EXPERIENCE:
Experience working in a Residency Program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-114	0	19	0	3	0	6	2	1	0	0	3	34
Unqualified	0	10	0	2	0	5	1	0	0	0	3	21
Qualified	0	5	0	1	0	1	0	0	0	0	0	7
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	0	1	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 Unqualified applicants did not meet the minimum qualifications as posted.

1 Withdrawn applicant: 1 WF

7 Qualified applicants: 5 WF, 1 BF, 1 HF

- 1 WF's cover letter had typographical errors.
- 1 WF's gaps in employment and reasons for leaving raised concern of her ability to perform reliably.
- 1 WF, a former employee, had been terminated and was not eligible for rehire.
- 1 WF, a former employee who resigned not in good standing.
- 1 WF did not have experience in an academic healthcare setting. Her experience was in executive assistant positions in a private setting or insurance company.
- 1 BF withdrew.
- 1 HF did not have experience in an academic healthcare setting. Also, her resume contained misspellings and had grammatical errors.

5 Interviewed applicants: 3 WF, 1 AM, 1 AF

- 1 WF responses to interview questions were not organized and clear.
- 1 WF reason for leaving her current position raised concerns.
- 1 AM work experiences were part of a Master's program with Penn State. He did not have formal experience working in an office performing administrative duties.
- 1 AF had worked in a residency program over thirty years ago. She also only had experience onboarding one faculty member and had never processed a travel authorization.

The 1 WF was promoted. She had nine years of experience working at UConn Health. Her experience included data management and prioritizing skills as well as knowledge of proper punctuation, grammar, and spelling. She also provided clear detailed examples of her ability to be a team player and solutions focused.

Start Date	11/1/2024
Requisition Number	2024-872
Job Group	3J
Department	Medicine
Job Title	Administrative Program Assistant 2 to 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.

Substitutions Allowed:
Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience.

PREFERRED QUALIFICATIONS:
Strong working knowledge of Microsoft Office Suite and Adobe products.
Strong organizational skills.
Strong attention to detail.
Experience with inventory management.
Previous experience with Personnel Transaction Request (PTR) Form, Igreentree and recruitment.
Experience with Kronos.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-872	5	40	0	12	2	9	2	4	1	2	5	82
Unqualified	3	25	0	8	1	8	0	2	0	2	3	52
Qualified	2	8	0	3	1	0	2	1	1	0	2	20
Withdrawn	0	1	0	0	0	0	0	1	0	0	0	2
Interviewed	0	5	0	1	0	1	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 Unqualified applicants did not meet the minimum qualifications as posted.

2 Withdrawn applicants: 1 WF, 1 AF

20 Qualified applicants: 2 WM, 8 WF, 3 BF, 1 HM, 2 AM, 1 AF, 1 TM, 2 UU

- 1 WM did not have experience with office support work, PTR, iGreentree, recruitment, and inventory management.
- 1 WM, 1 WF did not have experience with PTR and iGreentree,
- 1 WF did not have experience with inventory management, PTR, iGreentree, and recruitment.
- 1 WF did not have experience with office support work, PTR, iGreentree, and recruitment.
- 1 WF UConn Health resignation was not in good standing.

- 3 WF, 1 BF, 1 UU did not have experience with PTR, iGreentree, recruitment, and Adobe products.
- 1 WF, 1 HM, 1 AM, 1 UU did not have experience with PTR, iGreentree, and recruitment.
- 1 BF, 1 AM did not have experience with inventory management, PTR form, and iGreentree.
- 1 BF, 1 AF did not have experience with PTR, iGreentree, and supervising.
- 1 TM did not have experience with inventory management.

8 Interviewed applicants: 6 WF, 1 BF, 1 HF

- 1 WF scored 22 points out of a possible 50 points on the skills assessment.
- 1 WF scored 25 points out of a possible 50 points on the skills assessment.
- 1 WF scored 35 points out of a possible 50 points on the skills assessment.
- 1 WF scored 36 points out of a possible 50 points on the skills assessment.
- 1 WF withdrew.
- 1 BF, 1 HF scored 24 points out of a possible 50 points on the skills assessment.

The 1 WF was promoted. She scored 42 out of a possible 50 points on the skills assessment. She had experience supporting twelve faculty members and had experience with program coordination, and fiscal oversite. Additionally, she had experience with recruitment, PTR, and iGreentree, inventory management, and supervisory experience.

The skills assessment was based on the following:

- Prioritization skills
- Organizational skills
- Time Management skills
- Proofreading skills
- Experience with PTR form, iGreentree, and Kronos

Start Date	12/27/2024
Requisition Number	2025-415
Job Group	3J
Department	20180-Pediatric Dentistry
Job Title	Patient Services Representative to 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-415	2	25	0	8	0	11	1	5	0	3	3	58
Unqualified	0	8	0	2	0	7	0	0	0	2	0	19
Qualified	2	12	0	3	0	1	1	2	0	1	3	25
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	5	0	2	0	2	0	3	0	0	0	12
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum qualifications as posted.

1 Withdrawn applicant: 1 BF

25 Qualified applicants: 2 WM, 12 WF, 3 BF, 1 HF, 1 AM, 2 AF, 1 TF, 3 UU

- 2 WM, 12 WF, 3 BF, 1 HF, 1 AM, 2 AF, 1 TF, 3 UU were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.

13 Interviewed applicants: 5 WF, 2 BF, 3 HF, 3 AF

- 1 WF was late for the interview and did not apologize to the interviewers. She also did not complete the skills assessment. Additionally, she did not have knowledge of dental residency and operations.
- 3 WF, 2 BF, 2 HF, 2 AF did not have experience in the School of Dental Medicine Pediatric Dentistry residency program.
- 1 WF, 1 AF declined offers to schedule a second interview.

The 1 HF was promoted. She had previously worked for fifteen years in the Department of Pediatric Dentistry. During this time, she worked with residency administrators to schedule residents and coordinate the operating rooms. She also supported residents and program directors with residency activities for the department. Additionally, she completed the skills assessment.

The Skills Assessment was based on the following:

- Creating an on-call rotation schedule for residents
- Creating an interview schedule for residency program
- Scheduling a Microsoft Teams Meeting
- Creating an email to faculty regarding expiring certification
- Math calculations
- Alphabetizing Names

Start Date	4/4/2025
Requisition Number	2025-788
Job Group	3J
Department	10225-Neurosurgery
Job Title	Administrative Fiscal Assistant to 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.

SUBSTITUTION ALLOWED:
Bachelor's degree and two (2) years of healthcare setting experience in medical group administration or clinical support as an administrative assistant, office manager and/or program coordinator may substitute for the general experience.

PREFERRED QUALIFICATIONS/EXPERIENCE:
Previous experience supporting senior leadership in a medical or academic setting.
Two (2) years' 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, and Virtual Meeting Platforms.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-788	3	20	1	4	0	9	1	5	0	1	2	46
Unqualified	0	3	0	1	0	5	0	1	0	0	0	10
Qualified	3	13	1	3	0	1	0	3	0	1	2	27
Interviewed	0	3	0	0	0	3	1	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 Unqualified applicants did not meet the minimum qualifications as posted.

27 Qualified applicants: 3 WM, 13 WF, 1 BM, 3 BF, 1 HF, 3 AF, 1 TF, 2 UU

- 3 WM, 11 WF, 1 BM, 3 BF, 1 HF, 3 AF, 1 TF, 2 UU were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.
- 2 WF, UHP union members, were not interviewed in error. They did not have the preferred experience with faculty appointments and knowledge of CFAR.

9 Interviewed applicants: 4 WF, 3 HF, 1 AM, 1 AF

- 1 WF withdrew.
- 1 WF, 1 HF could not create pivot tables and subtotals. They also did not follow the written instructions, wrap the words in the headers, or make one column smaller in Excel.
- 1 WF, 1 AF could not create pivot tables and subtotals. They also could not insert rows of data and create formulas.
- 1 HF did not follow the directions for the skills assessment.
- 1 HF could not create subtotals, sort programs, wrap the words in the headers and make one column smaller.
- 1 AM could not create a pivot table and could not create subtotals.

The 1 WF was promoted. She had experience supporting leadership in a medical academic setting. She also had experience with faculty appointments, senior rank appointments, visiting faculty, and professional category selections. Additionally, she had knowledge of CFAR, and experience with Banner, HuskyBuy, Microsoft Office, and Virtual Meeting Platforms. Furthermore, she created an accurate Excel pivot table and subtotals.

The skills assessments were based on the following:

- Creating an Excel pivot table
- Communicating with a professor in an email
- Knowledge of faculty affairs terms and definitions

The Excel assessment was given the most weight.

Start Date	4/18/2025
Requisition Number	2025-937
Job Group	3J
Department	10820-Musculoskeletal Signature Program
Job Title	Administrative Program Assistant 2 to 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:

- Knowledge of and experience in compiling and ensuring the accuracy of regulatory compliance data from multiple sources, ensuring all necessary data meets agency and university guidelines.
- Proven experience working with Principal Investigators (PIs) to compile and submit grant applications in compliance with established agency and university guidelines. Ability to prepare and review agency forms for submission and manage online budgeting processes.
- Ability to serve as an internal liaison with the grants office to ensure proper and timely set up of project funds, including handling project advances, no-cost extensions, and carry-forward fund management.
- Experience in coordinating with Sponsored Programs Services (SPS) to facilitate the timely implementation of contracts and subcontracts, ensuring all necessary requirements are met.
- Strong ability to provide troubleshooting solutions for complex issues related to grant profile setups and financial reporting, ensuring accurate grant processing.
- Experience maintaining and tracking an online database of grant submissions, awards, rejections, and other relevant grant information.
- Skilled in organizing and tracking grant-related deadlines, such as continuation applications, competitive renewals, and progress reports, ensuring timely submission and follow-up.
- Knowledge of and experience in ensuring that human and animal study protocols are appropriately linked to proposals or awards.

- Ability to oversee the closure of grant accounts, submit final progress reports and invention statements (if applicable), and ensure proper compliance with agency requirements.
- Experience coordinating and gathering necessary grant-related documentation and information from internal and external stakeholders, including biosketches, trainee data, and protocol approvals.
- Proficiency in addressing and processing correspondence of moderate complexity with granting agencies, including requests for carryforwards, no-cost extensions, and budget reallocation.
- Experience in managing financial status reports, obtaining necessary signatures, and ensuring proper communication with PIs and senior leadership.
- Strong organizational skills to maintain both electronic and hard copy files for grants and to update grant-related records monthly or as new worktags are received.
- Willingness and ability to attend relevant training sessions and seminars to stay current on industry trends and regulations.
- Experience in assisting senior leadership with special projects as required, demonstrating the ability to work on diverse tasks.
- Experience working with PIs to manage grant funds, including making budgetary adjustments and ensuring that funds are properly allocated.
- Ability to identify and assign payroll costs to appropriate grant allocations, enter data into financial systems such as Workday, and obtain PI approval.
- Proficiency in approving purchasing documents and providing guidance to purchasing staff on appropriate expenditures in compliance with grant policies.
- Experience in managing and monitoring grant budgets, ensuring timely and accurate expenditures and reconciliation of funds in compliance with the grant terms.
- Ability to monitor and manage reporting due dates, as well as track and manage grants approaching their end dates.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-937	1	1	0	0	0	1	0	2	0	0	0	5
Unqualified	0	1	0	0	0	1	0	1	0	0	0	3
Interviewed	0	0	0	0	0	0	0	1	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM promoted met a promotional goal.

Start Date	5/16/2025
Requisition Number	2025-1164
Job Group	3J
Department	60180-Office of Patient Experience
Job Title	Clinical Coordinator to 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 in an academic or educational program

SUBSTITUTION ALLOWED:
Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience.

PREFERRED QUALIFICATIONS/EXPERIENCE:

- At least one (1) year prior experience in a healthcare setting patient relations/patient advocate/customer service or closely related role and/or in a clinical, quality and/or patient safety role.
- Prior experience working with Epic or similar electronic medical record system.
- Demonstrated knowledge of regulatory requirements surrounding patient complaints and grievances in the hospital setting.
- Incumbent to hold a Certified Professional in Patient Experience (CPXP) or willing to obtain first year of hire.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1164	0	5	0	2	0	3	0	1	0	2	0	13
Unqualified	0	1	0	2	0	1	0	1	0	2	0	7
Qualified	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	3	0	0	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 for employees only.

The Unqualified applicants did not meet the minimum requirements in the posting.

1 Qualified applicant: 1 HF

- 1 HF accepted another UConn Health position.

5 Interviewed applicants: 4 WF, 1 HF

- 3 WF, 1 HF did not have patient relations or patient advocate experience. They also did not provide detailed responses to interview questions regarding regulatory requirements surrounding patient complaints and grievances in a hospital setting.

The 1 WF was promoted. She had experience in a healthcare setting in the Office of Patient Experience. She also had experience working with the EPIC electronic medical records system. Additionally, she provided detailed examples of her knowledge of the patient experience principles as well as the compliment, complaint, and grievance process.

Start Date	5/30/2025
Requisition Number	2025-1273
Job Group	3J
Department	UMG-Administration
Job Title	Reimbursement Analyst 1 to Administrative Program Coordinator - Provider Enrollment

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' healthcare setting experience in medical group administration or clinical support as an administrative assistant, office manager, and/or program coordinator.

SUBSTITUTION ALLOWED:
Bachelor's degree and two (2) years of healthcare setting experience in medical group administration or clinical support as an administrative assistant, office manager and/or program coordinator may substitute for the general experience.

PREFERRED QUALIFICATIONS/EXPERIENCE:
- Knowledge of Provider Credentialing, Privileging, and Enrollment principles and practices.
- Knowledge of Insurance Carriers rules and regulations.
- Knowledge and ability to apply relevant Federal and State laws, statutes, and regulations.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1273	1	15	0	11	1	9	0	3	2	3	6	51
Unqualified	1	4	0	6	1	6	0	1	1	2	3	25
Qualified	0	6	0	2	0	1	0	2	1	0	3	15
Interviewed	0	4	0	3	0	2	0	0	0	1	0	10
Hired	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements in the posting.

