

LOCAL GOVERNMENT EMPLOYMENT WORKFORCE ANALYSIS

Part I

City/County _____

Total Population _____

Total Minority Population _____

Total Female Population _____

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

WORKFORCE ANALYSIS

Part II

Employee/Classification/Salary	Dept.	Status	Sex	Race/Nat. Origin	Birth date	Disabled	Personnel Action		
							Hired	Promoted	Terminated

Workforce Analysis Instructions

This information should be compiled and updated annually with notations made, as necessary, of changes in classification, 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.
- c) Community % - percent of females in the community in each job category (per census workforce figures).

Minorities:

- a) Number – same as for females.
- b) % - same as for females.
- c) Community % - same as for females.

PART II

Employee/Classification/Salary:

List each employee by name, classification and salary.

Department:

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

Status:

List whether each employee is full or part time.

Sex:

List the sex of each employee.

Race/National Origin:

List the race/national origin of each employee.

Birth date:

List the birth date of each employee.

Disabled:

State if employee has a disability.

Personnel Actions:

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

Descriptions of Job Categories

Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. This includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs, and inspectors and kindred workers.

Professionals

Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge such as: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.

Technicians

Occupations that require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training, including: computer programmers and operators, drafters, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants and kindred workers.

Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces, including: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers and kindred workers.

Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. This includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemakers aides, home health aides and kindred workers.

Office and Clerical

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office, including: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.

Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters and kindred workers.

Service – Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery such as: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers and kindred workers.