CITY/PARISH EMPLOYMENT

WORKFORCE ANALYSIS PART I

City/Parish   _____

Total Population   _____

Job Category	Total Number	Females		Minorities	
		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	Dept.	Status	Sex	Race	Birth Date	Handicap	Personnel Actions		
							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).