



NEW YORK CITY HEALTH AND HOSPITALS CORPORATION  
OFFICE OF AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO)  
125 WORTH STREET - ROOM 401  
NEW YORK, NY 10013  
(212) 788-3380  
Fax: (212) 788-3689  
E-Mail: [Manasses.Williams@nychhc.org](mailto:Manasses.Williams@nychhc.org)

INSTRUCTIONS FOR THE  
SUPPLY AND SERVICE  
EMPLOYMENT  
REPORT

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**INSTRUCTIONS FOR THE SUPPLY AND SERVICE  
CONTRACTOR'S EMPLOYMENT REPORT**

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**I. WHO MUST FILE A COMPLETE EMPLOYMENT REPORT (ER)**

In accordance with Section 312, Article 15-A of the New York State Executive Law and consistent with New York State's policy of Equal Employment Opportunity, all commodities, services/consulting, and professional construction consultant firms employing within New York State that are contracting with the New York City Health and Hospitals Corporation, where the contract amount exceeds \$25,000 must file required submissions as directed in Section IX. page 19 of these instructions.

Additionally, in accordance with Chapter 56 of the New York City Charter (Chapter 56) Executive Order No. 50 (1980) (E.O. 50), as amended, its implementing Rules (1982), as adopted by the New York City Health and Hospitals Corporation Board of Directors, the filing of a complete Employment Report (ER) is a requirement for doing business with the Corporation if you meet all of the following conditions:

1. you have been identified as the lowest bidder for a supply or service contract, or your proposal for supplies or services has been accepted; (In order to expedite the approval process, you may be asked to submit an ER with your bid or RFP response prior to acceptance)
2. the contract value exceeds \$50,000; and
3. your firm employs a total of 50 or more people.
4. your firm employs 50 or less people and the contract value exceeds \$50,000.00.

**NOTE: IF YOU ARE A SUBCONTRACTOR PERFORMING ON A SUPPLY OR SERVICE CONTRACT AND YOU MEET CONDITIONS 2, 3 AND 4 ABOVE, YOU MUST ALSO FILE A COMPLETE ER. THE PRIME CONTRACTOR IS RESPONSIBLE FOR THE SUBMISSION OF THE ER(S) BY EACH SUBCONTRACTOR MEETING CONDITIONS 2, 3 AND 4. THE ER FOR THE PRIME CONTRACTOR WILL NOT BE CONSIDERED COMPLETE UNTIL AA/EEO RECEIVES A COMPLETE AND DETAILED LISTING OF EACH SUBCONTRACTOR INVOLVED IN THE CONTRACT. A COMPLETED ER FROM EACH APPROPRIATE SUBCONTRACTOR MUST BE SUBMITTED 10 BUSINESS DAYS FOLLOWING THE AWARD OF THE CONTRACT.**

**II. FOR WHICH FACILITY MUST AN ER BE FILED**

1. A separate ER must be filed for each facility involved in the performance of the contract. This may be headquarters or any independently operating facility.
2. An "independently operating facility" is headquarters or a site separate from headquarters that makes its own personnel decisions including hires, transfers, promotions and terminations. If staff, employed by a facility are simply sent to a separate location to perform their work, they are still considered part of that facility and are included in one ER.
3. Example for which ERs must be filed for separate facilities: If your firm is supplying data processing equipment that is manufactured at your Chicago, Illinois plant, sold by your sales office in East Orange, New Jersey and serviced by your maintenance center in New York City, then an ER is necessary for each of the three sites. The Office of Affirmative Action/Equal Employment Opportunity (AA/EEO) retains the right to request the submission of an ER from headquarters, if deemed appropriate.

**NOTE: IF YOU HAVE ANY QUESTIONS RELATING TO WHICH FACILITY(IES) YOUR ORGANIZATION MUST COMPLETE AND SUBMIT INFORMATION, PLEASE CONTACT THE AA/EEO OFFICE AT (212) 788-3380.**

### III. **WHAT ARE THE FILING REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS**

1. For facilities in New York State (See also Section IX, Page 19 of 35)

<b>CONTRACT AMOUNT</b>	<b>NO. OF EMPLOYEES</b>	<b>SUBMISSION REQUIREMENTS</b>
a. Less than \$25,000	N/A	None
b. \$25,000 - \$50,000	N/A	Part I and Staffing Plan & EEO Statement
c. Over \$50,000	<150	Parts I and II, Staffing Plan, EEO Statement & <150 Certificate
d. Over \$50,000	>150	Complete Employment Report

If your company is a subcontractor, your facility is in New York State and the value of the subcontract exceeds \$25,000, your Staffing Plan (Page 18) as well as periodic workforce utilization reports should be submitted to the prime contractor for inclusion in summary reports for the entire combined work force which are to be submitted to AA/EEO by the prime contractor.

2. For facilities outside of New York State

a. \$50,000 or less	N/A	None
b. Over \$50,000	<150	EEO Statement, Parts I and II <150 Certificate
c. Over \$50,000	>150	Complete Employment Report

### IV. **WHERE TO FILE**

1. The ER(s), Staffing Plans or the "Less Than 150 Employees Certificate(s)" must be returned to the HHC division or facility with which you are contracting, and all inquiries regarding the instructions and/or the ER must be directed there as well.

NOTE: THE ORIGINAL EMPLOYMENT REPORT MUST BE SUBMITTED FOR EEO'S REVIEW. HOWEVER, YOU SHOULD KEEP COPIES OF ALL MATERIALS AND DOCUMENTS SUBMITTED FOR EASY REFERENCE DURING AND AFTER THE REVIEW.

### V. **WHO REVIEWS THE EMPLOYMENT REPORT**

The HHC division managing the contract and AA/EE0 review the ER for completeness. If any portion is incomplete you will be notified.

Upon receipt of a completed ER, It is reviewed by AA/EE0 to ensure that your firm or organization is in compliance with HHC's equal employment opportunity requirements.