15 Qualified applicants: 6 WF, 2 BF, 1 HF, 2 AF, 1 TM, 3 UU

- 6 WF, 2 BF, 1 HF, 2 AF, 1 TM, 3 UU were not University Health Professionals (UHP) union members with contractual bargaining rights to be interviewed. UHP union members were only interviewed.

11 Interviewed applicants: 5 WF, 3 BF, 2 HF, 1 TF

- 4 WF, 3 BF, 2 HF, 1 TF were UHP union members who did not have the preferred qualifications:

    - Knowledge of provider credentialing, privileging, and enrollment principles and practices
    - Knowledge of insurance carriers' rules and regulations
    - Knowledge and ability to apply relevant federal and state laws, statutes, and regulations

The 1 WF was promoted. She had twelve years of experience in a medical group. She also had knowledge of provider credentialing, privileging, and enrollment principles and practices. Additionally, she had knowledge of insurance carrier's rules and regulations as well as knowledge and ability to apply relevant federal and state laws, statutes, and regulations.

3J. (Administrative Program Coordinator) Promotion - Reclassifications

Administrative Program Assistants 2 to Administrative Program Coordinators

5 WF performed all the duties of the positions and were promoted through reclassifications.

Executive Assistant to Administrative Program Coordinator

1 WF performed all the duties of the position and was promoted through a reclassification.

Administrative Fiscal Assistant to Administrative Program Coordinator

1 WF performed all 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

3K. Social Worker

Promotional activity did not occur in this job group during this reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
3L Technical Professional	4	0	0	2	1	0	1	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
9/6/2024	Y	2024-1002	Qual Crft Wrkr-Elect	Project Planning Coordinator	WM	1
9/20/2024	N	2024-1429	Pharmacy Technician	Admin & Clin Sys Coord	WF	1
10/18/2024	Y	2025-218	Business Services Manager	Business System Analyst	WM	1
11/29/2024	Y	2025-058	Pathology Technician	Admin & Clin Sys Coord	WM	1
12/13/2024	N	2025-417	Quality Assurance Specialist	Application Analyst 1	WF	1
5/2/2025	N	2025-564	Credentialed Trainer	Application Analyst 1	AF	1
5/16/2025	N	2025-923	Quality Assurance Specialist	Performance Improvement Spec	WF	1
5/30/2025	N	2025-1211	Credentialed Trainer	Principal Trainer	WF	1
5/30/2025	N	Reclass	Procurement Contract Spec	Legal Contract Specialist 3	WF	1
5/30/2025	Y	Reclass	Telecommunication Analyst/Coor	Infrastructure Architect	WM	1

Start Date	9/6/2024
Requisition Number	2024-1002
Job Group	3L
Department	Facilities Management
Job Title	Qualified Craft Worker Electrician to Project Planning Coordinator

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of health care codes and regulations.
- Knowledge of building systems and construction.
- Knowledge of finance and budget process.
- Considerable oral and written communication skills; considerable interpersonal skills.
- Skill in building and project scheduling, design specifications, estimation of work and materials.
- Organizational skills.
- Computer skills.
- Ability to understand architectural designs to include electrical, HVAC, plumbing design
- Ability to resolve construction problems or interpretation of designs for contractors.
- Ability to use automated systems as they relate to project planning and control.

EDUCATION AND TRAINING:
General Experience:
Six (6) years' experience in construction management, design, or other project control related functions.

SUBSTITUTION ALLOWED:
Bachelor's degree in construction management or related area and two (2) years' experience in construction management, design, or other project control related functions.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1002	4	2	0	0	1	1	0	0	0	0	1	9
Unqualified	0	1	0	0	0	1	0	0	0	0	1	3
Qualified	2	1	0	0	1	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

The 1 WM promoted met a promotional goal.

Start Date	9/20/2024
Requisition Number	2024-1429
Job Group	3L
Department	60002-UConn Health Pharmacy Services Inc.
Job Title	Pharmacy Technician to 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.

SUBSTITUTION ALLOWED:

- Bachelor's 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.

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
2024-1429	0	3	1	1	0	1	1	1	0	1	0	9
Unqualified	0	2	1	1	0	1	1	1	0	0	0	7
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.

The Unqualified applicants did not meet the minimum requirements as posted.

2 Interviewed applicants: 1 WF, 1 TF

- 1 WF scored 6/15 on the skills assessment.

The 1 TF was selected. She scored 11/15 on the skills assessment.

The skills assessment was based on the following:

- Messaging standard for healthcare data exchange
- Database ID and bar codes
- Automated dispensing system
- Clinical decision support and support tools
- Applied clinical informatics
- Control Process
- Billing units
- Terminology standards

- Interoperability

Start Date	10/18/2024
Requisition Number	2025-218
Job Group	3L
Department	62042-Patient Access
Job Title	Business Services Manager to 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 teamwork.
- 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:
Bachelor's degree in Healthcare Administration or closely related field may be substituted for four (4) years of the general experience.

Preferred Qualifications:

- CRCR HFMA certification
- Microsoft Office experience
- Knowledge of Revenue Cycle Management

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-218	1	0	0	0	0	1	0	0	0	0	1	3
Unqualified	0	0	0	0	0	1	0	0	0	0	1	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1

The 1 WM promoted met a promotional goal.

Start Date	11/29/2024
Requisition Number	2025-058
Job Group	3L
Department	83002-Clinical Laboratory
Job Title	Pathology Technician to 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 based on 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
2025-058	2	5	0	2	0	2	0	1	0	0	0	12
Unqualified	1	4	0	2	0	2	0	1	0	0	0	10
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 1 WM promoted met a promotional goal.

Start Date	12/13/2024
Requisition Number	2025-417
Job Group	3L
Department	61120-IT Clinical Systems
Job Title	Quality Assurance Specialist to Application Analysts 1 - Inpatient Orders

Knowledge, Skills & Ability:

a. Considerable knowledge of various systems, and data analysis techniques and tools
b. Considerable knowledge of applicable clinical standards of practice, policies and procedures as required by State, Federal and regulatory organizations.
c. Considerable knowledge of the principles of systems analysis, design and decision support, system integration, and development.
d. Excellent analytical thinking and problem-solving skills and the ability to build consensus across multiple teams and resolve conflicts.
e. Ability to explain the interrelationship of multiple concepts and translate these concepts,
f. Demonstrated ability to develop complex solutions and application requirements with careful attention to details.
g. Ability to write and maintain system documentation.
h. Ability to communicate effectively [oral and written] and present to audiences of all levels, converts technical ideas and situations into clear, understandable, and simple terms.
i. Proficient in MS-Office including Project, Word, Excel, PowerPoint, and Visio.

General Experience & Training:

- Six [6] years progressive experience in at least <u>two</u> [2] of the following: complex clinical informatics, clinical process redesign, clinical systems analysis, build, design, and implementation, one [1] of which must be in an adult acute care hospital facility.

Substitutions Allowed:

- Associate's 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.

Special Requirements:

- Incumbents in this class must have or achieve within six months the Epic Inpatient Orders certification.
- 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.
- Demonstrated experience working with an inpatient CPOE tool and order sets.

Preferred:

- Current Epic certification in Inpatient Orders.
- Demonstrated experience with Inpatient clinical documentations standards.
- Demonstrated recent application support experience in analysis, build, testing to support ED, Critical Care, and/or Inpatient workflows.
- Demonstrated ability to work directly with the physician community.
- Ability to provide recent examples of interactions with providers to create ordering solutions to enhance patient care.
- Familiarity with Epic workflows and processes for more than one of the following:
  HODs
  Emergency Department workflows
  BPAM (Blood Product Administration Module)
  Research

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-417	5	4	0	3	1	0	1	0	0	0	1	15
Unqualified	3	2	0	3	0	0	1	0	0	0	1	10
Qualified	0	0	0	0	1	0	0	0	0	0	0	1
Interviewed	2	1	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 Unqualified applicants did not meet the minimum requirements.

1 Qualified applicant: 1 HM

- 1 HM did not have six years of clinical informatics, clinical process redesign, clinical systems analysis, design, and implementation experience, one of which must be in an acute care or direct patient care setting.

4 Interviewed applicants: 2 WM, 2 WF

- 1 WM, a University Health Professional (UHP) union member, had contractual bargaining rights to be interviewed. He did not have six years of progressive experience in at least two of the following: informatics, clinical process redesign, clinical systems analysis, build, design, or implementation, one of which must be in an adult care hospital

facility. This includes the substitution of four years for a bachelor's degree. His experience was less than one year.

- 1 WM did not provide clear responses to interview questions. He also did not provide detailed examples of his organizational skills.
- 1 WF was a UHP union member with contractual bargaining rights to be interviewed. Her adult care hospital experience was only in clinical work. She did not have experience in informatics, clinical process redesign, clinical systems analysis, build, design, or implementation. She also did not provide complete responses to interview questions.

The 1 WF was selected. Her experience included five years of informatics, clinical process redesign, and clinical systems analysis, including one year in an adult acute care hospital facility. She also provided clear and complete responses to interview questions regarding inpatient clinical documentation standards.

Start Date	5/2/2025
Requisition Number	2025-564
Job Group	3L
Department	61120-IT Clinical Systems
Job Title	Credentialed Trainer to Application Analysts 1

Knowledge, Skills & Abilities:

n. Considerable knowledge of the principles of systems analysis, design, and decision support
o. Considerable knowledge of clinical operations, policies, and procedures
p. Considerable knowledge of applicable clinical standards of practice as required by State, Federal and accreditation organizations
q. Knowledge of standards/codes pertaining to the patient care environment
r. 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.
s. Knowledge of computer technology support and capabilities.
t. Considerable logical, analytical, problem solving and interpretive skills
u. Ability to take action to ensure customer satisfaction
v. Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions.
w. Demonstrated ability to write and maintain system documentation and user how to guides.
x. Ability to pay careful attention to details
y. Demonstrated ability to analyze techniques and develop solutions to problems in a timely manner.
z. Effective oral and written communication skills and good interpersonal skills.
aa. Proficient in MS-Office including Project, Word, Excel, PowerPoint, and Visio

General Experience & Training:

bb. 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.

cc. 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:

dd. 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.

ee. 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:

ff. 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.

gg. 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 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 technical skills in building workstations and printing records
- Demonstrated understanding of workstation testing with regards to printers, workstations & devices as they impact new department needs
- Considerable knowledge of downtime processes as it relates to downtime devices and reports
- Epic certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-564	8	10	2	3	0	2	2	3	0	0	5	35
Unqualified	4	3	1	1	0	1	2	1	0	0	5	18
Qualified	2	4	1	1	0	1	0	1	0	0	0	10
Interviewed	2	3	0	1	0	0	0	0	0	0	0	6
Hired	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements.

10 Qualified applicants: 2 WM, 4 WF, 1 BM, 1 BF, 1 HF, 1 AF

- 1 WM did not submit a resume, and his application did not contain detailed job descriptions.
- 1 WM, 4 WF, 1 BM, 1 BF, 1 HF, 1 AF did not have Epic Quality Assurance testing experience. They also did not have analytical responsibilities with printers, workstations, and devices analytical responsibilities.

7 Interviewed applicants: 2 WM, 3 WF, 1 BF, 1 AF

- 1 WM did not have EPIC quality assurance experience.
- 1 WM did not have quality assurance experience and experience with printers, workstations, and devices like scripts. He also did not have experience with troubleshooting, diagnosing, and resolution procedures.
- 1 WF had used EPIC within the radiology application for approximately ten years. She had not been exposed to the backend side of its set up. She did not have a technical support background.
- 1 WF did not have experience with integrated testing and printers, workstations, and devices support. She also did not have experience with printing or script writing and implementation.
- 1 WF did not respond to requests to schedule a second interview.
- 1 BF's current role in service desk gave her exposure to EPIC topics which included her ability to support users as they call in with printer issues. This exposure was her relevant experience related to the Quality Assurance and Printers Workstations and Devices teams. She was unable to provide detailed responses to interview questions regarding quality assurance, printers, workstations, and devices.

The 1 AF was promoted. She was a credentialed trainer on the EPIC training team, and she taught a variety of classes covering various EPIC applications. She also worked in the pharmacy as an informaticist. Her combined EPIC and informaticist skill sets would provide the support needed for printers, workstations, and devices team as well as the quality assurance team.

Start Date	5/16/2025
Requisition Number	2025-923
Job Group	3L
Department	60180-Office of Patient Experience
Job Title	Quality Assurance Specialist to Patient Experience Specialist

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITIES:
In-depth knowledge and application of quantitative techniques, statistical analysis, performance improvement methodologies, project management principles; broad organizational systems knowledge, skilled in the use of software applications, portal/database technologies; knowledge

of health care industry, reimbursement and regulatory requirements; excellent written and verbal communication skills; excellent problem-solving skills; ability to effectively prioritize multiple projects; meet project deadlines and manage multiple customer relationships; ability to take initiative and be receptive to change; critical thinking, creativity and innovative abilities. Ability to interface effectively with diverse groups including senior leaders, providers, clinical and non-clinical professionals, patients, families, students, volunteers, and senior leadership.

EXPERIENCE AND TRAINING:
General Experience:
Bachelor's degree in healthcare administration, organizational development, business, health sciences, or a closely related field and five (5) years of experience in a similar role. Examples of similar roles include Nurse Educator, Organizational Development Specialist, Learning & Development Specialist, and Clinical Informatics Specialist.

SUBSTITUTION ALLOWED:
Master's degree in the required field may be substituted for two (2) years of the general experience.

SPECIAL REQUIREMENT:
Superior interpersonal and communication skills; demonstrated knowledge of Microsoft professional office and tools/methods for performance improvement and change management.

PREFERRED EXPERIENCE /QUALIFICATIONS:

hh. Two (2) years of professional work experience with Press Ganey improvement system or survey administration and data management.
ii. At least two (2) years of professional training, facilitation, and/or coaching experience.
jj. At least two (2) years of experience in an acute care hospital or complex/integrated health system setting in a role with direct patient contact.
kk. Demonstrated knowledge and working experience with EPIC.
ll. Has CPXP or obtains within the first year of hire.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-923	2	20	0	8	0	5	1	3	0	2	5	46
Unqualified	1	16	0	7	0	5	1	2	0	2	4	38
Qualified	1	2	0	1	0	0	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	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements.

