



### **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).