### VI. **WHAT COMPRISES THE OFFICE OF AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY'S REVIEW PROCESS**

In accordance with E.O. 50, upon receipt by AA/EE0 of a completed ER, AA/EE0 conducts a review of the contractor's current employment policies, practices and procedures, as well as a statistical analysis of the workforce, if necessary. The process is as follows:

1. Within five (5) business days AA/EEO will review the ER for completeness and accuracy. If any information is omitted or incorrect, or if necessary documents are not submitted, the submission shall be deemed incomplete and AA/EEO will inform the contractor. The substantive compliance review does not commence until the submission is complete. **An incomplete submission will delay the review process and may preclude or interrupt the contract approval.**
2. If the ER submission is complete the compliance review will proceed, resulting in one of the following:
  - a) An **Approval**, valid for 24 months;
  - b) A **Conditional Approval**, valid for 24 months contingent upon conditions being satisfied; (If the analysis yields a finding of significant underutilization of minorities and/or women resulting from policies or procedures that may have a discriminatory effect, or other employment policies or practices mitigating against equal employment opportunity, the contractor may be asked to present a legal and/or factual explanation, or to develop an Employment Program. **Any firm or organization making good faith efforts to take necessary corrective actions to change policies found to have a disparate effect on women and minorities may be issued a Conditional Approval.**)

**VII. WHO MUST SIGN THE EMPLOYMENT REPORT OR THE “LESS THAN 150 EMPLOYEES CERTIFICATE”**

The signatory of these and all other documents submitted to AA/EEO must be an official of the firm, authorized to enter into binding legal agreements.

NOTE: AA/EEO WILL ONLY ACCEPT ORIGINAL SIGNATURES. COPIES WILL BE REJECTED.

**VIII. HOW TO COMPLETE THE EMPLOYMENT REPORT**

**A. GENERAL INFORMATION**

1. Check the appropriate contractual relationship (a or b) you will have with HHC as a result of this contract. If you are a subcontractor, you must state the name of the contractor for whom you are providing the goods, services, etc.
2. Identify the facility represented by the information submitted in this Employment Report.
3. You must provide your Employer Identification or Tax Number.
4. You must indicate the number of employees at this facility.
5. You must check the entry corresponding with the description of your firm's ownership.

**NOTE: READ BEFORE COMPLETING B; PART I**

You may complete and submit only Part I, if either of the following conditions applies to your organization.

1. **You Have Prior Approval From AA/EEO**  
 You have a valid Approval or Conditional Approval, issued by AA/EEO within the past 24 months for the facility(ies) performing on this contract. If so, complete only Part I and the required attachments. (See Question 9a. of the ER).

2. **You Have Previously Submitted a Complete ER for this Facility**

You have previously submitted an ER on this same facility for a different contract for which you have not yet received approval. If so, complete only Part I and the required attachments. (See Question 9b. of the ER).

**B. Part I – CONTRACTOR/SUBCONTRACTOR INFORMATION**

1. State the name of your organization.
2. State the full address of the facility at which this ER was completed.
3. Identify the Chief Operating Officer of the organization (not necessarily the facility). Please provide a telephone number.
4. Please provide the name of the person who can explain the information submitted in this report, or respond to questions raised in connection with the review of this report. Provide the telephone number at which this person can be reached. If this person is located at an address different from the facility for which this report is being submitted, provide the address where they can receive correspondence directly. If available, include fax number and or E-mail address.
5. Explain the nature of the good(s) and/or services) being provided under this contract. (See page 2 of the ER)
- 6a. Identify the HHC division or facility with which you have the contract to provide the good(s) and/or services.
- 6b. Identify the contract value.
- 6c. Identify the term or duration of the contract. If no terms or expiration date is indicated in the contract, please indicate your projected performance completion date.
- 6d. Indicate the total value of all ongoing contracts with HHC.
- 6e. Indicate specific: years and dollar amounts of previous contracts with HHC.
7. List the names and addresses of all of your firm's facilities which are performing work on this contract. For example, a computer organization might have a sales office in Newark, New Jersey which negotiated and/or submitted a contract proposal, manufacturing facilities in Teterboro, New Jersey and Schaumburg, Illinois which produced the equipment; and a facility in New York City providing systems analysts, programmers and technicians to develop, install and maintain the system. Since all four (4) facilities are involved in performing the (contract, all four (4) are **operating** facilities, and they must be identified. If a facility's employment policies, procedures and employment action determinations are made at a different facility or headquarters, that facility must be identified as well. If you are uncertain whether a particular facility should be included, refer to Section III, page 2 of these instructions and/or call AA/EEO at (212) 788-3380.

IF YOU FAIL TO IDENTIFY ALL OF THE OPERATING FACILITIES, THE OMISSION WILL RENDER THE EMPLOYMENT REPORT SUBMISSION INCOMPLETE. INCOMPLETENESS WILL INTERRUPT AND DELAY THE COMPLIANCE REVIEW IN PROGRESS.

AN ER, COMPLETED PURSUANT TO THESE INSTRUCTIONS, MUST BE SUBMITTED FOR EACH OF THE FACILITIES LISTED ABOVE IN QUESTION 7.

8. **IMPORTANT:** All subcontractors with subcontracts in excess of \$25,000 must be identified by name and address. As a selected proposed contractor you must ensure that each of your subcontractors obtains an Employment Report as soon as possible after your organization is selected to perform on the HHC contract.
- 9a. This question refers to your firm's particular facility locations which have been reviewed and certified within the past 24 months. If the operating facilities in the current proposed contract include any location(s) different from those reviewed and certified in the past 24 months, ERs must be submitted for these facilities. (See Instructions Sections III and IV).
- 9b. If Employment Reports have already been submitted in connection with a different contract for all facilities involved in this proposed contract, and you have not yet received an approval from AA/EEO, then you may complete and submit only Part I of the ER for each operating facility and a Staffing Plan. Be certain to identify the date on which you submitted the completed ER(s), the name of the HHC division or facility with which the contract was made, and the name and telephone number of the person to whom the ER was submitted.
10. Was an Approval issued in the last 24 months pursuant to an Office of Federal Contract Compliance Programs (OFCCP) Audit or a New York City Department of Business Services/Division of Labor Services (DBS/DLS) for the facility for which this ER is being submitted? When answering this question, be careful to consider only those locations which the DBS/DLS or OFCCP actually audited. EEO will not consider OFCCP or DBS/DLS approvals and certifications for facility locations, which were not actually audited.
  - a. Identify the reviewing OFCCP office by its name and address.
  - b. Was an unconditional certificate of compliance issued within the past 24 months by the OFCCP or DBS/DLS? If yes, attach a copy of the certificate in lieu of completing Employment Report Parts II and III.
  - c. Provide a copy of all stated OFCCP findings. Include copies of all corrective actions taken and documentation of their completion.

IF YOU ARE SUBMITTING ONLY PART I OF THE ER, YOU MUST SUBMIT A COPY OF THE FIRM'S EEO STATEMENT AS IT IS PRESENTED IN THE COMPANY PUBLICATIONS/POSTED ON BULLETIN BOARDS.