6 Qualified applicants: 1 WM, 2 WF, 1 BF, 1 AF, 1 UU

- 1 WM, 2 WF, 1 BF did not have experience with the Press Ganey improvement system.
- 1 AF and 1 UU did not respond to requests to schedule interviews.

2 Interviewed applicants: 2 WF

- 1 WF did not provide detailed responses to interview questions regarding data analysis, interpretating Hospital Consumer Assessment of Healthcare Providers and Systems (HCAPHs), and program management of Press Ganey.

The 1 WF was promoted. She had experience with Press Ganey improvement system results and developing action plans with multidisciplinary departments. She also had experience analyzing data from HCAPHs and creating reports and presentations for senior leadership. Additionally, she provided detailed examples of her ability to work as a member of a team and communicate effectively and respectfully.

Start Date	5/30/2025
Requisition Number	2025-1211
Job Group	3L
Department	61120-IT Clinical Systems
Job Title	Credentialed Trainer to 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.

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 the Beacon and Willow applications
- Instructor-led virtual classroom teaching experience
- Demonstrated knowledge of Cancer-Center workflows, and Pharmacy workflows
- Demonstrated experience using uPerform

SUBSTITUTION:
Master's degree in education may be substitution for one [1] year of general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1211	2	7	1	2	0	0	2	1	0	0	0	15
Unqualified	1	4	0	0	0	0	2	0	0	0	0	7
Qualified	1	1	1	1	0	0	0	1	0	0	0	5
Interviewed	0	0	0	1	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.

The Unqualified applicants did not meet the minimum requirements.

5 Qualified applicants: 1 WM, 1 WF, 1 BM, 1 BF, 1 AF

- 1 WM's experience was with billing applications and not in clinical applications
- 1 WF's teaching experience did not include exposure to EPIC or healthcare.
- 1 BM's experience was as a trainer who facilitated the training and not as a principal trainer.
- 1 BF did not respond to a request to schedule an interview.
- 1 AF was offered and accepted another UConn Health position.

3 Interviewed applicants: 2 WF, 1 BF

- 1 WF declined an offer of employment.
- 1 BF did not have experience with Beacon and Willow medical oncology and chemotherapy applications. Her experience was with patient registration and admission systems.

The 1 WF was promoted. She had experience as a credentialed trainer on the EPIC team and had experience as an Ambulatory trainer. The Willow application that is utilized by the Cancer Center is related to the application she utilized as a credentialed trainer in Ambulatory.

3L. (Technical Professional) Promotion - Reclassification

Telecommunication Analyst/Coordinator to Infrastructure Architect
(IT Enterprise Technology)

1 WM was performing all the duties of the position and was promoted through a reclassification.
The 1 WM promoted met a promotional goal.

Procurement Contract Specialist to Legal Contract Specialist 3
(Contracts)

1 WF was performing all 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

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
10/18/2024	Y	2024-1159	Diabetes Education Program Coo	Nurse Practitioner	HF	1
1/24/2025	N	2025-001	Asst Nursing Manager	Nurse Practitioner	AF	1

Start Date	10/18/2024
Requisition Number	2024-1159
Job Group	3M
Department	80810-Endocrinology
Job Title	Diabetes Education Program Coordinator to Nurse Practitioner - Endocrinology

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.
- 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

- Must possess and maintain a licensure as an Advanced Practice Registered Nurse in the State of Connecticut, and
- Must possess and maintain certification as an Advanced Practice Registered Nurse in the specified specialty.

SPECIAL EXPERIENCE

- A minimum of 1-year APRN experience

- 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 the time of hire, must become certified within one (1) year of employment in the position.
- Considerable knowledge of diabetes education programs and principles; considerable knowledge of relevant policies and procedures; and previous experience in conducting quality improvement projects.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1159	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

The 1 HF promoted met a promotional goal.

Start Date	1/24/2025
Requisition Number	2025-001
Job Group	3M
Department	80360-Psychiatric Clinic
Job Title	Assistant Nursing Manager to Nurse Practitioner-Psych Clinic

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—BC10

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
2025-001	0	3	1	1	0	2	0	1	0	0	0	8
Qualified	0	1	1	0	0	1	0	0	0	0	0	3
Interviewed	0	2	0	0	0	1	0	0	0	0	0	3
Offer Declined	0	0	0	1	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.

3 Qualified applicants: 1 WF, 1 BM, 1 HF

- 1 WF only had ten months of part-time nurse practitioner experience.
- 1 BM did not have one year of experience as he had completed his residency in August 2024.
- 1 HF declined the interview request.

5 Interviewed applicants: 2 WF, 1 BF, 1 HF, 1 AF

- 1 WF had one year of nurse practitioner experience. She did not provide clear, concise answers to interview questions.
- 1 WF was hired and explained in the Hiring Goals Analysis section of this Plan.
- 1 BF declined the offer.
- 1 HF, a UConn Health employee and University Health Professional (UHP) union member, did not have nurse practitioner experience. She also did not provide detailed responses to interview questions and made inappropriate comments.

The 1 AF was promoted. She had been a registered nurse since 1999, with twelve years in psychiatry. She also had three years of experience as an Assistant Nurse Manager, at UConn Health in the Psychiatry unit. She provided clear detailed responses to interview questions.

EEO 4
Secretarial/Clerical

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4A Office Assistant	1	0	0	0	0	0	0	2

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
12/13/2024	N	Reclass	Clerk Typist	Office Assistant	WF	1

4A. (Office Assistant) Promotion - Reclassification

Clerk Typist to Office Assistant
(Oral/Maxillofacial Diagnostic Sciences)

The 1 WF promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4B Patient Service Rep	0	0	1	0	3	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
6/14/2024	N	2024-903	Clinic Office Assistant	Patient Svcs Representative	WF	1
10/18/2024	N	2024-1367	Telecom Operator	Patient Svcs Representative	WF	1
12/27/2024	N	2025-399	Clinic Office Assistant	Patient Svcs Representative	HF	1
4/18/2025	N	2025-868	Clinic Office Assistant	Patient Svcs Representative	WF	1

Start Date	6/14/2024
Requisition Number	2024-903
Job Group	4B
Department	70080-UMG-Surgery - General
Job Title	Clinic Office Assistant to Patient Services Representative - General Surgery

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

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.
- Familiarity with pre-certification of diagnostic testing.
- Experience working with surgical services.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-903	0	7	0	6	1	13	0	2	1	3	1	34
Unqualified	0	1	0	5	0	4	0	1	1	3	1	16
Qualified	0	5	0	0	1	5	0	1	0	0	0	12
Interviewed	0	0	0	1	0	4	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 Unqualified applicants did not meet the minimum qualifications as posted.

12 Qualified applicants: 5 WF, 1 HM, 5 HF, 1 AF

- 1 WF, was previously offered and did not complete the onboarding process.
- 4 WF, 5 HF, 1 AF were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.
- 1 HM declined an interview.

6 Interviewed applicants: 1 WF, 1 BF, 4 HF

- 1 BF did not have experience performing medical authorizations and obtaining benefits.
- 1 HF indicated she was interested in remote/hybrid work which was not an option for this position.
- 1 HF did not have experience medical office practice or using EPIC
- 1 HF experience with precertification and authorization was two years ago.
- 1 HF experience with precertification and authorization was four years ago.

The 1 WF was promoted. She had experience using EPIC electronic medical record system. She also had experience scheduling patient appointments and had current experience with pre-certification and benefits for diagnostic testing. Additionally, she had experience with worker's comp cases and insurance companies.

Start Date	10/18/2024
Requisition Number	2024-1367
Job Group	4B
Department	20082-Dental Financial Services
Job Title	Telecom Operator to Patient Svcs Representative

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 dental billing/insurance claims experience including Medicaid and/or private insurance for dental procedures

SUBSTITUTIONS ALLOWED:

- Associate degree may substitute for two (2) years of the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1367	0	23	4	13	2	20	1	1	2	3	4	73
Unqualified	0	19	4	12	2	19	1	1	2	3	4	67
Qualified	0	1	0	1	0	0	0	0	0	0	0	2
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
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 Unqualified applicants did not meet the minimum requirements as posted.

1 Withdrawn applicant: 1 WF

2 Qualified applicants: 1 WF, 1 BF

- 1 BF, a former employee, did not complete her working test period.
- 1 WF's offer for employment at UConn Health was rescinded. She also did not attend scheduled interviews and did not call to cancel the interviews.

3 Interviewed applicants: 2 WF, 1 HF

- 1 WF's selection resulted in a hire and is discussed in the Goals Analysis Hires section of this Plan.
- 1 HF, a UConn Health employee and a University Health Professional union member and was ineligible for a transfer because she was in her working test period.

The 1 WF was promoted. She had three and a half years of experience performing financial related duties in a dental setting. Her experience included working with private dental insurance and Medicaid dental insurance. She also had experience utilizing EPIC electronic medical system to perform dental scheduling related tasks.

Start Date	12/27/2024
Requisition Number	2025-399
Job Group	4B
Department	20082-Dental Financial Services
Job Title	Clinic Office Assistant to Patient Svcs Representative

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 dental billing/insurance claims experience including Medicaid and/or private insurance for dental procedures

SUBSTITUTIONS ALLOWED:

- Associate degree may substitute for two (2) years of the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-399	1	6	1	8	0	2	0	0	0	0	2	20
Unqualified	1	6	1	8	0	1	0	0	0	0	2	19
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

The 1 HF was promoted. She had nine years of experience in a dental setting performing financial and insurance related tasks. Her experience included working with private dental

insurance verifying benefits, explaining copays, claims submissions, working denials and payment posting. She also had three years of experience with Medicaid billing, claims submission and payment posting. Additionally, she had ten years of experience scheduling appointments in dental specialty areas including oral surgery, general dentistry, and orthodontics.

Start Date	4/18/2025
Requisition Number	2025-868
Job Group	4B
Department	20082-Dental Financial Services
Job Title	Clinic Office Assistant to Patient Svcs Representative

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 and/or insurance claims experience.

SUBSTITUTIONS ALLOWED:

- Associate degree may substitute for two (2) years of the general experience.

Preferred Qualification:
1 year in dental billing/insurance claims experience including Medicaid and/or private insurance for dental procedures

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-868	6	24	3	14	4	14	0	4	1	2	9	81
Unqualified	5	16	2	11	3	9	0	4	1	2	8	61
Qualified	1	4	1	3	1	2	0	0	0	0	1	13
Interviewed	0	3	0	0	0	3	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 Unqualified applicants did not meet the minimum requirements as posted.

13 Qualified applicants: 1 WM, 4 WF, 1 BM, 3 BF, 1 HM, 2 HF, 1 UU

- 1 WM, 1 WF, 1 BM, 1 BF, declined an offer to schedule an interview.
- 2 WF, 1 BF did not have the required three years insurance and billing experience.
- 1 WF, 1 HF cancelled their interview.
- 1 BF, a former UConn Health employee, did not pass her working test period.
- 1 HM did not respond to attempts to schedule an interview.
- 1 HF was in her working test period and per union contractual bargaining agreement she was not allowed to transfer.
- 1 UU, a former employee, resigned not in good standing.

7 Interviewed applicants: 4 WF, 3 HF

- 1 WF four years of experience was behind the scenes processing claims and payment postings so she did not have direct patient contact. Also, her other four years of experience was in smaller practice scheduling for four providers.
- 2 WF, 1 HF were hired. Their hires are discussed in the Goals Analysis Hires section of this Plan.
- 1 HF did not have medical claims or billing experience.
- 1 HF did not have experience interacting with patients to explain billing, payments, and insurance coverage. She also did not have experience verifying medical or dental benefits and prior authorizations. Additionally, she had not worked with private insurance or Medicaid as a payor.

The 1 WF was promoted. She had twelve years of experience working in a healthcare setting performing clerical and financial related tasks as well as obtaining prior authorizations. She also had six months of experience working in a dental practice utilizing EPIC.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4C Clerk/Clerk Typist	1	1	0	0	0	0	0	0

4C. Clerk

Promotional activity did not occur in this job group during this reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4D Secretarial/Clerical	1	4	0	0	0	0	0	1

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
6/14/2024	Y	2024-1053	Office Assistant	Accounts Receivable Collector	WF	1
6/28/2024	N	2024-1248	Patient Svcs Representative	Accounts Receivable Collector	HF	1
8/23/2024	N	2024-1428	Office Assistant	Accounts Receivable Collector	HF	1
8/23/2024	Y	2024-1274	Clinic Office Assistant	Executive Assistant	WF	1
9/20/2024	N	2024-890	Office Assistant	Accounts Receivable Collector	HF	1
10/18/2024	N	2025-173	Patient Svcs Representative	Accounts Receivable Collector	BF	1
10/18/2024	N	2025-175	Office Assistant	Accounts Receivable Collector	BF	1
11/1/2024	N	2025-078	Clerk Typist	Telecom Operator	BF	1
11/15/2024	N	2025-158	Clinic Office Assistant	Executive Assistant	HF	1
12/27/2024	Y	2025-332	Adm Program Assistant 2	Executive Assistant	AF	1
1/24/2025	Y	2025-683	Pharmacy Technician Coord	Supply Coordinator	WF	1
1/24/2025	Y	2025-160	Clerk Typist	Telecom Operator	WM	1
4/18/2025	N	2025-895	Office Assistant	Accounts Receivable Collector	WF	1
4/18/2025	N	2025-1043	Office Assistant	E.D. Admissions Specialist	WF	1
5/16/2025	N	2025-1049	Pharmacy Technician	Executive Assistant	WF	1
5/16/2025	N	2025-943	Medical Assistant	E.D. Admissions Specialist	HF	1
5/30/2025	N	2025-1176	Storekeeper Assistant	Mail Handler	HM	1
5/2/2025	N	Reclass	Adm Program Assistant 2	Adm Fiscal Assistant	WF	1

Start Date	6/14/2024
Requisition Number	2024-1053
Job Group	4D
Department	62043-Patient Financial Services - Admin
Job Title	Office Assistant to 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' experience - Hospital or Professional Billing/Claims
- Two years' experience -Hospital or Professional credit balance resolution
- One year EPIC Cash Management experience
- Working knowledge of 835 data; Government and/or Contracted Payer
- Strong knowledge of ANSI standard CARC /Remark 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
2024-1053	0	3	0	0	0	2	0	0	0	0	0	5
Qualified	0	0	0	0	0	1	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

The 1 WF met a promotional goal.

