

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).