If you are only required to complete Employment Report Part I, TURN TO PAGE 7 of the Employment Report and sign and notarize the Employment Report. Then submit it to the HHC division or facility with which you are contracting. (See Section V, page 2)

**C. Part II – DOCUMENTS REQUIRED**

REMEMBER TO LABEL ALL DOCUMENTS WITH THE QUESTION NUMBER FOR WHICH THEY ARE SUBMITTED.

Questions 11a. and b. There are two parts to this question. Part (a) concerns the manner/method by which you comply with the requirements of the Immigration Reform and Control Act of 1986 (IRCA). Part (b) inquires into where and how **I-9** Forms are maintained and stored.

Questions 12a., b. and c. There are two parts to this question. For (a) indicate whether your firm has a written Equal Employment Opportunity policy and attach a copy of each statement. Explain how the policy is communicated to employees, applicants and external organizations.

**You must submit an EEO policy statement.**

For part (b), **submit your current Affirmative Action Plan(s).**

Questions 13a. and b. There are two parts to this question. If your firm or collective bargaining agreement has an internal grievance procedure with respect to EEO complaints, part (a) asks you to indicate this and submit a copy of the policy and procedure. If unwritten, part (b) asks you to explain its nature and operation. Explain how your firm's procedure addresses EEO complaints.

**You must submit an EEO complaint procedure.**

Questions 14. If your employees have used an internal grievance procedure in the last three (3) years, please submit an explanation in the format indicated below:

Number the Complaint(s) (e. g. 1, 2, 3..	Number the Complaint(s)	Position(s) of Complaints	Investigation Conducted Yes/No, Type	Current Status/ Disposition
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Questions 15. Indicate whether in the past three (3) years complaints have been filed with a court of law or administrative agency, naming your firm as a defendant (or respondent) in a complaint alleging violation of any anti-discrimination or equal employment opportunity laws. If yes, develop and submit a log to show, for each administrative/and or judicial action filed, the following information:

Name(s) of Complainant(s)	Administrative agency or court in which action was filed	Nature of the Complaints	Current Status	If not pending, the complainant's Disposition
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Questions 16. Identify each job for which there exists any qualification related to age, race, color, national origin, sex, creed, disability, marital status, sexual orientation or citizenship status. Identify and explain the specific related qualification for each job stated. Submit job descriptions for each job and the reasons for the qualifications.

Questions 17. If the conditions apply, check the appropriate boxes.

Questions 18. Please indicate the relevant geographic recruitment or labor market areas (i.e., nation, specific county or specific metropolitan, statistical area) for each job category employed at this facility.

**D. Part III – EMPLOYMENT DATA TABLES INCLUDE:**

**Form A.** Job Classification and Incumbents Form (see ER, page 9)

**Form A.1** Employment Summary (see ER, pages 10-12)

**Form B.** New Hires Form/Tracking Employees Hired Over The Last Three Years (see, ER, page 13)

**Form C.** Terminations Form: Employment Terminations Over The Last Three Years (see ER, page 14)

**Form D.** Staffing Plan (see ER, page 17)

**NOTE: IDENTIFY THE FIRM AND FACILITY LOCATION AT THE TOP RIGHT CORNER OF EACH WORKFORCE DATA TABLE PAGE. THESE SHEETS ARE SEPARATED FROM THE OTHER EMPLOYMENT REPORT MATERIALS FOR PURPOSES OF COMPUTER PROCESSING.**



*Part III – EMPLOYMENT DATA TABLES SPECIAL NOTE:*

IN ADDITION TO PROVIDING A HARDCOPY, CONTRACTORS AND SUBCONTRACTORS, HAVING THE CAPABILITY TO DO SO, ARE REQUIRED TO PROVIDE A **COMPUTER DISKETTE USING MICROSOFT EXCEL FILES CONTAINING THE REQUIRED INFORMATION FROM EACH OF THE DATA TABLES.** INSTRUCTIONS FOR DISK SUBMISSIONS CAN BE OBTAINED FROM AA/EEO UPON SPECIFIC REQUEST. PLEASE NOTE: **THE DATA MUST BE SUBTOTALLED BY CENSUS CODES WITHIN JOB GROUP AND A SEPARATE PAGE IS REQUIRED FOR EACH OCCUPATIONAL CATEGORY.**

**FORM A. JOB CLASSIFICATION AND INCUMBENTS REPORT**

FILL OUT THIS FORM AS FOLLOWS: (See page 9 of the ER)

**1. EEO Category**

- (a) This form requires that you list and classify each company job title which exists in the reported facility.
- (b) In selecting the appropriate EEO category for each job title, please note that the occupational categories listed in abbreviated form in the upper portion reflect the nine (9) EEO categories utilized in the 2000 Census. These EEO categories are listed in Appendix A (page 20) and referenced to the right of each census code (pages 21-34). Be sure you are using the correct EEO category when selecting the census codes in Appendix B that most closely correspond to your company job titles. For purposes of this report please use only the nine categories listed on Form A.
- (c) Before you fill out Form A, please circle the EEO category at the top of the page in order to identify the job titles being reported on the page. Remember, if you circle "professional", the page should reflect only those titles classified as professionals.
- (d) You must use separate pages of Form A for each EEO category. You should photocopy as many forms as you need to report all of the titles.
- (e) You must indicate the name and location of the reported facility in the upper right hand corner of Form A.

**Column 1 - Company Job Title**

- 1. List all job titles which fall within the EEO category circled. (These are titles, not census codes, occupational categories or specific people).

NOTE: IF YOU HAVE AN UNUSUAL COMPANY JOB TITLE WHICH YOU ARE UNABLE TO PLACE WITHIN AN OCCUPATIONAL CATEGORY, PLEASE FILL OUT THE JOB DESCRIPTION FORM (EMPLOYMENT REPORT, PAGE 16) AND AA/EEO WILL CLASSIFY THAT TITLE FOR YOU.

- 2. If, within the past three years, employees were hired into or terminated from a job title which is no longer utilized by your firm, the job title must be reported and job grouped in columns 1 and 3.

**Column 2 - Company Job Number**

- 1. Assign a Job number to each company job title listed in column 1. If your company does not use numbers to identify job titles, then simply assign a number to each job title. COMPANY JOB NUMBERS MUST BE JOB TITLE DISTINCT AND EACH JOB NUMBER CAN BE USED ONLY ONCE. EACH JOB TITLE MUST BE ASSIGNED TO ONE AND ONLY ONE JOB NUMBER.
- 2. Job numbers must have at least one digit and no more than 7 digits or spaces. You may use numbers, letters, dashes or slashes.
- 3. These numbers will be used again in columns 5 and 8 of the New Hires Form and column 6 of the Terminations Form.