Start Date	6/28/2024
Requisition Number	2024-1248
Job Group	4D
Department	62043-Patient Financial Services - Admin
Job Title	Patient Services Representative to 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
2024-1248	0	5	0	1	1	5	0	3	0	0	3	18
Unqualified	0	4	0	0	1	2	0	2	0	0	3	12
Qualified	0	1	0	1	0	2	0	1	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 Unqualified applicants did not meet the minimum requirements as posted.

5 Qualified applicants: 1 WF, 1 BF, 2 HF, 1 AF

- 1 WF, 1 BF, 2 HF, 1 AF were not University Health Professionals (UHP) union members with contractual bargaining rights to be interviewed.

The 1 HF, a UHP union member, was promoted. She scored 85% on her interview questions. There were ten questions that were worth ten points each. The interview questions were based on the following:

- Medical billing specialties
- Hospital billing process
- Billing codes
- Credit balances
- Provider Payer Portal
- Explanation of Benefits

Start Date	8/23/2024
Requisition Number	2024-1428
Job Group	4D
Department	62043-Patient Financial Services - Admin
Job Title	Office Assistant to 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' experience - Hospital or Professional Billing/Claims

- Two years' experience -Hospital or Professional credit balance resolution
- One year EPIC Cash Management experience
- Working knowledge of 835 data; Government and/or Contracted Payer
- Strong knowledge of ANSI standard CARC /Remark 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
2024-1428	1	3	0	4	0	5	0	0	0	1	2	16
Unqualified	0	1	0	3	0	3	0	0	0	0	0	7
Qualified	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	1	1	0	1	0	0	0	0	0	1	2	6
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

2 Qualified applicants: 1 WF, 1 HF

- 1 WF was previously selected for a UConn Health position but did not complete the onboarding process.
- 1 HF declined an offer to schedule an interview.

7 Interviewed applicants: 1 WM, 1 WF, 1 BF, 1 HF, 1 TF, 2 UU

- 1 WM, 1 UU scored 55% on her interview questions.
- 1 WF, 1 TF scored 85% on her interview questions.
- 1 BF scored 90% on her interview questions.
- 1 UU scored 60% on her interview questions.

The 1 HF was promoted. She scored 95% on her interview questions.

There were 10 questions that were worth 10 points each. The interview questions were based on the following:

- Major Payer
- Payor remittances
- 835 data
- ANSI and CARC codes
- Electronic fund transfers
- EPIC electronic medical records system
- Overpayments and refunds

- Hospital billing process
- Credit balances

Start Date	8/23/2024
Requisition Number	2024-1274
Job Group	4D
Department	83060-Imaging Services Administration
Job Title	Clinic Office Assistant to Executive Assistant - Radiology

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, AND ABILITIES
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.

Substitutions Allowed:
College training in Secretarial Sciences may be substituted for General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

Special Requirements:
One (1) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Preferred Experience:
- Bachelor’s degree
- Word, PowerPoint, Excel, Pivot tables, and spreadsheet experience.
- Budget experience
- Strong organizational skills
- Experience in a healthcare environment, .
- 2 years plus radiology experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1274	0	20	0	5	0	5	0	2	0	0	2	34
Unqualified	0	8	0	2	0	4	0	2	0	0	1	17
Qualified	0	8	0	2	0	1	0	0	0	0	1	12
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
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

The 1 WF promoted met a promotional goal.

Start Date	9/20/2024
Requisition Number	2024-890
Job Group	4D
Department	62043-Patient Financial Services - Admin
Job Title	Office Assistant to 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 (2) years of Hospital Billing, Denials, and follow-up experience demonstrated thorough knowledge of medical insurance plans and related government guidelines.
- Two (2) years of claims processing experience in an insurance setting; demonstrated knowledge of Third-Party Reimbursements, co-pays, financial classes, and carrier codes.
- Knowledge of Revenue and HCPC codes.
- Knowledge of EPIC.

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
2024-890	0	2	0	1	0	2	0	0	0	0	0	5
Qualified	0	1	0	1	0	1	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

This position was posted on the UConn Health website for employees only.

3 Qualified applicants: 1 WF, 1 BF, 1 HF

- 1 WF indicated she was no longer interested in the position.
- 1 BF accepted another position outside of UConn Health.
- 1 HF accepted another UConn Health position.

2 Interviewed applicants: 1 WF, 1 HF

- 1 WF did not have hospital billing experience.

The 1 HF was promoted. She had six years of hospital billing and denial experience. Her experience included working on Medicaid billing, denials, and audits.

Start Date	10/18/2024
Requisition Number	2025-173
Job Group	4D
Department	62043-Patient Financial Services - Admin
Job Title	Patient Services Representative to Accounts Receivable Collector

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

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 to a maximum of two (2) years.

Preferred Qualifications:

- Two years' hospital billing experience
- Two years' credit balance experience

- Four years EPIC accounts receivable experience
- Strong knowledge of contracted payer policies
- Strong knowledge of CPT /revenue codes.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-173	3	11	1	3	1	5	0	1	0	0	1	26
Unqualified	1	3	0	1	0	3	0	1	0	0	1	10
Qualified	1	4	1	1	1	1	0	0	0	0	0	9
Interviewed	1	4	0	0	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 the UConn Health website.

The Unqualified applicants did not meet the minimum requirements in the posting.

9 Qualified applicants: 1 WM, 4 WF, 1 BM, 1 BF, 1 HM, 1 HF

- 1 WM, 1 WF, 1 BF, 1 HM, and 1 HF did not have the preferred hospital billing experience.
- 1 WF declined an offer to schedule an interview.
- 2 WF, 1 BM did not respond to requests to schedule interviews.

7 Interviewed applicants: 1 WM, 4 WF, 1 BF, 1 HF

- 1 WM scored 50% on interview questions.
- 1 WF scored 80% on interview questions.
- 1 WF scored 85% on interview questions.
- 1 WF scored 60% on interview questions.
- 1 WF scored 55% on interview questions.
- 1 HF scored 40% on interview questions.

The 1 BF was promoted. She scored 95% on interview questions.

There were 10 interview questions that were worth 10 points each. The interview questions were based on the following:

- Medical billing specialties
- Hospital billing process
- Revenue codes
- EPIC
- Credit Balance
- Contracted payer policies

Start Date	10/18/2024
Requisition Number	2025-175
Job Group	4D
Department	62043-Patient Financial Services - Admin
Job Title	Office Assistant to Accounts Receivable Collector

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

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 to a maximum of two (2) years.

Preferred Qualifications:
- Two years hospital or professional accounts receivable experience
- Two years hospital or professional credit balance experience
- One-year Epic Cash Management experience
- Knowledge of 835 data: government and/or contracted payers
- Strong knowledge of ANSI standard CARC/Remark codes usage

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-175	0	12	1	5	0	3	0	0	0	0	3	24
Unqualified	0	3	1	1	0	2	0	0	0	0	1	8
Qualified	0	5	0	1	0	1	0	0	0	0	2	9
Interviewed	0	4	0	2	0	0	0	0	0	0	0	6
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements in the posting.

9 Qualified applicants: 5 WF, 1 BF, 1 HF, 2 UU

- 4 WF, 2 UU's did not have the preferred two years of hospital or professional accounts receivable experience.
- 1 HF declined an offer to schedule an interview.
- 1 WF did not respond to requests to schedule an interview.
- 1 BF accepted another UConn Health position.

7 Interviewed applicants: 4 WF, 3 BF

- 1 WF scored 80% on interview questions.
- 2 WF scored 75% on interview questions.
- 1 WF scored 45% on interview questions.
- 1 BF scored 50% on interview questions.
- 1 BF scored 65% on interview questions.

The 1 BF was promoted. She scored 90% on interview questions.

There were 10 interview questions that were worth 10 points each. The interview questions were based on the following:

- Major Payer
- Payor remittances
- 835 data
- ANSI and CARC codes
- Electronic fund transfers
- EPIC electronic medical records system
- Overpayments and refunds
- Hospital billing process
- Credit balances

Start Date	11/1/2024
Requisition Number	2025-078
Job Group	4D
Department	70026-UMG-Call Center
Job Title	Clerk Typist to 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
2025-078	1	6	0	7	3	2	1	1	0	0	0	21
Unqualified	0	2	0	5	3	2	1	1	0	0	0	14
Qualified	1	4	0	1	0	0	0	0	0	0	0	6
Hired	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements in the posting.

6 Qualified applicants: 1 WM, 4 WF, 1 BF

- 1 WM, 1 WF, 1 BF did not have medical office scheduling experience
- 2 WF declined an offer to schedule an interview.
- 1 WF was previously offered a UConn Health position and did not complete the onboarding process.

1 Interviewed applicant: 1 BF

The 1 BF was promoted. She had 1.5 years of medical office scheduling experience using the EPIC electronic medical records system.

Start Date	11/15/2024
Requisition Number	2025-158
Job Group	4D
Department	10151-Nephrology
Job Title	Clinical Office Assistant to Executive Assistant - Nephrology

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, AND ABILITIES
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.

Substitutions Allowed:

College training in 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 Requirements:
One (1) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Preferred Experience:
Experience taking minutes and arranging meetings & travel.
Ability to multitask
Interpersonal skills

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-158	2	29	0	4	1	15	0	3	0	3	4	61
Unqualified	1	22	0	3	1	7	0	2	0	3	1	40
Qualified	1	5	0	0	0	6	0	0	0	0	2	14
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	1	0	1	0	1	0	0	1	5
Hired	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements in the posting.

15 Qualified applicants: 1 WM, 6 WF, 6 HF, 2 UU

- 1 WM, 5 WF, 6 HF, 2 UU were not University Health Professionals (UHP) union members with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.
- 1 WF withdrew her application from consideration.

6 Interviewed applicants: 1 WF, 1 BF, 2 HF, 1 AF, 1 UU

- 1 WF's experience was with data entry related to patient services. She scored 48 out of 80 on the interview questions.
- 1 BF's experience was with data entry related to patient services. She scored 39 out of 80 on the interview questions.
- 1 HF scored 42 out of 80 on the interview questions.
- 1 AF did not have experience in the field of nephrology. She scored 48 out of 80 on the interview questions.
- 1 UU's experience was related to the fellowship program. She scored 40 out of 80 on the interview questions.

The 1 HF was promoted. She had worked as a Clinical Office Assistant in Nephrology for the past four years. In her position, she had experience working with faculty on administrative tasks. She scored 62 out of 80 on the interview questions.

The interview questions were based on the following:

- Prioritizing skills
- Managing multiple schedules
- Ability to manage stress
- Experience taking minutes
- Arranging meetings and travel
- Verbal communication skills
- Software skills
- Ensuring accuracy in reports and presentations

Start Date	12/27/2024
Requisition Number	2025-332
Job Group	4D
Department	10700-Child and Family Studies
Job Title	Administrative Program Assistant 2 to 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 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) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

- Must have proficiency in MS Word, Excel, Outlook, 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 and publications and correspondence
- Experience in the field of disabilities
- Experience with federal and state grants
- Proficiency in Endnote

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-332	0	25	0	6	0	8	0	4	1	1	3	48
Unqualified	0	21	0	6	0	7	0	3	1	1	3	42
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	1	0	0	0	0	0	3
Hired	0	0	0	0	0	0	0	1	0	0	0	1

The 1 AF promoted met a promotional goal.

Start Date	1/24/2025
Requisition Number	2025-160
Job Group	4D
Department	80360-Psychiatric Clinic
Job Title	Clerk Typist to 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.

PREFERRED QUALIFICATIONS:
Experience in a Psychiatric Outpatient setting
Spanish speaking

Experience using EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-160	6	8	0	9	2	6	0	1	2	2	1	37
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	5	8	0	9	2	4	0	1	1	2	0	32
Interviewed	0	0	0	0	0	0	0	0	1	0	1	2
Offer Declined	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

The 1 WM promoted met a promotional goal.

Start Date	1/24/2025
Requisition Number	2025-683
Job Group	4D
Department	83120-Pharmacy
Job Title	Pharmacy Technician Coordinator to Supply Coordinator -Pharmacy

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; oral and written communication skills; interpersonal skills; record keeping skills; ability to work under pressure deadlines.

EDUCATION AND TRAINING:
General Experience:
Four (4) years of experience working in the pharmaceutical field including the ordering of appropriate supplies/equipment and includes two (2) years of the general experience working as a Pharmacy Technician.

GENERAL EXPERIENCE 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 two (2) years.

SPECIAL REQUIREMENTS:
Incumbents must maintain current Connecticut Pharmacy Technician registration with Department of Consumer Protection.
Familiarity with pharmaceutical unit of measure and units that constitute pack size
Knowledge of pharmaceutical wholesaler ordering practice (Amerisource Bergen, McKesson Connect)
Knowledge of pharmaceutical NDC and CDM relational data metrics

PREFERRED REQUIREMENTS:

Current/recent (within the last 2 years) experience in the pharmaceutical field.
Familiarity with HuskyBuy, TM1, LCR, and EPIC.
Knowledge of charging and hospital pharmaceutical distribution procedures.
Knowledge of CareFusion Pharmagistics
Familiarity with Macro Helix software

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-683	2	3	1	2	0	0	0	0	0	0	0	8
Unqualified	1	1	1	1	0	0	0	0	0	0	0	4
Interviewed	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

The 1 WF promoted met a promotional goal.

Start Date	4/18/2025
Requisition Number	2025-895
Job Group	4D
Department	62043-Patient Financial Services - Admin
Job Title	Office Assistant to Accounts Receivable Collector

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

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 to a maximum of two (2) years.

Preferred Qualifications:
Two (2) years of Hospital Billing, Denials, and follow-up experience demonstrated thorough knowledge of medical insurance plans and related government guidelines.
Two (2) years of claims processing experience in an insurance setting; demonstrated knowledge of Third-Party Reimbursements, co-pays, financial classes, and carrier codes.
Knowledge of Revenue and HCPC codes.
Knowledge of EPIC.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-895	1	5	0	0	0	2	0	1	0	0	0	9
Qualified	1	4	0	0	0	1	0	1	0	0	0	7
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 for employees only.

