A-46: CITY/PARISH EMPLOYMENT

CITY/PARISH EMPLOYMENT

WORKFORCE ANALYSIS PART I

City/Parish	
Total Population	

Job Category		Total	Females		Minorities	
		Number	Number	%	Number	%
1.	Officials and Administrators					
2.	Professions Para-Professionals					
	Technicians					
3.	Clerical					
4.	Skilled Craft					
5.	Service Maintenance					
6.	Protective Service (Police,					
Firemen)						

WORKFORCE ANALYSIS

PART II

Employee/Classification	Dont	Ctotus	tus Sex Race Birth Date Handica	Daga	Birth	Handison	Personnel Actions		
Employee/Classification	Dept.	Status		паписар	Hired	Promoted	Terminated		

Workforce Analysis Instructions

This information should be compiled and updated annually with notations made, as necessary, of changes in classifications, status and personnel actions.

PART I

Total Number:

List total number of persons in each job category.

Females:

- a) Number total number of females in each job category.
- b) % percent of females in job category compared to total number of employees in each category.

Minorities:

- a) Number same as for females.
- b) % same as for females.

PART II

Employee/Classification:

List each employee by name and/or classification.

Department:

List department in which each employee works (e.g., police, public works, etc.).

Status:

List whether each employee is full or part time.

Sex:

List sex of each employee

Race:

List race/national origin of each employee

Birth Date:

List birth date of each employee.

Handicap:

State if employee is handicapped.

Personnel Actions:

List dates when each employee was hired, promoted and terminated (if applicable).