**Column 3 - Census Codes**

- 1. Refer to the occupational titles in Appendix A (pages 21-34 of these Instructions). Find the occupational category (within the applicable EEO -1 category) which most closely matches the job function of the title in column 1, then list the corresponding census code. (The EEO-1 category is listed to the right of each census code.)
- 2. Where applicable, the same census code may be assigned to different job titles. For example, the job titles senior accountant and junior accountant may both be assigned census code 080 (accountants and auditors).

NOTE: IF YOU ARE UNABLE TO FIND A SUITABLE CENSUS CODE MATCH TO ONE OR MORE OF YOUR COMPANY JOB TITLES, SEE ADDITIONAL RESOURCES - PAGE 35, OR FILL IN THE JOB DESCRIPTION FORM (ER, PAGE 16) AND EEO WILL MATCH IT TO A CENSUS CODE.

**Column 4 - Job Groups** (Column 4 is divided into five sub-columns)

1. Within each EEO category you may assign 1 to 5 job groups as needed. JOB GROUPS are further sub-groupings of job titles within EEO categories. Each job group should contain jobs with the same or related occupational categories (3 digit census codes) or similar levels of responsibility. You can refer to section headings within the listing of census codes to help determine which codes are related (e.g., "Engineers, Architects and Lawyers" or "Therapists" within the Professionals category.)
2. List the job titles you have assigned to job group 1 first, and put an X in the first sub-column of column 4. Then list the job titles in job group 2 and put an X in the second sub-column, etc. If you are grouping the jobs by levels of responsibility, list the highest level jobs in the first job group and proceed in descending order. Do not skip sub-columns.

NOTE: UNDER LIMITED CIRCUMSTANCES, AA/EEO WILL ALLOW MORE THAN FIVE JOB GROUPS TO BE ESTABLISHED IN AN EEO CATEGORY, BUT IN NO INSTANCE WILL MORE THAN TEN JOB GROUPS BE ALLOWED. IF YOU BELIEVE THAT MORE THAN FIVE JOB GROUPS IN ANY EEO CATEGORY IS ABSOLUTELY NECESSARY, YOU MAY CALL AA/EEO AT (212) 788-3380.

**Columns 5 -15: (Incumbents)**

1. In Column 5, record the total number of your current employees by job title.
2. In Columns 6-15, distribute by gender and minority status (see below), the total number of incumbents in each job title. Add the totals in column 5 for the entire EEO category (e.g., Managers) and place the resulting number in the box at the top left hand corner of the page. If there are no incumbents in an EEO category, you must report zero (0). Enter summary statistics for all job groups and EEO Categories on the Employment Summary form.
3. "Minority", "Minorities", or "Minority Group" means: Black, Hispanic (non-European), Asian, and Native American (American Indian, Eskimo, Aleut). These groups are defined as follows: Black: descended from any of the Black African racial groups and not of Spanish origin;  
Hispanic: of Mexican, Puerto Rican, Cuban, Dominican, Central or South American Spanish origin or culture regardless of race;  
Asian or Pacific Islander: descended from any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands;  
Native American, Alaskan Native: descended from any of the original peoples of North America or Alaska and maintaining Identifiable tribal affiliation through membership and participation or community recognition.
4. The incumbents reported should reflect a snapshot of your workforce as of the date your Employment Report was completed.

**FORM A.1 EMPLOYMENT SUMMARY**

1. This form requires that you provide summary totals for each job group and EEO category.
2. Enter the name of your firm under contractor name, the name of the HHC facility or Central Office division you are contracting with and the date of payroll period reflected in this report.
3. Add up the total number of incumbents in each job group and each EEO category and enter the number under total.
4. Do the same for each gender/ethnicity in columns 1 to 10, and finally total Women and total Minority.

**FORM B. NEW HIRES FORM/TRACKING EMPLOYEES HIRED OVER THE LAST THREE YEARS**

FILL OUT THIS FORM AS FOLLOWS: (See page 13 of ER)

1. The New Hires Form calls for information concerning only those employees hired over the last three years, including those who are no longer with your firm.
2. If any required information is unavailable, please contact the HHC division with which you are contracting.

**Column 1 - Social Security No. or Employee ID No.**

1. Write the social security number or employee ID number of all employees hired. Each permanent ID number must be employee specific.

**Columns 2-3: Gender and Race/Ethnic Code**

1. Using the codes at the bottom of the form, fill in the gender and race of each employee listed in column 1.
2. 'Minority', 'Minorities, or Minority Group means: Black, Hispanic (non-European), Asian, and Native American (American Indian, Eskimo, Aleut). These groups are defined on page 10 of these Instructions.

**Column 4 -Year of Hire**

1. Enter year of hire for each employee hired within the past three years.
2. If there are no new hires for one or more of the past three years, please indicate this at the certification box located below the legends.

**Column 4 - Company Job Number at Hire**

1. List the company job number (Form A, Column 2) for the title in which the employee was hired.
2. All company job numbers utilized on this form must be reported on Form A, even if the job title that the Job number represents no longer exists.

**Column 5 - Company Job Number at Hire**

1. List the company job number (Form A, Column 2) for the title in which the employee was hired.
2. All company job numbers utilized on this form must be reported on Form A, even if the Job title that the job number represents no longer exists.

NOTE: IF A COMPANY NUMBER IS LISTED AS A THREE DIGIT NUMBER ON THE JOB CLASSIFICATION AND INCUMBENTS FORM (i.e., 006), THAT PRECISE THREE DIGIT NUMBER MUST BE UTILIZED IN THIS COLUMN AND IN COLUMN 8. DO NOT SUBSTITUTE 6 FOR 006.

**Column 6 - Matching Census Code**

1. Refer to the census codes which were assigned to the job titles on Form A. List the census code assigned to the company job title into which the employee was hired.
2. When the same company job number is listed more than once in column 5, the same census code must be assigned each time that company job number is reported.
3. Where applicable, the same census code may be assigned to different company job numbers. For example, job titles senior accountant and junior accountant may both be assigned detailed census code 080 (accountants and auditors).
4. If you are unable to find a suitable census code match for one or more of your company job titles, fill in the Job Description Form in the Employment Report, (page 16) and EEO will match it to a census code.

**Column 7 - Weekly Salary at Hire**

1. Report the weekly salary of each employee listed at hire. If not weekly, salaries must still be listed in a uniform manner (i.e., monthly salaries instead of weekly).

**Column 8 - Current Company Job Number**

1. Enter the current company job number of each employee listed. This may or may not be a change from column 5, depending on whether there was a change in Job title (promotion, transfer, demotion) for the employee.
2. If any employee listed as a new hire is no longer with your firm, place an I in this column if the employee was discharged or laid off, a V if the employee resigned, an R if the employee retired and a D if the employee is deceased.