7 Qualified applicants: 1 WM, 4 WF, 1 HF, 1 AF

- 1 WM, 4 WF, and 1 AF did not have experience with hospital billing, denials, and related government guidelines.
- 1 HF was in her working test period and was not eligible for a transfer per union contract.

2 Interviewed applicants: 1 WF, 1 HF

- 1 HF was found during the interview not to have the preferred experience with hospital billing, denials, and related government guidelines.

The 1 WF was promoted. She had nine years of experience in hospital billing and denials management. Her experience also included knowledge of related government guidelines.

Start Date	4/18/2025
Requisition Number	2025-1043
Job Group	4D
Department	80082-Patient Access
Job Title	Office Assistant to Emergency Department Admissions Specialist

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY:
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 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1043	0	7	1	9	1	7	0	1	0	0	4	30
Unqualified	0	1	0	3	1	4	0	0	0	0	1	10
Qualified	0	5	1	6	0	3	0	0	0	0	3	18
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 Unqualified applicants did not meet the minimum requirements in the posting.

18 Qualified applicants: 5 WF, 1 BM, 6 BF, 3 HF, 3 UU

- 1 WF was previously offered a UConn Health position and did not complete her onboarding requirements.
- 3 WF, 1 BM, 4 BF, 2 HF, 2 UU did not have experience in an emergency department and did not have experience with patient registration.
- 1 WF, 1 BF were in their working test period and were not eligible for a transfer per union contract.
- 1 BF, 1 HF did not attend their scheduled interview.
- 1 UU did not have patient registration or EPIC experience.

2 Interviewed applicants: 1 WF, 1 AF

- 1 AF was selected for another UConn Health position.

The 1 WF was promoted. She had worked for one year in the UConn Health Emergency Department registering patients and verifying patient insurance.

Start Date	5/16/2025
Requisition Number	2025-943
Job Group	4D
Department	80082-Patient Access
Job Title	Medical Assistant to Emergency Department Admissions Specialist

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY:
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 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-943	1	10	2	4	2	14	0	1	0	0	1	35
Unqualified	1	4	1	1	1	7	0	0	0	0	0	15
Qualified	0	5	1	3	0	4	0	0	0	0	0	13
Withdrawn	0	0	0	0	0	1	0	0	0	0	1	2
Interviewed	0	1	0	0	1	1	0	1	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 Unqualified applicants did not meet the minimum qualifications in the posting.

2 Withdrawn applicants: 1 HF, 1 UU

13 Qualified applicants: 5 WF, 1 BM, 3 BF, 4 HF

- 1 WF had been offered another UConn Health position and did not complete her required onboarding.
- 2 WF, 1 BM, 1 HF did not have experience in an emergency department and with patient registration.
- 1 WF, 1 BF did not attend and did not cancel their scheduled interviews.
- 1 WF, 1 HF, previous UConn Health employees, resigned not in good standing.
- 1 BF was in her working test period and was not eligible for a transfer per union contract.
- 1 BF, a UConn Health employee, had her working test period extended.
- 1 HF application did not provide detailed job duties.
- 1 HF cancelled her scheduled interview.

5 Interviewed applicants: 1 WF, 1 HM, 2 HF, 1 AF

- 1 WF scored 40% on interview questions. She was unable to provide responses to questions regarding patient registration.

- 1 HM scored 53% on the interview questions. He did not provide complete responses to interview questions regarding patient registration.
- 1 HF scored 53% on the interview questions. She did not provide detailed responses to interview questions regarding patient registration.
- 1 AF was selected for another UConn Health position.

The 1 HF was promoted. She scored 73% on the interview questions. She had knowledge of the emergency department and experience with patient registration experience and insurance requirements.

The interview questions were based on the following:

- Experience with obtaining patient data
- Importance of proper patient identification
- Strategies for dealing with conflicting demands from patients, families, and health care providers
- Knowledge of Emergency Medical Treatment and Labor Act
- Knowledge of HIPPA regulations
- Importance of teamwork
- Effectively handling mistakes
- Adapting to changes in department and organization

Start Date	5/16/2025
Requisition Number	2025-1049
Job Group	4D
Department	83120-Pharmacy
Job Title	Pharmacy Technician to 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.

EXPERIENCE AND TRAINING:
General Experience:
Four (4) years of experience above the routine clerk level in office support or secretarial work which includes at least one (1) year of Pharmacy Technician experience.

Special Experience:

One (1) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.
SUBSTITUTION ALLOWED:
College training in 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:
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
2025-1049	1	5	0	1	0	0	0	0	1	0	0	8
Unqualified	0	2	0	1	0	0	0	0	0	0	0	3
Interviewed	1	2	0	0	0	0	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 for employees only.

The Unqualified applicants did not meet the minimum qualifications in the posting.

5 Interviewed applicants: 1 WM, 3 WF, 1 TM

- 1 WM had an interview score of 34.6 and an assessment score of 85%.
- 1 WF had an interview score of 39 and an assessment score of 85%.
- 1 WF had an interview score of 36.6 and an assessment score of 80%.
- 1 TM had an interview score of 35.7 and an assessment score of 75%.

The 1 WF was promoted. She had an interview score of 43.5 and an assessment score of 95%. She had demonstrated her communication skills by providing examples of how she approached working with others.

The interview and assessments were based on the following:

- Knowledge of pharmacology operational practices.
- Knowledge of medication and dosage
- Knowledge of compliance with unit inspections, outdate management, and cycle counts
- Experience leading or coordinating technical activities, duties, and training

Start Date	5/30/2025
Requisition Number	2025-1176
Job Group	4D
Department	62100-Mailroom
Job Title	Storekeeper Assistant to Mail Handler

KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of U.S. Postal Service regulations, rates, and classes of mail.
- Oral and written communication skills, interpersonal skills.
- Ability to follow oral and written instructions, perform basic arithmetic computations, utilize computer software, operate computerized and mechanical postal processing equipment, some mechanical ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE
One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

SPECIAL REQUIREMENTS
Must possess and maintain valid driver's license and good driving record.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1176	7	5	4	5	9	3	0	2	0	1	3	39
Unqualified	4	1	3	3	3	1	0	1	0	0	1	17
Qualified	3	4	1	2	5	2	0	1	0	1	2	21
Hired	0	0	0	0	1	0	0	0	0	0	0	1

The 1 HM was promoted. He was a union member of the CEUI (NP-2) with contractual bargaining rights to the position.

4D. (Secretarial/Clerical) Promotion - Reclassifications

Administrative Program Assistant 2 to Administrative Fiscal Assistant

The 1 WF promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4E Admin Program Assistant 1	0	0	0	1	0	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
5/16/2025	N	2025-916	Clerk Typist	Adm Program Assistant 1	WF	1

Start Date	5/16/2025
Requisition Number	2025-916
Job Group	4E
Department	20020-Academic Affairs-Den
Job Title	Clerk Typist to Adm 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.
- Oral and written communication skills; interpersonal skills.
- Excellent organizational and time-management skills.
- Strong verbal and written communication abilities.
- Ability to multitask and prioritize effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and basic database management.
- Ability to maintain confidentiality and handle sensitive information with discretion.

EXPERIENCE AND TRAINING
General Experience

- Two (2) years' experience above the routine clerk level in office support, preferably in an academic or higher education setting.

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 QUALIFICATIONS

- Bachelor's degree and knowledge of academic systems and student information systems (e.g., Blackboard, PeopleSoft) is a plus.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-916	2	18	1	2	0	9	0	3	0	5	3	43
Unqualified	0	15	0	2	0	2	0	3	0	2	3	27
Qualified	0	2	0	0	0	6	0	0	0	3	0	11
Interviewed	2	0	1	0	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 Unqualified applicants did not meet the minimum requirements as posted.

11 Qualified applicants: 2 WF, 6 HF, 3 TF

- 1 WF was selected for another UConn Health position.
- 1 WF, 5 HF, 3 TF did not have a bachelor's degree, and they did not indicate knowledge of academic systems and student information systems such as Blackboard and People Soft in their application materials.
- 1 HF, a UConn Health employee and University Health Professional union member, was in her working test period and ineligible for a transfer.

5 Interviewed applicants: 2 WM, 1 WF, 1 BM, 1 HF

- 1 WM withdrew.
- 1 WM, 1 BM did not have experience using Excel.
- 1 HF did not have experience taking minutes. She was also unable to provide a detailed response regarding her database management experience.

The 1 WF was promoted. She had experience taking minutes and using Microsoft Office applications. She provided detailed responses and examples to questions regarding Microsoft Office 365 and Excel.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4F Admin Program Assistant 2	2	0	0	2	0	3	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
8/23/2024	N	2025-054	Research Assistant 1	Adm Program Assistant 2	WF	1
12/27/2024	Y	2025-471	Medical Assistant	Adm Program Assistant 2	HF	1
1/24/2025	Y	2025-482	Clinic Office Assistant	Adm Program Assistant 2	BF	1
3/7/2025	Y	2025-790	Clinic Office Assistant	Adm Program Assistant 2	HF	1
4/18/2025	Y	2025-844	Patient Access Representative	Adm Program Assistant 2	BF	1
11/29/2024	N	Reclass	Adm Program Assistant 1	Adm Program Assistant 2	WF	1
4/4/2025	N	Reclass	Patient Svcs Representative	Adm Program Assistant 2	AF	1

Start Date	8/23/2024
Requisition Number	2025-054
Job Group	4F
Department	Family Medicine
Job Title	Research Assistant 1 to Adm Program Assistant 2 - Family Medicine

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.

REQUIRED 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 based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS:
- Experience in a medical school curricular environment.

- Proficient in scheduling and coordination

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-054	1	30	0	13	1	16	1	0	0	3	6	71
Unqualified	0	16	0	8	0	11	0	0	0	2	2	39
Qualified	1	13	0	5	1	5	1	0	0	1	4	31
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF was promoted. She was a UConn Health employee and University Health Professional union member with contractual bargaining rights to the position. She was on a recall list.

Start Date	12/27/2024
Requisition Number	2025-471
Job Group	4F
Department	81018-Neag Cancer Center (JDH)
Job Title	Medical Assistant to 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.

REQUIRED 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 based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS:
Experience working in a cancer center or large ambulatory practice

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-471	0	12	0	5	0	7	0	1	0	1	0	26
Unqualified	0	2	0	2	0	2	0	0	0	0	0	6
Qualified	0	8	0	1	0	2	0	1	0	1	0	13
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	2	0	2	0	0	0	0	0	5
Hired	0	0	0	0	0	1	0	0	0	0	0	1

The 1 HF promoted met a promotional goal.

Start Date	1/24/2025
Requisition Number	2025-482
Job Group	4F
Department	83002-Clinical Laboratory
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.

REQUIRED 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 based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS:
Proficiency with EPIC, HuskyBuy, MACOLA computer programs
Knowledge of EPIC billing work queues such as Charge Review, CCI/LCD Edits, and Reference Lab (Send Out)
Proficiency with laboratory terminology
Proficiency with Microsoft Applications such as Word, Excel, PowerPoint, and Outlook
Proficiency with mathematical calculations to ensure accurate billing

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-482	0	12	0	3	0	2	0	0	0	0	1	18
Unqualified	0	6	0	1	0	1	0	0	0	0	0	8
Qualified	0	2	0	1	0	0	0	0	0	0	1	4
Withdrawn	0	3	0	0	0	0	0	0	0	0	0	3
Interviewed	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF promoted met a promotional goal.

Start Date	3/7/2025
Requisition Number	2025-790
Job Group	4F
Department	62080-Procurement
Job Title	Clinic Office Assistant to 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 to include word processors, computer terminals, and ability to use complex computer programs.

REQUIRED 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 based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS:
Proficient in HuskyBuy and Banner.
Advanced Word, Excel, SharePoint, and Adobe Acrobat
Help desk and/or training experience
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
2025-790	1	22	1	7	0	12	0	5	0	1	6	55
Unqualified	0	7	0	3	0	5	0	2	0	0	3	20
Qualified	1	12	1	2	0	4	0	3	0	1	2	26
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	2	0	2	0	1	0	0	0	0	1	6
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 1 HF promoted met a promotional goal.

Start Date	4/18/2025
Requisition Number	2025-844
Job Group	4F
Department	81160-Case Management
Job Title	Patient Access Representative to 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 to include word processors, computer terminals, and ability to use complex computer programs.

REQUIRED 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 based on 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
2025-844	4	30	2	9	0	14	1	6	1	3	3	73
Unqualified	1	6	0	2	0	6	0	3	0	2	1	21
Qualified	3	20	2	4	0	5	1	3	1	1	2	42
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	3	0	2	0	3	0	0	0	0	0	8
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF promoted met a promotional goal.

4F. (Administrative Program Assistant 2) Promotion - Reclassification

Administrative Program Assistant 1 to Administrative Program Assistant 2 (Administrative Support)

The 1 WF promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted. 1 WF was performing all the duties of the position and was promoted through a reclassification.

Patient Services Representative to Administrative Program Assistant 2 (Patient Financial Services)

The 1 AF promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted. 1 AF was performing all the duties of the position and was promoted through a reclassification.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
4G Clinic Office Assistant	2	0	0	3	0	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
9/20/2024	Y	2024-1172	Clerk Typist	Clinic Office Assistant	BF	1
11/29/2024	Y	2025-179	Clerk Typist	Clinic Office Assistant	BF	1
1/24/2025	N	2025-321	Telecom Operator	Clinic Office Assistant	WF	1
4/18/2025	N	2025-882	Office Assistant	Clinic Office Assistant	HF	1
5/16/2025	N	2025-882	Medical Assistant	Clinic Office Assistant	HF	1

Start Date	9/20/2024
Requisition Number	2024-1172
Job Group	4G
Department	UMG-Orthopaedics Module
Job Title	Clerk Typist to Clinic Office Assistant - Comprehensive Spine Center

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 scheduling experience in a medical setting.

SUBSTITUTIONS ALLOWED: Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED EXPERIENCE:

- EPIC
- Surgical scheduling

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1172	0	9	1	7	0	9	0	2	1	2	2	33
Unqualified	0	6	1	3	0	5	0	1	1	2	2	21
Qualified	0	2	0	1	0	3	0	0	0	0	0	6
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	1	0	1	0	1	0	1	0	0	0	4
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF promoted met a promotional goal.

