## A-46: CITY/PARISH EMPLOYMENT

CITY/PARISH EMPLOYMENT

## WORKFORCE ANALYSIS PART I

City/Parish
Total Population

|  | Job Category | Total | Females |  | Minorities |  |
| :--- | :--- | :---: | :---: | :---: | :---: | :---: |
|  |  | Number | \% | Number | \% |  |
| 1. | Officials and Administrators |  |  |  |  |  |
| 2. | Professions Para-Professionals <br> Technicians |  |  |  |  |  |
| 3. | Clerical |  |  |  |  |  |
| 4. | Skilled Craft |  |  |  |  |  |
| 5. Service Maintenance |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |

WORKFORCE ANALYSIS
PART II

| Employee/Classification | Dept. | Status | Sex | Race | Birth <br> Date | Handicap | Personnel Actions |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

## 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).