NOTE: REMEMBER THAT ALL COMPANY JOB NUMBERS UTILIZED ON THIS FORM MUST HAVE BEEN REPORTED ON FORM A.

**Column 9 - Weekly Current Salary**

1. Enter the current salary of each employee listed. This may or may not be a change from column 7. This salary must be reported in the same uniform manner (i.e., weekly, monthly) as column 7.
2. If any employee listed is no longer with your firm, place an I, V, R, or a D in this column as appropriate.

**FORM C TERMINATIONS FORM/EMPLOYMENT TERMINATIONS OVER THE LAST THREE YEARS**

FILL OUT THIS FORM AS FOLLOWS: (See page 13 of ER)

1. The Terminations Form calls for information concerning only those employees whose employment terminated over the last three years. If no termination occurred in any of the past three years, indicate this fact in the certification box.
2. If any required information is unavailable, please contact the HHC division with which you are contracting.

**Column 1: Social Security No. or Employee ID No.**

1. Write the social security number or other permanent employee ID number for each employee listed. Each permanent ID number utilized must be employee specific. Please be sure that all employees listed on the New Hires Form as terminated (with an "I", "V", "R" or "D" in columns 8 and 9) are consistently reported on this Form.

**Columns 2-3: Sex and Race/Ethnic Code**

1. Using the codes at the bottom of the form fill in the gender and race of each employee listed in column 1.
2. "Minority", "Minorities", or "Minority Group" means: Black, Hispanic (non-European), Asian, and Native American (American Indian, Eskimo, Aleut). These groups are defined on page 10 of these instructions.

**Column 4: Age at Termination**

1. Indicate the age of each employee listed. **PLEASE DO NOT GIVE BIRTHDATES**

**Column 5: Year of Hire**

1. If any employee listed on this form was rehired, enter the year of last hire.

**Column 6: Last Company Job Number**

1. Enter the last company job number assigned to terminees (this number must be from the job numbers assigned on Form A, column 2). Remember that all company job numbers utilized on this form must be reported on the Form A, even if the title and number no longer exist.

**Column 7: Year of Termination**

1. Indicate the year of employee's termination.

**Column 8: Type of Termination**

1. Indicate the type of termination by placing an I in this column, if the employee was discharged or laid off, a V if the employee resigned an R if the employee is retired or a D if the employee is deceased.

NOTE. REMEMBER THAT ALL COMPANY JOB NUMBERS UTILIZED ON THIS FORM MUST HAVE BEEN REPORTED ON FORM A

**FORM D. STAFFING PLAN**

FILL OUT THIS FORM AS FOLLOWS: (See page 17 of the ER)

1. All commodities, services/consulting, and professional construction consultant firms employing within contract amount exceeds \$25,000, are required to submit a staffing plan that describes the anticipated workforce on the contract. (See Section IX; Who Must File New York State-Required Submissions on page 19 of 35.

**PURPOSE** The *Staffing Plan* is to be prepared by all non-construction contractors, subcontractors (if any), to project their employment of minority group members and women during a contract. The report has a format similar to forms used by the Federal government for reporting equal employment opportunity data. When the *contract specific work force* can be identified, the report covers all employees (including apprentices or trainees) anticipated on the project. If the contract specific work force *cannot* be separated out, the contractor's *total work force* is reported.

**GENERAL INFORMATION:**

1. **Project /RFP Title** Indicate **Product or Service provided** by contractor (brief description).
2. **Location of contract** including county and zip code where work is performed.
3. **Contractor firm** name (prime contractor on summary report submitted to agency) and **address** (including city name, state and zip code).
4. **Staff Estimates include:** check to indicate whether report covers (i) the *Contract Specific Work Force* or (ii) the *Company's Total Work Force* (in the event the contract specific work force cannot be separated out).
5. **Type of contract** Indicate if the contract is for construction consultant, commodities or services/consultants.

**FEDERAL OCCUPATIONAL CATEGORIES:** The contractor's work force is broken down and reported by the nine *Federal Occupational Categories (FOC's)* consistent with the Federal Government's EEO-1 categories for the private sector labor force. These are: *Officials and Managers, Professionals, Technicians, Sales, Office & Clerical (Administrative Support), Craft Workers, Operatives, Laborers and Service Workers*. The categories are general in nature, and include all related occupational job titles. The contracting agency can provide assistance in categorizing specific jobs.

**TOTAL NUMBER OF EMPLOYEES:** Record the *total number of all persons anticipated* in each FOC during the reporting period, regardless of ethnicity (either working on the specific contract OR in the contractor's total work force, based on the type of report indicated above). Report the total number of male (M) employees in column (1) and the total number of female (F) employees in column (2) for each FOC. In columns (3) thru (10) report the numbers of male and female *minority group members* anticipated, based on the following defined groups:

**\*Black (not of Hispanic origin):** all persons having origins in any of the Black African racial groups;

**\*Hispanic:** all persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American or either Indian or Hispanic origin, regardless of race;

**\*Asian or Pacific Islander:** all persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands;

**\*Native American or Alaskan Native:** all persons having origins in any of the original peoples of North America.

**TOTAL % MINORITY =** sum of all minority group members (male and female) anticipated in the FOC divided by the total number of all employees in that FOC (column 1 + column 2).

**TOTAL % FEMALE =** total number of female employees in the FOC (column 2) divided by the total number of all employees in that FOC (column 1 + column 2).

**TOTALS:** column totals should be calculated (sum each column) for all FOC's combined. Total minority and female percentages should be calculated as shown above, based on the column totals.

**SUBMISSION:** The Staffing Plan is to be completed by both prime and subcontractors and **signed and dated** by an *authorized representative* before submission. This **Company Official's name, official title and telephone number** should be printed or typed where indicated on the bottom of the form.

The **prime contractor** shall complete a report for its own work force, **collect** reports completed by each subcontractor, and **prepare a summary report for the entire combined contract work force**. The reports shall include the total number of employees in each occupational category. The prime contractor shall submit the summary report as required by *Part 542 of Title 9 Subtitle N of the NYCRR pursuant to Article 15-A of the Executive Law*.

**SIGNATURE PAGE** (See page 7 of the ER)

The signatory of this Employment Report and all other documents submitted to EEO must be an official authorized to enter into a binding legal agreement.