Start Date	11/29/2024
Requisition Number	2025-179
Job Group	4G
Department	UMG-Orthopaedics Module
Job Title	Clerk Typist to Clinic Office Assistant - Orthopedics

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 scheduling experience in a medical setting.

SUBSTITUTIONS ALLOWED: Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED EXPERIENCE:

- EPIC
- Orthopedic

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-179	1	12	1	9	0	8	0	0	0	2	2	35
Unqualified	0	8	1	5	0	3	0	0	0	1	1	19
Qualified	1	4	0	3	0	2	0	0	0	0	1	11
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	0	0	0	0	2	0	0	0	1	0	3
Hired	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF promoted met a promotional goal.

Start Date	1/24/2025
Requisition Number	2025-321
Job Group	4G
Department	70100-UMG-Orthopedics
Job Title	Telecom Operator to Clinic Office Assistant - Orthopedics

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 scheduling 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.
- Orthopedic experience
- Surgical Scheduling

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-321	1	23	1	8	1	10	0	3	0	1	5	53
Unqualified	1	13	1	6	1	6	0	2	0	1	5	36
Qualified	0	6	0	1	0	3	0	0	0	0	0	10
Withdrawn	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed	0	1	0	1	0	0	0	1	0	0	0	3
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

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

1 Withdrawn applicant: 1 HF

10 Qualified applicants: 6 WF, 1 BF, 3 HF

- 5 WF, 1 HF did not respond to attempts to schedule interviews.
- 1 WF, 1 HF had accepted other positions and indicated they were no longer interested in the position.
- 1 BF, 1 HF declined an offer to schedule an interview.

6 Interviewed applicants: 4 WF, 1 BF, 1 AF

- 2 WF declined the offers of employment.
- 1 WF, 1 BF were hired. Their hires were explained in the Goals Analysis Hires section of this Plan.
- 1 AF accepted another UConn Health position.

The 1 WF was promoted. She had three years of experience scheduling patient appointments using EPIC in a medical setting. She also had two years of medical assistant experience in an orthopedic office.

Start Date	5/16/2025
Requisition Number	2025-882
Job Group	4G
Department	UMG-General Ob/Gyn
Job Title	Office Assistant to 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 medical clinic office experience scheduling medical appointments and procedures.

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
2025-882	0	19	1	12	2	18	0	3	0	2	3	60
Unqualified	0	10	0	2	1	4	0	1	0	1	1	20
Qualified	0	6	0	5	0	8	0	2	0	1	2	24
Withdrawn	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	0	2	1	5	1	3	0	0	0	0	0	12
Hired	0	0	0	0	0	2	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

2 Withdrawn applicants: 1 WF, 1 HF

24 Qualified applicants: 6 WF, 5 BF, 8 HF, 2 AF, 1 TF, 2 UU

- 1 WF cancelled her scheduled interview.
- 1 WF, 1 BF UConn Health employees and University Health Professional union members were in their working test period. Per contractual bargaining agreement they were not eligible for a transfer.
- 1 WF had previously accepted an offer for employment at UConn Health. She did not complete the required orientation process.
- 1 WF was selected for another UConn Health position.
- 4 BF, 5 HF, 1 AF, 1 TF, 2 UU were not University Health Professional (UHP) union members with contractual rights to be interviewed.
- 1 WF, 1 HF did not respond to attempts to schedule interviews.
- 1 HF application contained incorrect information.
- 1 HF did not attend her scheduled interview, and she did not cancel it.
- 1 WF, 1 AF declined an offer to schedule an interview.

14 Interviewed applicants: 2 WF, 1 BM, 5 BF, 1 HM, 4 HF

- 2 WF, 1 BM, 3 BF, 1 HM, 1 HF did not have experience with checking-in and checking-out patients.
- 1 BF did not provide detailed responses or detailed examples to interview questions.
- 1 BF response to an interview question raised concerns her regarding her reliability.
- 1 HF indicated she was interested in a position with career development. This position was a lower-level position.

The 1 HF, a UHP union member, was promoted. She had experience using EPIC to schedule patient appointments. She also had check-in experience. Additionally, she provided clear detailed responses to interview questions as well as detailed examples of her skills.

The 1 HF, an internal employee, was offered the position resulting in a voluntary demotion and is documented in the Employment Process Analysis.

EEO 5
Technical/ Paraprofessional

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5A Clinical/Paraprofessional	0	2	0	0	0	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
7/26/2024	Y	2024-970	OR/Anesthesia Tech	Nurse Aide	HM	1
8/9/2024	Y	2024-1244	Phlebotomist - 1199	Clinical Research Technician	WF	1
5/2/2025	Y	Reclass	Clinical Coordinator	Clinical Coordinator 2	WF	1

Start Date	7/26/2024
Requisition Number	2024-970
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
2024-970	0	2	2	8	1	3	0	0	0	1	1	18
Qualified	0	2	2	8	0	3	0	0	0	1	1	17
Hired	0	0	0	0	1	0	0	0	0	0	0	1

The 1 HM promoted met a promotional goal.

Start Date	8/9/2024
Requisition Number	2024-1244
Job Group	5A
Department	10580-Clinical Research Center
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.

PREFERRED QUALIFICATION

- Nationally Certified Phlebotomy Technician
- Wide range of sample processing with the use of centrifugation
- Sample shipping under the DOT/IATA guidelines
- Maintains shipping binders for each study
- Maintains shipping supply inventory
- Maintains sample inventory spreadsheet
- Record daily temperature logs
- Perform general benchtop techniques in the Core laboratory
- Knowledge of Microsoft Office Applications including word, excel
- Back up coverage for the Clinical Research Center reception desk

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1244	0	3	0	1	0	0	0	1	0	0	0	5
Unqualified	0	0	0	1	0	0	0	1	0	0	0	2
Withdrawn	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

The 1 WF promoted met a promotional goal.

5A. (Clinical/Paraprofessional) Promotion - Reclassification

Clinical Coordinator to Clinical Coordinator 2
(UMG-Call Center)

The 1 WF promotion met a promotional goal. This title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5B Technical/Paraprofessional	0	2	0	0	0	2	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
7/26/2024	N	2024-1066	Lead Dental Asst	Safety & QA Officer	WM	1
2/7/2025	N	2025-481	Lab Aide	Pathology Technician	UU	1
4/4/2025	Y	2025-1016	Medical Assistant	Cardiac Testing Tech	WF	1

Start Date	7/26/2024
Requisition Number	2024-1066
Job Group	5B
Department	20080-Educational Clinics Admin
Job Title	Lead Dental Assistant to Safety & Quality Assurance Officer - Dental Medicine

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of department related regulatory requirements
- Considerable knowledge of applicable equipment, procedures, and techniques
- Considerable knowledge of safety, quality assurance, infection control and patient safety techniques and policies
- Skills in adult learning education strategies; instructional skills
- Critical thinking skills; reading comprehension skills
- Organizational and detailed oriented skills
- Considerable interpersonal skills with the ability to establish and maintain effective working relationships with patients, the public, and health care teams; ability to show sensitivity to patients' multicultural needs
- Effective communication (oral and written) skills and active listening skills
- Ability to use independent judgment
- Ability to operate and navigate computerized clinical systems and office applications
- Ability to organize and analyze data
- Ability to work efficiently and cope with emergency situations
- Leadership ability.

GENERAL EXPERIENCE AND TRAINING

- Seven (7) years' experience in dental medicine, which includes at least three (3) years' Quality and Safety experience.

SPECIAL REQUIREMENTS

- May be required to possess and maintain relevant certification or licensure during employment in the State of CT.
- May be required to possess and maintain during employment active Basic Life Support [BLS] certificate.
- Must have training as a dentist, dental hygienist, dental assistant, or dental laboratory technician.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1066	1	7	0	0	0	3	0	1	0	0	0	12
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	2	0	0	0	0	0	2
Interviewed	0	6	0	0	0	1	0	1	0	0	0	8
Hired	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Unqualified applicant did not meet the minimum requirements as posted.

2 Qualified applicants: 2 HF

- 2 HF withdrew their applications from consideration.

9 Interviewed: 1 WM, 6 WF, 1 HF, 1 AF

- 1 WF withdrew her application from consideration.
- 2 WF, 1 HF did not provide detailed responses to interview questions regarding infection control quality assurance, Excel and PowerPoint. They also did not provide realistic solutions to actual problems presented in scenarios.
- 1 WF did not provide detailed responses to interview questions regarding infection control quality assurance, and Excel. She also did not provide realistic solutions to actual problems presented in scenarios.
- 1 WF was unable to provide responses to two interview questions regarding infection control and quality assurance. She also did not provide detailed examples of her experience with Excel and PowerPoint. Additionally, she did not provide realistic solutions to actual problems presented in scenarios.
- 1 WF, 1 AF did not provide detailed responses to interview questions regarding infection control and quality assurance. They also did not provide realistic solutions to actual problems presented in scenarios.

The 1 WM was promoted. He provided detailed responses to interview questions regarding infection control quality assurance, Excel and PowerPoint. He also provided realistic solutions to actual problems presented in scenarios.

Start Date	2/7/2025
Requisition Number	2025-481
Job Group	5B
Department	83010-Anatomic Pathology
Job Title	Laboratory Aide to Pathology Technician

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL & ABILITY

- Knowledge of gross human anatomy
- Knowledge of the techniques and terminology of anatomic pathology
- Ability to use surgical instruments and related equipment; familiarity with basic laboratory equipment/procedures
- Knowledge of basic staining and slide preparation procedures
- Knowledge of universal precautions/infection control procedures
- Knowledge of computers/data entry
- Ability to maintain records and prepare reports
- Ability to obtain biological material for diagnostic, educational and research purposes
- Ability to work accurately and quickly under stressful conditions
- Interpersonal skills, ability to deal with outside (public) and interdepartmental personnel
- Basic oral and written communication skills
- Ability to exhibit tact, diplomacy, and professionalism

EXPERIENCE AND TRAINING
General Experience

- Associate's degree in chemical, physical or biological science or medical laboratory technology from an accredited institution or equivalent education and training.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-481	0	14	0	2	1	2	0	0	0	2	5	26
Unqualified	0	6	0	0	1	2	0	0	0	0	1	10
Qualified	0	7	0	1	0	0	0	0	0	2	2	12
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	0	0	0	0	0	0	0	0	0	1	1

This position was posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

12 Qualified applicants: 7 WF, 1 BF, 2 TF, 2 UU

- 5 WF, 2 TF did not have experience in a hospital setting.
- 1 WF, 1 UU were seeking a job in research, not a pathology laboratory position.

- 1 WF, 1 UU did not provide detailed job duties on their applications so their qualifications could not be determined.
- 1 BF did not respond to attempts to schedule an interview.

4 Interviewed: 1 WF, 1 BF, 2 UU

- 1 WF declined the offer.
- 1 BF's experience was as a funeral embalmer which was not applicable to this position.
- 1 UU did not have work experience in the niche pathology sector, which was a basic element. Also, her laboratory experience was over two years ago.

The 1 UU was promoted. The applicant had work experience in the niche pathology sector in a hospital laboratory setting. They also provided detailed responses to interview questions regarding technical procedures, surgical specimens, and laboratory maintenance.

Start Date	4/4/2025
Requisition Number	2025-1016
Job Group	5B
Department	80320-Cardiology
Job Title	Medical Assistant to Cardiac Testing Technician

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL, AND ABILITY

- Knowledge of the equipment, procedures, techniques, and terminology of cardiac testing.
- Knowledge of rhythm strip interpretation, pattern changes, and variations.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to understand and carry out technical instructions.
- Ability to keep records and prepare reports.

EXPERIENCE AND TRAINING
General Experience

- One (1) years' experience or training in a hospital or medical clinic in application of or training for diagnostic cardiac testing.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-1016	2	6	1	2	1	1	0	0	0	0	2	15
Unqualified	0	3	1	1	1	0	0	0	0	0	1	7
Qualified	2	1	0	1	0	1	0	0	0	0	1	6
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 1 WF promoted met a promotional goal.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5C Health Care Support	0	2	0	0	0	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
6/28/2024	N	2024-940	Patient Svcs Representative	Coding Reimbursement Spec	HF	1
6/28/2024	Y	2024-940	Office Assistant	Coding Reimbursement Spec	WF	1
3/21/2025	N	2025-869	Clinic Office Assistant	Coding Reimbursement Spec	AF	1

Start Date	6/28/2024
Requisition Number	2024-940
Job Group	5C
Department	62043-Patient Financial Services - Admin
Job Title	Office Assistant and Patient Services Representative to Coding Reimbursement Specialists - Patient Financial Services

MINIMUM QUALIFICATIONS REQUIRED

- Knowledge of complex, highly technical medical coding principles, and techniques
- Considerable knowledge of ICD-10 HCPCS and CPT 4 coding
- 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.

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
- Proficiency with EPIC EHR, billing and charge review modules
- Ability to identify and resolve denial issues and coding-related patterns effectively.

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
2024-940	0	6	0	1	0	3	0	1	0	0	0	11
Unqualified	0	2	0	1	0	1	0	1	0	0	0	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	1	0	0	0	1	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

2 Qualified applicants: 1 WF, 1 HF

- 1 WF declined an offer to schedule an interview.
- 1 HF did not have experience in managing and overturning high volumes of claim denials across various insurers for accurate reimbursement.

4 Interviewed applicants: 3 WF, 1 HF

- 1 WF, a UConn Health employee and University Health Professional (UHP) union member, had contractual bargaining rights to be interviewed. She did not provide specific examples of her understanding of denials or billing process. She also focused her responses on procedural steps and not the critical thinking skills necessary for high-volume, complex billing issues.
- 1 WF, a UConn Health employee and UHP union member, had contractual bargaining rights to be interviewed. She did not provide current examples related to medical billing. She also had not performed medical billing and complex denials since 2013. For the past ten years her experience had been effectively resolving patient complaints and escalations.

The 1 HF explained, in detail, the denial process and how to resolve denials effectively. She also emphasized the importance of meticulous research in denials without compromising patient care and satisfaction. Additionally, she provided detailed examples of her medical billing and revenue cycle experience. This indicated her ability to handle high-volume, complex assignments.

The 1 WF promoted met a promotional goal.