THE SIGNATURE PAGE MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED.  
ONLY ORIGINAL SIGNATURES WILL BE ACCEPTED

## CURRENT EMPLOYMENT

**FORM A: JOB CLASSIFICATION AND INCUMBENTS FORM**

**CONTRACTOR NAME** Tom Jones Contracting Corporation

**EEO CATEGORY (Circle One)**    MGRS    PROF    TECH    SAL    CLER    CRFT    OPER    LABR    SERV

**Number of incumbents in this category**    22

**FACILITY LOCATION** Las Vegas Factory

**\*MINORITY: (Black, Hispanic, Asian and Native American)**

(1) Company Job Title	(2) Company Job No.	(3) Census Code	(4) Job Group Assignment for this Occupational Category					(5) Total in Title	MALES					FEMALES					(16) Total Females	(17) Total Minority*
			1	2	3	4	5		(6) White (non-Hisp)	(7) Black (non-Hisp)	(8) Hispanic	(9) Asian	(10) Native American	(11) White (non-Hisp)	(12) Black (non-Hisp)	(13) Hispanic	(14) Asian	(15) Native American		
			<i>President</i>	01901	001	X						1	1							
<i>Mgr. Purchasing</i>	04412	015		X				1						1					1	0
<i>Quality Control Manager</i>	04560	043		X				3	2	1								0	1	
<i>Computer Manager</i>	04570	011			X			2	2									0	0	
<i>Regional Manager</i>	03352	043			X			3	1					1	1			2	1	
<i>Manager Information</i>	01939	006			X			2			1			1				1	1	
<i>Human Resources Manager</i>	02240	013			X			4	1		1				1	1		2	3	
<i>Personnel Manager</i>	04890	013			X			2			1			1				1	1	
<b>Census Code 013 Subtotal</b>								6	1	0	2	0	0	1	1	1	0	0	3	4
<i>Construction Manager</i>	04890	022				X		1							1			1	1	
<i>Accounting Manager</i>	03751	084				X		1							1			1	1	
<i>Executive Assistant</i>	03750	043				X		1								1		1	1	
<i>Sales Manager</i>	01701	095				X		1		1								0	1	

Please submit a sheet for each Occupational Category and sort and **subtotal by census code within job group.** (See ER instructions Appendix B, for Occupational Categories Census Codes).  
This form may be copied.



CONTRACTOR NAME Tom Jones Contracting Corporation

**FORM A. 1: EMPLOYMENT SUMMARY**

FACILITY Las Vegas Factory

Date of Payroll Period Used: 1/26/05

Broad Census Categories	MALES					FEMALES					TOTAL WOMEN	TOTAL MINORITY
	(1) White	(2) Black	(3) Hispanic	(4) Asian	(5) American Indian	(6) White	(7) Black	(8) Hispanic	(9) Asian	(10) American Indian		
<b>1. Officials and Managers</b>												
<b>TOTAL</b>	<b>7</b>	<b>1</b>	<b>4</b>	<b>0</b>		<b>4</b>	<b>2</b>	<b>3</b>	<b>1</b>		<b>10</b>	<b>11</b>
<b>JOB GROUP 1</b>	1										0	0
<b>JOB GROUP 2</b>	2	1				1					1	1
<b>JOB GROUP 3</b>	4	0	3			3	2	1			6	6
<b>JOB GROUP 4</b>	0	0	1					2	1		3	4
<b>JOB GROUP 5</b>												
<b>2. Professionals</b>												
<b>JOB GROUP 1</b>												
<b>JOB GROUP 2</b>												
<b>JOB GROUP 3</b>												
<b>JOB GROUP 4</b>												
<b>JOB GROUP 5</b>												
<b>TOTAL</b>												
<b>3. Technicians</b>												
<b>JOB GROUP 1</b>												
<b>JOB GROUP 2</b>												
<b>JOB GROUP 3</b>												
<b>JOB GROUP 4</b>												
<b>JOB GROUP 5</b>												
<b>TOTAL</b>												

FORM B: NEW HIRES FORM/TRACKING

EMPLOYEES HIRED OVER THE LAST THREE YEARS

CONTRACTOR NAME Tom Jones Contracting Corporation

FACILITY LOCATION: Las Vegas Factory

Employee Characteristics			At-Hire Information				Current Information	
(1) Social Security No. or Employee ID No.	(2) Sex (a)	(3) Race Ethnic Code (b)	(4) Year of Hire	(5) Company Job Number at Hire	(6) Matching Census Code (c)	(7) Weekly Salary at Hire	(8) Current Company Job Number (d)	(9) Weekly Current Salary
001-01-0002	F	B	2002	03352	043	520	I	I
002-02-0002	F	W	2003	04412	015	618	04412	652
003-03-0003	M	A	2002	03751	084	598	03751	625
004-04-0004	F	H	2004	02240	013	600	02240	600
005-05-0005	M	B	2002	01701	095	618	01701	652
006-06-0006	M	H	2003	01939	006	618	01939	652
008-07-0007	M	W	2004	02240	013	598	02240	598
010-08-0008	F	B	2003	03750	043	418	03352	432
012-09-0009	M	B	2002	01701	095	598	01701	625
014-10-0015	F	W	2004	04890	022	600	04890	610

(a)  
M: Male  
F: Female

(b)  
W: White (non-Hisp)  
B: Black (non-Hisp)  
H: Hispanic  
A: Asian  
N: Native American

(c)  
see Appendix A  
for a listing of  
the 2000 Census  
codes

(d)  
V: Voluntarily terminated  
I: Involuntarily terminated  
employment (Discharged/Lay off)  
R: Retired  
D: Deceased

I certify that there were no new hires in 200 \_\_\_\_ / 200 \_\_\_\_

**NOTE:** Make as many copies of this form as you require.

**FORM C: TERMINATIONS FORM**

**CONTRACTOR NAME** Tom Jones Contracting Corporation

**EMPLOYMENT TERMINATIONS OVER THE LAST THREE YEARS**

**FACILITY LOCATION:** Las Vegas Factory

(1) Social Security No. or Employee ID No.	(2) Sex (a)	(3) Race Ethnic Code (b)	(4) Age at Termination	(5) Year of Hire	(6) Last Company Job Number	(7) Year of Termination	(8) Type of Termination (c)
001-01-0002	F	B	37	1993	03352	2004	I
002-02-0002	F	W	60	1973	04412	2002	R
003-03-0003	M	A	42	1983	04412	2003	I
004-04-0004	F	H	64	1975	03751	2004	R
005-05-0005	M	B	66	1983	02240	2002	R
006-06-0006	M	H	32	2001	01701	2004	I
008-07-0007	M	W	34	1994	01939	2002	V
010-08-0008	F	B	49	1993	02240	2003	V
012-09-0009	M	B	65	1974	03750	2002	R
014-10-0015	F	W	62	1983	01701	2004	R

**(a)**  
M: Male  
F: Female

**(b)**  
W: White (non-Hisp)  
B: Black (non-Hisp)  
H: Hispanic  
A: Asian  
N: Native American

**(d)**  
V: Voluntarily terminated  
I: Involuntarily terminated  
employment (Discharged/Lay off)  
R: Retired  
D: Deceased

I certify that there were no terminations in 200 \_\_\_\_ / 200 \_\_\_\_

**NOTE:** Make as many copies of this form as you require.

**FORM D: STAFFING PLAN**

**Project/RFP Title** Queens Hospital Reconstruction **Location of Contract** Queens 11432  
**County** Queens **ZIP** 11432

**Contractor/Firm Name** \_\_\_\_\_ **Address** New York NY 10011  
**City** New York **State** NY **ZIP** 10011

Check applicable categories:

- (1) Staff Estimates Include:  Contract/Project Staff  Total Work Force  Subcontractors  
 (2) Type of Contract:  Construction Consultants  Commodities  Services/Consultants

Total Anticipated Work Force											Total Percent Minority Employees	Total Percent Female Employees	
Federal Occupational Category	Total Number of Employees		Black (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		Native American/Alaskan Native				
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Officials/Admin	2	1		1	1							66.7	33.3
Professionals	3	1					1					25.0	25.0
Technicians	1	2		1		1						66.7	66.7
Sales Workers													
Office & Clerical		3		1				1				66.7	100.0
Craft Workers													
Operatives													
Laborers													
Service Workers													
<b>TOTALS</b>	<b>6</b>	<b>7</b>		<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				<b>53.8</b>	<b>53.8</b>

**Company Official's Name** Helen Cook **Title** Contract Manager

**Company Official's Signature** Helen Cook **Date** January 21, 2005

**Telephone Number** (212) 777-7777

**IX. WHO MUST FILE NEW YORK STATE - REQUIRED SUBMISSIONS**

In accordance with Section 312, Article 15-A of the Executive Law and consistent with New York State's policy of Equal Employment Opportunity, all commodities, services/consulting, and professional construction consultant firms employing within New York State that are contracting with the New York City Health and Hospitals Corporation, where the contract amount exceeds \$25,000 are required to:

1. undertake or continue existing affirmative action programs;
2. submit to the State agency, prior to the award of the contract, an EEO policy statement;
3. ensure that all subcontractors comply with the EEO requirements;
- 4(a). submit to the agency, pre-award, a staffing plan that describes the anticipated work force on the contract broken down by ethnic background, gender and federal occupational categories;
- 4(b). or alternatively submit, pre-award, where the work force on the contract cannot be separated out from the contractors total work force, information on the total work force broken down by ethnic background, gender and federal occupational categories;
- 5(a). submit to the agency, post-award on a quarterly basis, project-specific workforce utilization reports where the work force can be separated out from the contractor's total workforce, or written notification of no change;
- 5(b). or alternatively submit, post-award on a semi-annual basis, total workforce information, where the workforce on the contract cannot be separated out from the contractor's total work force; and
6. provide to the State agency, when the work force utilization information changes, revised work force utilization reports on a quarterly basis throughout the life of the contract.

**IF YOU ARE FILING A COMPLETE EMPLOYMENT REPORT IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION I, THAT ER CAN ALSO SERVE AS THE PRE-AWARD STAFFING PLAN REQUIRED UNDER ARTICLE 15-A.**

APPENDIX A: OCCUPATIONAL CATEGORIES AND CENSUS CODES

***BROAD CENSUS OCCUPATIONAL CATEGORIES  
(EEO CATEGORIES)***

01. Officials and Managers
02. Professionals
03. Technicians
04. Sales Workers
05. Office and Clerical
06. Craft Workers (Skilled)
07. Operatives (Semi-skilled)
08. Laborers (Unskilled)
09. Service Workers

PLEASE TURN PAGE

<b>Occupation Code_2000</b>	<b>Occupation Title_2000</b>	<b>EEO-1 Job Category (9)</b>
1	Chief Executives	1
2	General and Operations Managers	1
3	Legislators	1
4	Advertising and Promotions Managers	1
5	Marketing and Sales Managers	1
6	Public Relations Managers	1
10	Administrative Services Managers	1
11	Computer and Information Systems Managers	1
12	Financial Managers	1
13	Human Resources Managers	1
14	Industrial Production Managers	1
15	Purchasing Managers	1
16	Transportation, Storage, and Distribution Managers	1
20	Farm, Ranch, and Other Agricultural Managers	1
21	Farmers and Ranchers	1
22	Construction Managers	1
23	Education Administrators	1
30	Engineering Managers	1
31	Food Service Managers	1
32	Funeral Directors	1
33	Gaming Managers	1
34	Lodging Managers	1
35	Medical and Health Services Managers	1
36	Natural Sciences Managers	1
40	Postmasters and Mail Superintendents	1
41	Property, Real Estate, and Community Association Managers	1
42	Social and Community Service Managers	1
43	Managers, All Other	1
50	Agents and Business Managers of Artists, Performers, and Athletes	1
51	Purchasing Agents and Buyers, Farm Products	1
52	Wholesale and Retail Buyers, Except Farm Products	1
53	Purchasing Agents, Except Wholesale, Retail, and Farm Products	1
54	Claims Adjusters, Appraisers, Examiners, and Investigators	1
56	Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	1
60	Cost Estimators	1
62	Human Resources, Training, and Labor Relations Specialists	2
70	Logisticians	1
71	Management Analysts	1
72	Meeting and Convention Planners	1
73	Other Business Operations Specialists	1
80	Accountants and Auditors	2
81	Appraisers and Assessors of Real Estate	1
82	Budget Analysts	1