Start Date	3/21/2025
Requisition Number	2025-869
Job Group	5C
Department	20082-Dental Financial Services
Job Title	Clinic Office Assistant to Coding Reimbursement Spec

MINIMUM QUALIFICATIONS REQUIRED:

- Knowledge of complex, highly technical medical coding principles, and techniques
- Considerable knowledge of ICD-10 HCPCS and CPT 4 coding
- 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:
Experience in oral surgery coding.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-869	0	2	0	1	0	2	0	2	1	0	1	9
Unqualified	0	1	0	1	0	1	0	1	0	0	1	5
Qualified	0	1	0	0	0	1	0	0	1	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 Unqualified applicants did not meet the minimum requirements as posted.

3 Qualified applicants: 1 WF, 1 HF, 1 TM

- 1 WF, 1 HF, 1 TM were not UConn Health Employees and University Health Professional (UHP) union members with contractual bargaining rights to be interviewed.

The 1 AF, a UHP union member, was promoted. She had fifteen years of experience coding medical procedures in multiple specialties. She also had experience adding prior authorizations

into the EPIC electronic medical records system as well as scheduling imaging and operating room procedures. Additionally, she had a medical coding certificate.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5D Medical Assistants	0	3	0	0	0	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
11/29/2024	Y	2025-178	Clinic Office Assistant	Medical Assistant	WF	1

Start Date	11/29/2024
Requisition Number	2025-178
Job Group	5D
Department	UMG-Orthopaedics Module
Job Title	Medical Assistant-Orthopedics

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 equivalent certifying body
- A Licensed Practical Nurse (LPN), **or**
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS

- 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 EXPERIENCE

- Experience in an outpatient/ambulatory clinic.
- Experience in an Orthopedic Office

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-178	1	5	1	4	0	8	0	0	0	1	1	21
Unqualified	0	1	0	0	0	4	0	0	0	1	0	6
Qualified	1	3	1	3	0	2	0	0	0	0	1	11
Interviewed	0	0	0	1	0	2	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF promoted met a promotional goal.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5E Paraprofessional/Admin	0	1	0	0	0	4	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
7/12/2024	Y	2024-955	Adm Program Assistant 1	Clinical Coordinator	WF	1
8/23/2024	Y	2024-1318	Clinic Office Assistant	Clinical Coordinator	HF	1
11/1/2024	N	2025-280	Human Resources Assistant	Human Resources Associate	WF	1
11/15/2024	N	2025-288	Clinic Office Assistant	Clinical Coordinator	WF	1

Start Date	7/12/2024
Requisition Number	2024-955
Job Group	5E
Department	70080-UMG-Surgery - General
Job Title	Administrative Program Assistant 1 to Clinical Coordinator - General Surgery

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.

Special Requirement
May be required to maintain certification and credentialing as a medical assistant.

Preferred Experience

- Experience working with EPIC and Kronos.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-955	1	22	1	9	1	7	0	2	0	2	1	46
Unqualified	0	5	1	1	0	0	0	1	0	0	0	8
Qualified	0	8	0	5	1	4	0	1	0	1	0	20
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	7	0	3	0	3	0	0	0	1	1	16
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The 1 WF promoted met a promotional goal.

Start Date	8/23/2024
Requisition Number	2024-1318
Job Group	5E
Department	81018-Neag Cancer Center (JDH)
Job Title	Clinic Office Assistant to Clinical Coordinator

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 experience as a working lead in a medical clinical practice or department.

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 in an oncology medical practice scheduling chemotherapy, infusion therapy, and surgeries.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2024-1318	2	20	0	4	0	16	0	3	0	4	2	51
Unqualified	0	9	0	2	0	6	0	1	0	0	0	18
Qualified	1	8	0	1	0	9	0	2	0	3	2	26
Interviewed	1	3	0	1	0	0	0	0	0	1	0	6
Hired	0	0	0	0	0	1	0	0	0	0	0	1

The 1 HF promoted met a promotional goal.

Start Date	11/1/2024
Requisition Number	2025-280
Job Group	5E
Department	60160-Human Resources
Job Title	Human Resource Assistant to 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 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.
- 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

- 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
2025-280	4	17	2	5	1	7	1	2	0	4	6	49
Unqualified	2	7	2	2	1	5	0	1	0	1	2	23
Qualified	2	7	0	2	0	1	1	0	0	2	3	18
Withdrawn	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	1	0	1	0	1	1	6
Hired	0	1	0	0	0	0	0	0	0	0	0	1

These positions were posted on the UConn Health website.

The Unqualified applicants did not meet the minimum requirements as posted.

18 Qualified applicants: 2 WM, 7 WF, 2 BF, 1 HF, 1 AM, 2 TF, 3 UU

- 2 WM, 4 WF, 2 TF, 2 UU had less than one year of experience with onboarding functions. These were essential requirements for the position.
- 1 WF declined an offer to schedule an interview.
- 1 WF, 1 BF withdrew their applications from consideration.
- 1 WF, 1 BF, 1 UU did not respond to an offer to schedule an interview.
- 1 BF did not have experience with onboarding or HR processes. These were essential requirements for the position.
- 1 HF did not have comprehensive direct experience with onboarding and HR processes.
- 1 AM only had one year of HR experience at a company with fifty employees, which was not transferable in scale and volume. His experience with onboarding and processes were not the main functions of his position.

7 Interviewed applicants: 3 WF, 1 HF, 1 AF, 1 TF, 1 UU

- 1 WF was hired and discussed in the Hiring Goals Analysis section the job category 5E.
- 1 WF, 1 TF, 1 UU did not provide detailed responses to interview questions regarding their direct experience with onboarding responsibilities.
- 1 HF, 1 AF did not have direct experience with onboarding responsibilities and processes.

The 1 WF was promoted. She had a comprehensive and effective onboarding experience which included structured training programs. She also provided detailed responses and examples of her ability to create clearer integration processes, and measurable outcomes related to employee ramp-up and retention. These factors aligned with the organizational needs and goals for a seamless transition.

Start Date	11/15/2024
Requisition Number	2025-288
Job Group	5E
Department	81022-Operating Room Unit
Job Title	Clinic Office Assistant to 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 EPIC OpTime experience to include overseeing the surgical and procedural schedule for perioperative services.
- Provide customer service and education to office schedulers.
- Manage and facilitate Marketplace to ensure all vacant time is advertised.
- Ability to run data for reporting.

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 four (4) years.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2025-288	0	2	0	0	0	3	0	0	0	0	0	5
Unqualified	0	1	0	0	0	3	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 for UConn Health employees only.

The Unqualified applicants did not meet the minimum requirements as posted.

1 Interviewed applicant: 1 WF

The 1 WF was promoted. She had seven years of experience with the management of procedural scheduling utilizing EPIC. She also provided patient centered responses to interview questions. Additionally, she provided examples of her ability to be a team player with surgeon offices.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
5F Dental Assistant	0	0	0	0	0	0	0	0

5F. Dental Assistant

Promotional activity did not occur in this job group during this reporting period.

EEO 6
Qualified Craft Worker

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
6A Qualified Craft Workers	0	0	0	0	2	0	0	0

Start Date	Goal	Search	Previous Title	NEW TITLE	RG	PR
1/24/2025	Y	Reclass	Maintainer	Skilled Maintainer	HM	1
5/2/2025	N	Reclass	Stationary Engineer	Qual Crft Wrkr-HVACR	WM	1

6A. (Qualified Craft Workers) Promotion - Reclassification

Maintainer to Skilled Maintainer (Electrical)

The 1 HM promoted met a promotional goal. This title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Stationary Engineer to Qualified Craft Worker-HVACR (HVAC/R)

The 1 WM promotion to this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

EEO 7A
Protective Services

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
7A Protective Services	0	0	0	0	0	0	0	0

7A. Protective Services

Promotional activity did not occur in this job group during this reporting period.

EEO 7
Service/Maintenance

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
7B Custodian	0	0	1	0	0	5	0	0

7B. Custodian

Promotional activity did not occur in this job group during this reporting period.

Goals Set	WM	WF	BM	BF	HM	HF	AM	AF
7C Other Services/Maintenance	0	0	0	0	1	0	0	0

7C. Other Services/Maintenance

Promotional activity did not occur in this job group during this reporting period.

PROGRAM GOALS ANALYSIS

(Section 46a-68-88)

September 2025

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 Met: *In the first phase of this project, meetings with internal stakeholders identified potential clinical experiences and identified current placements. A list of critical need positions and UConn Health locations was provided to CT State Community College contacts with direct links to UConn Health's job postings. Meetings with CT State Community College and external academic collaborators were held to determine the potential scope of the project and review related academic programs. Other areas of expansion and potential opportunities will be discussed before the project moves into the next phase.*

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

Goal Met: *The Office of Institutional Equity (OIE) met with UConn Health Human Resources to review the search and hire process for compliance with AA/EEO requirements and fulfilling good faith efforts. Discussions focused on applicant evaluation and documentation, following the January 29 Symposium at CHRO. OIE and HR discussed necessary improvements and methodology of disseminating information to hiring managers and administrators. OIE determined the need for increased training of hiring manager and Human Resources staff relative to recruitment, applicant evaluation, and justifications of candidates. Additionally, concepts for more specific resources around the areas of applicant evaluation, what can be asked during an interview, writing post-interview evaluation and documentation were developed. Program goals for increased search compliance training and expanded resources with subject specific guidance were set for the next Plan year.*

CAREER MOBILITY

(Section 46a-68-91)
September 2025

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 *Plan* period, there were 223 tuition reimbursements for employees in the following categories:

Job Category		No Employees
1B	Univ Director	1
1C	Managers	9
3A	Registered Nurse	62
3B	Nursing Supervisor	7
3C	Specialized Nurses	11
3D	Clinical Supervisors	3
3E	Clinical Group	21
3F	Research	4
3H	Finance Group	4
3I	Administrative Group	16
3J	Adm Program Coordinator	5
3K	Social Workers	14
3L	Technical	5
3M	Nurse Practitioner	13
4A	Office Assistant	2
4C	Clerk	2
4D	Secretarial/Clerical	1
4F	Adm Program Assistant 2	1
5A	Clinical Paraprofessional	7
5B	Technical	1

5C	Health Care Support	3
5D	Medical Assistants	24
5E	Paraprofessional/Admin	4
5F	Dental Assistant	2
7C	Other Service/Maintenance	1
	TOTAL	**223**

Tuition Waivers granted during the reporting period was a total of 108:

Job Category		**No Employees**
1B	Univ Director	4
1C	Managers	4
3A	Registered Nurse	31
3B	Nursing Supervisor	3
3C	Specialized Nurses	8
3E	Clinical Group	6
3F	Research	12
3G	Clinical Technologist	7
3H	Finance Group	2
3I	Administrative Group	4
3J	Adm Program Coordinator	3
3L	Technical	7
3M	Nurse Practitioner	6
4B	Patient Services Rep	1
4D	Secretarial/Clerical	2
5A	Clinical Paraprofessional	2
5B	Technical	2
5C	Health Care Support	1
5E	Paraprofessional/Admin	3
	TOTAL	**108**

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 withing 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, UConn has partnered with Academic Impressions, an organization specializing in professional development resources for higher education professionals. This partnership provides all UConn and UConn Health faculty and workforce, with membership access to a host of learning resources designed specifically for professionals working in higher education. **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 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 his/her 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 determine whether the employee has an underlying disability, as that term is defined in the pertinent laws and regulations, and the accommodation the employee is seeking to explore. Any requested accommodations are also analyzed as to whether they would impose undue hardship on the employer, in which case the employer is not required to provide said accommodation. This is a framework of the steps taken in most cases, but individual cases may vary.

HR will facilitate a discussion with the employee's manager to determine what accommodations may be reasonable. To explore the request, the department is only informed of the employee's functional limitations/restrictions and the accommodation he or she requested. Following this interactive dialogue between the employee and manager, HR assists the parties in determining whether an 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 accommodations are not

implemented in an effective and timely manner, or if the accommodations require additional modifications. HR works with the employee and the manager to resolve disagreements regarding the accommodations.

The Office of Institutional Equity (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 a 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:

- 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.
- Participating in ongoing discussions of ADA compliance issues, strategies, and education initiatives with the UConn Health Access and Accommodations Committee.
- 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.
- 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, 10-month program that includes daily hands-on work in a variety of departments and settings. The program's goal is to cultivate a workforce that includes people with intellectual or developmental 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, Dining Services, University Dentists Financial Services, the psoriasis center, Dental communications, Housekeeping, Linen, Central Receiving, Pharmacy, Warehouse, Mail Room, and the dermatology clinic 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.**

UConn and UConn Health Faculty and Workforce Professional and Leadership Development

UConn has partnered with Academic Impressions, an organization specializing in professional development resources for higher education professionals. This partnership provides all UConn and UConn Health faculty and workforce, with membership access to a host of learning resources designed specifically for professionals working in higher education.

Why you should use Academic Impressions

Topics areas range from skills-based trainings to leadership trainings on topics such as supervision, personal effectiveness, diversity, equity, and inclusion, and more, all developed *for* higher education professionals *by* higher education professionals.

Access to robust professional development for all our faculty and workforce will build the capacity of our campus communities and help us overcome the inevitable challenges we all face in our daily work. Additionally, it will allow us to serve our students and patients better and further UConn and UConn Health missions.

Academic Impression offers you:

- Hundreds of hours of free online training, both live and on-demand;
- New trainings added weekly;
- Formats designed to engage various learning styles, including in-depth virtual conferences;
- Resources in Academic Leadership, Advancement, Diversity, Equity, & Inclusion, Faculty Success, Leadership Development, Student Affairs, and Title IX & Compliance, and more;
- A series of focused learning paths to help leaders at all levels sharpen their skills;
- A dedicated Account Manager who can curate resources to help you and your team meet strategic goals.

Some additional content, including bootcamps, coaching, and custom trainings are not included in the free base membership afforded to all UConn employees. If interested in any paid content, please consult your supervisor.

UConn Picks: All Employees

Diversity, Equity, and Inclusion

Creating Equitable and Inclusive Meetings
Diversity, Equity & Inclusion 101: A 10-Day Foundational Program
Developing Intentional Strategies to Improve Campus Climate: A Discussion Space
Create a Culture of Cross-Campus Open Dialogue
The Inclusive Leader's Approach to Accountability

Leadership

The Five Paths to Leadership Self-Assessment
Conflict Management: A Practical Workshop for Leaders
Managing Change as an Inclusive Leader
Leading and Influencing Change from the Middle: Change Management for Mid-level Leaders
The Art and Practice of Giving and Receiving Feedback

Student Success

Removing Barriers to Student Learning: Inclusive Syllabi and Assignments
Strategies to Confidently Communicate with Students Experiencing Mental Health Challenges
Recognize Student Distress in a Virtual Environment
Engaging Meaningfully with First-Generation Graduate Students to Increase Retention
Preparing Doctoral Students for Careers in Academia and Beyond

Wellness and Well-Being

Setting and Maintaining Boundaries as Faculty to Develop Professional Well-being and Success
Actualize Your Purpose and Legacy: Workshop on Improving Your Well-Being
Manage Your Emotional Labor in the Workplace
Time Management: Focusing on Your Priorities and Purpose

UConn Picks: Faculty Success

Faculty Research and Tenure

The Narrative Arc: Mapping Your Tenure, Promotion, or Reappointment Statement

~~The Ins and Outs of Publishing Your Scholarly Work: A training for Faculty Researchers~~

Improving Promotion and Tenure Reviews by Using a Deliberative Decision-Making Model

Mid-Career and Beyond Faculty

Crafting Your Mid-Career and Beyond as Faculty

Reimagining the Faculty Mid-Career Stage: Reenergize Your Research and Find New Pathways

Faculty Mentoring

Building Your Career Network: The Relationships Every Faculty Member Needs to Nurture

Make the Most of Mentoring: Best Practices and Core Principles for Mentors and Mentees

The Consultative Approach to Mentoring: Building a Network of Support

Women in STEM: Creating a Space Where You Can Thrive

Faculty Hiring and Searches

Inclusive Hiring Best Practices: Removing Barriers and Mitigating Search Committee Bias

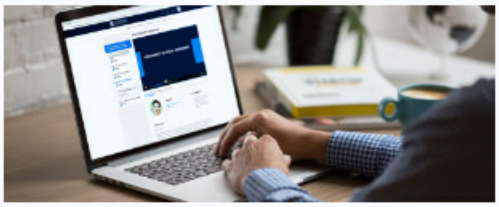
Recruiting for Diversity: A Training for Academic Search Committees

Diverse Hiring in Higher Education: Resources for Search Committees

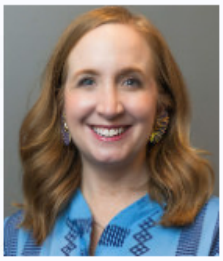
Membership Resources

Membership Includes:
Access to hundreds of on demand articles, blogs, member exclusive courses, webcasts – live and recorded, virtual trainings – live and recorded, virtual conferences, various assessments, and other reference items.

Membership Excludes (but may be discounted):
Some additional content, including bootcamps, coaching, and custom trainings are not included in the base membership afforded to all UConn employees. If interested in any paid content, please consult your supervisor.



Schedule a Meeting and UConn Contacts



Schedule a Meeting

Yianna Kappas is the University of Connecticut's account representative. She is happy to schedule a meeting to help:

- Find a focus for your unit or department
- Tour the platform and reviewing tools
- Recommend trainings and resources

CONTACT YIANNA

UConn Contacts

Brandon Murray - UConn
Johannah Gorgone - UConn
Alexandra Crean - UConn Health

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.

Revised 07/18

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.

UCONN HEALTH

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

Revised 2/19

Favarh's Project SEARCH at UConn Health

Favarh's Project SEARCH 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 Favarh 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.



Agency Partners

UConn Health has partnered with Favarh/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, the Department of Rehabilitation Services, and Region 10 Public Schools.

Get Involved

1. Become a UConn Health host department
2. Become an email mentor
3. Conduct a life/employability skills course

Contact Us

Sandy Finnimore, Program Manager
860-679-8980
sfinnimore@favarh.org

Alison O'Connor, UConn Health Business Liaison
aoconnor@uchc.edu

Favarh's Project | SEARCH® at UConn Health

INNOVATIVE PROGRAMS

(Section 46a-68-93)

September 2025

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 non-competitive 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, and 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

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.

NAACP 2nd Chance Initiative

UConn Health recently partnered with the NAACP (National Association for the Advancement of Colored People) to be apart pf the "Million Jobs Campaign." This campaign is to help connect local employers with individuals who are struggling to find employment, post incarceration. UConn Health representatives attended a summit in June 2025 to connect with the president of NAACP and Rev. Dr. Bruce Carter to initiate the partnership. UConn Health sent a guideline to Dr. Carter, to assist individuals in this program, to make sure they have the resources to apply and be considered for positions they meet the qualifications for. The NAACP has a program in place to train their members for specific positions that their partner institutions have available. Human Resources provided them with a list of entry level positions, with requirements, so that they can begin working with their members to become qualified for positions.

UConn and UConn Health Faculty and Workforce Professional and Leadership Development

UConn has partnered with Academic Impressions, an organization specializing in professional development resources for higher education professionals. This partnership provides all UConn and UConn Health faculty and workforce, with membership access to a host of learning resources designed specifically for professionals working in higher education.

Topics areas range from skills-based training to leadership training on topics such as supervision, personal effectiveness, diversity, equity, and inclusion, and more, all developed for higher education professionals by higher education professionals.

Access to robust professional development for all faculty and workforce will build the capacity of campus communities and help overcome the inevitable challenges faced in daily work. Additionally, it will allow employees to serve students and patients better and further UConn and UConn Health missions.

UConn School of Medicine Visiting Externship for Students Underrepresented in Medicine (VESUM)

The University of Connecticut School of Medicine (UConn SoM) is committed to fostering a learning and research environment that supports equitable access, broad representation, and the advancement of excellence across medical education, clinical care, and scientific inquiry. The UConn SoM Visiting Externship for Students Underrepresented in Medicine (VESUM) reflects UConn Health's long-term drive and effort to reflect the broader community it serves.

The immediate objective of this program is to increase the number of students from groups underrepresented in medicine (URiM) participating in fourth-year electives at our institution. The goal is to increase the number of URiM students applying to and participating in UConn Health graduate medical education programs. VESUM offers a stipend of $1,500 (to cover living and travel expenses) to third-year URiM students from accredited US medical schools to

participate in fourth-year externships in:

- Anesthesiology
- Dermatology
- Emergency Medicine
- Family Medicine
- Internal Medicine*
- Obstetrics/Gynecology
- Pediatrics
- Psychiatry
- Surgery
- Neurosurgery
- Orthopedic Surgery*
- Otolaryngology - Head and Neck Surgery
- Urology

Georgia's Aspiring Scholars in Undergraduate Pre-Medicine Program

University of Connecticut Medical School is partnered with Albany State University (ASU) to provide college students greater opportunities to learn about the field of medicine first-hand. The Program is part of The Minority Serving Institution Pathway Initiative (MSIPI), a groundbreaking, AAMC-funded program designed to increase access to health professions for students. The educational experience opportunity is part of ASU's Bridge Excellence through Diverse Exposures in Medicine initiative. In addition to UConn School of Medicine, ASU collaborates with Morehouse School of Medicine for student exposure to medicine opportunities.

The Program provides aspiring undergraduate health care professionals with robust exposure and experiences in medicine. The program combines academic enrichment, professional development, and cultural engagement to prepare scholars for their future careers as physicians or health care professionals. It helps foster an environment where students can thrive while gaining the skills, knowledge, and mentorship necessary for success.

The Program's accepted students will have the opportunity to tour the medical school to gain insight and receive a firsthand look at the facilities and resources for clinical experience through exposure. The students will also engage directly with health care professionals to build connections that can be valuable for mentorship and network opportunities. In the clinical setting, students will work cohesively to delve into advanced medical topics, gaining a deeper understanding of medical practices and the health care system through dialogue and case studies, providing awareness of the diverse clinical settings available to expose patient care, diagnosis, and medical communication skills. Additionally, scholars will be involved in public health research, which will allow students to see the interface between community health issues and health care and equip them with critical analytical skills in relation to health care. In turn, students will learn to be able to explore the tenets of public health and contribute to identifying meaningful solutions.

The Connecticut Area Health Education Center AHEC Program

The Connecticut AHEC Program was established in 1995 with appropriation from the Connecticut General Assembly. These funds allowed the development of a program office at the UConn School of Medicine and the formation of the first AHEC in Norwich. Federal AHEC grant funding began in 1997. The four AHECs in Connecticut together provide statewide coverage. All four centers are now independent 501(c)(3) organizations.

The Connecticut Area Health Education Center (AHEC) Network works throughout Connecticut to improve access to basic health care by linking local community groups with the resources of UConn Health and other health profession training programs.

The AHEC Program is based at UConn Health and is implemented through four regional centers located in the Norwich, Hartford, Waterbury, and Bridgeport areas. Regional centers enable AHEC to carry out local programs with great efficiency, and provide statewide local coverage to provide high quality, efficient, effective, and flexible services that meet local needs. AHECs improve access to health care by:

- Recruiting minority students into health professions. AHECs work with Connecticut's public schools to provide health career programs for grades K-16.
- Partnering with community organizations to address local health issues. AHECs have helped local groups secure federal and private funding by ensuring an efficient and effective group process.
- Providing continuing education that improves the care received by vulnerable populations. Conference topics include HIV/AIDS, Cultural Competence and Continuous Quality Improvement.
- Developing and supporting community-training opportunities for health professions students. The AHEC program has been instrumental in helping UConn place more of its students in underserved communities.

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 the 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. UConn's own students are actively encouraged to participate in the recruitment program.

Great Explorations Doctors Academy (for Middle School Students)

Great Explorations is an enrichment program designed to provide extracurricular activities in math, science, and language arts for sixth to eighth-grade middle school students. A total of 71 students who participated in the Great Explorations Program in the 2023-2024 academic year were enrolled in one of five middle schools: Classical Magnet School, Jumoke Academy Honors SMaRT, Jumoke Academy at the Hartford Conservatory, Renzulli Academy, and West Middle School; or one of two Boys & Girls Clubs of Hartford sites, JDL Northwest Club and South End Club. Great Explorations also offers a four-week summer academic enrichment program for rising eighth-grade participants and a Saturday Academy for current eighth graders. The summer activities are conducted at the Learning Corridor in Hartford, and the Saturday Academy is held at the UConn Health campus. A total of ten students participated in the 2023-2024 academic year.

AETNA HPPI DOCTORS ACADEMY

The Aetna Health Professions Partnership Initiative Doctors Academy (Aetna HPPI Doctors Academy) is designed to provide mentoring and educational opportunities that may otherwise not be available to many Connecticut middle and high school students. The Aetna HPPI Doctors Academy consists of the Jumpstart 9 and 10 programs, and the Junior and Senior Doctors Academies. The purpose of the Aetna HPPI Doctors Academy programs is to provide access and to prepare students interested in health professions who come from backgrounds where they are the first in their family to earn a four-year degree, come from modest family means, or are from backgrounds traditionally underrepresented in healthcare. Students participating in the Aetna HPPI Doctors Academy are recruited from the Hartford area schools and strive to become physicians, dentists, biomedical research scientists, pharmacists, nurses, and other health professionals.

The Aetna HPPI Doctors Academy has two major components: the summer and academic year programs. The summer and academic year programs are designed to advance students' academic skill levels in math, science, and English. The programs promote personal growth through extracurricular experiences designed to help students develop the skills necessary to succeed in the PSAT and the SAT exams.

A total of 55 high school students participated in the Aetna HPPI Doctors Academy program during the 2023-2024 academic year, and 43 students participated in the program during the summer of 2024. During the 2023-2024 academic year, the Aetna HPPI Doctors Academy participated in mentoring activities focused on college preparation, the health professions, relevant health topics, and scientific research hosted by undergraduate students of the UConn Minority Association of Premedical Students, medical and dental students in the UConn Chapters of the Student National Medical Association and Student National Dental Association; UConn Special Program in Medicine students; and UConn Health faculty. Additionally, the

members of the Junior and Senior Doctors Academies took part in a mentorship program with practicing health professionals and scientists.

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 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 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.

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.

For five weeks the high school students conduct real-life, exciting research projects inside the laboratories of UConn School of Medicine or UConn School of Dental Medicine and Jackson Laboratory for Genomic Medicine researchers in Farmington and at Central Connecticut State University Department of Biomolecular Sciences.

This program provides 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.

High School Mini Medical/Dental School Program

The High School Mini Medical/Dental School Seminar Series offers nine weekly lectures and demonstrations presented by UConn Schools of Medicine and Dental Medicine faculty members. The program is for 11th grade students, who are residents of the state. 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 2024 seminar series, held virtually, included medicine, dental medicine, and biomedical research topics. Ninety-three Connecticut high school juniors and seniors participated in the 2024 program.

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 before their matriculation to college in the fall. Students participate in the academic track (completion of educational courses) in collaboration with the UConn College of Engineering BRIDGE Program at Storrs or the biomedical research track in a laboratory at UConn Health with the completion of an oral and poster presentation of the project.

Summer Research Fellowship Program

The Summer Research Fellowship Program is an eight-week research enrichment experience designed for college sophomores, juniors, seniors, and recent graduates 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). A faculty sponsor is identified for each student. The faculty develops and makes available suitable project descriptions. The student contacts his/her faculty sponsor in April or May and develops a research protocol. Students devote approximately 32 hours per week to a research project and 8 hours per week to clinical experiences. In the summer of 2024, 11 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

The Medical/Dental Preparatory Program students, including Aetna Health Professions Pipeline participants, are selected from various universities throughout the United States to work on academic skills to prepare for medical school or dental school admission. Medical/Dental Preparatory Program participants prepare for either the Medical College Admission Test (MCAT) or the Dental Admission Test (DAT). A total of 21 college students and recent college graduates participated in test-taking strategies, seminars, workshops, and other enrichment activities during the seven-week summer 2024 program. Additionally, students enrolled in the Medical/Dental Preparatory Program participated in clinical experiences with practicing physicians, dentists, or other health professionals at UConn Health or an affiliated clinic/medical center and participated in clinical tours and presentations.

Concluding Statement
(Section 46a-68-94)
September 2025

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.

9/26/25

Date

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