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
83	Credit Analysts	1
84	Financial Analysts	1
85	Personal Financial Advisors	1
86	Insurance Underwriters	1
90	Financial Examiners	1
91	Loan Counselors and Officers	1
93	Tax Examiners, Collectors, and Revenue Agents	1
94	Tax Preparers	1
95	Financial Specialists, All Other	1
100	Computer Scientists and Systems Analysts	2
101	Computer Programmers	2
102	Computer Software Engineers	2
104	Computer Support Specialists	2
106	Database Administrators	2
110	Network and Computer Systems Administrators	2
111	Network Systems and Data Communications Analysts	2
120	Actuaries	2
122	Operations Research Analysts	2
124	Miscellaneous Mathematical Science Occupations, Including Mathematicians and Statisticians <i>Combines:</i> 121 - Mathematicians 123 - Statisticians 124 - Miscellaneous Mathematical Science Occupations	2
130	Architects, Except Naval	2
131	Surveyors, Cartographers, and Photogrammetrists	2
132	Aerospace Engineers	2
135	Chemical Engineers	2
136	Civil Engineers	2
140	Computer Hardware Engineers	2
141	Electrical and Electronics Engineers	2
142	Environmental Engineers	2
143	Industrial Engineers, Including Health and Safety	2
144	Marine Engineers and Naval Architects	2
145	Materials Engineers	2
146	Mechanical Engineers	2
151	Nuclear Engineers	2
152	Petroleum, Mining and Geological Engineers, Including Mining Safety Engineers <i>Combines:</i> 150 - Mining and Geological Engineers, Including Mining Safety Engineers 152 - Petroleum Engineers	2



Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
153	Miscellaneous Engineers, Including Agricultural and Biomedical <i>Combines:</i> 133 - Agricultural Engineers 134 - Biomedical Engineers 153 - Engineers, All Other	2
154	Drafters	3
155	Engineering Technicians, Except Drafters	3
156	Surveying and Mapping Technicians	3
160	Agricultural and Food Scientists	2
161	Biological Scientists	2
164	Conservation Scientists and Foresters	2
165	Medical Scientists	2
170	Astronomers and Physicists	2
171	Atmospheric and Space Scientists	2
172	Chemists and Materials Scientists	2
174	Environmental Scientists and Geoscientists	2
176	Physical Scientists, All Other	2
180	Economists	2
181	Market and Survey Researchers	2
182	Psychologists	2
184	Urban and Regional Planners	2
186	Miscellaneous Social Scientists, Including Sociologists 183 - Sociologists 186 - Miscellaneous Social Scientists and Related Workers	2
190	Agricultural and Food Science Technicians	3
191	Biological Technicians	3
192	Chemical Technicians	3
193	Geological and Petroleum Technicians	3
196	Miscellaneous Life, Physical, and Social Science Technicians, Including Social Science Research Assistants & Nuclear Technicians 194 - Nuclear Technicians 196 - Other Life, Physical, and Social Science Technicians	3
200	Counselors	2
201	Social Workers	2
202	Miscellaneous Community and Social Service Specialists	2
204	Clergy	2
205	Directors, Religious Activities and Education	2
206	Religious Workers, All Other	2
210	Lawyers	2
211	Judges, Magistrates, and Other Judicial Workers	2
214	Paralegals and Legal Assistants	5
215	Miscellaneous Legal Support Workers	5
220	Postsecondary Teachers	2
230	Preschool and Kindergarten Teachers	2
231	Elementary and Middle School Teachers	2
232	Secondary School Teachers	2

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
233	Special Education Teachers	2
234	Other Teachers and Instructors	2
240	Archivists, Curators, and Museum Technicians	2
243	Librarians	2
244	Library Technicians	5
254	Teacher Assistants	5
255	Other Education, Training, and Library Workers	2
260	Artists and Related Workers	2
263	Designers	2
270	Actors	2
271	Producers and Directors	2
272	Athletes, Coaches, Umpires, and Related Workers	2
274	Dancers and Choreographers	2
275	Musicians, Singers, and Related Workers	2
276	Entertainers and Performers, Sports and Related Workers, All Other	2
280	Announcers	2
281	News Analysts, Reporters and Correspondents	2
282	Public Relations Specialists	2
283	Editors	2
284	Technical Writers	2
285	Writers and Authors	2
286	Miscellaneous Media and Communication Workers	2
290	Broadcast and Sound Engineering Technicians and Radio Operators and Other Media and Communication Equipment Workers <i>Combines:</i> 290 - Broadcast and Sound Engineering Technicians and Radio Operators 296 - Media and Communication Equipment Workers, All Other	3
291	Photographers	2
292	Television, Video, and Motion Picture Camera Operators and Editors	2
300	Chiropractors	2
301	Dentists	2
303	Dietitians and Nutritionists	2
304	Optometrists	2
305	Pharmacists	2
306	Physicians and Surgeons	2
311	Physician Assistants	2
312	Podiatrists	2
313	Registered Nurses	2
314	Audiologists	2
315	Occupational Therapists	2
316	Physical Therapists	2
320	Radiation Therapists	2
321	Recreational Therapists	2

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
322	Respiratory Therapists	2
323	Speech-Language Pathologists	2
324	Therapists, All Other	2
325	Veterinarians	2
326	Health Diagnosing and Treating Practitioners, All Other	2
330	Clinical Laboratory Technologists and Technicians	3
331	Dental Hygienists	3
332	Diagnostic Related Technologists and Technicians	3
340	Emergency Medical Technicians and Paramedics	3
341	Health Diagnosing and Treating Practitioner Support Technicians	3
350	Licensed Practical and Licensed Vocational Nurses	3
351	Medical Records and Health Information Technicians	3
352	Opticians, Dispensing	3
353	Miscellaneous Health Technologists and Technicians	3
354	Other Healthcare Practitioners and Technical Occupations	3
360	Nursing, Psychiatric, and Home Health Aides	9
361	Occupational Therapist Assistants and Aides	9
362	Physical Therapist Assistants and Aides	9
363	Massage Therapists	9
364	Dental Assistants	9
365	Medical Assistants and Other Healthcare Support Occupations	9
370	First-Line Supervisors/Managers of Correctional Officers	9
371	First-Line Supervisors/Managers of Police and Detectives	9
372	First-Line Supervisors/Managers of Fire Fighting and Prevention Workers	9
373	Supervisors, Protective Service Workers, All Other	9
374	Fire Fighters	9
375	Fire Inspectors	9
380	Bailiffs, Correctional Officers, and Jailers	9
382	Detectives and Criminal Investigators	9
384	Miscellaneous Law Enforcement Workers <i>Combines:</i> 383 - Fish and Game Wardens 384 - Parking Enforcement Workers	9
385	Police Officers <i>Combines:</i> 385 - Police and Sheriff's Patrol Officers 386 - Transit and Railroad Police	9
390	Animal Control Workers	9
391	Private Detectives and Investigators	9
392	Security Guards and Gaming Surveillance Officers	9
394	Crossing Guards	9
395	Lifeguards and Other Protective Service Workers	9
400	Chefs and Head Cooks	9
401	First-Line Supervisors/Managers of Food Preparation and Serving Workers	9
402	Cooks	9
403	Food Preparation Workers	9

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
404	Bartenders	9
405	Combined Food Preparation and Serving Workers, Including Fast Food	9
406	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	9
411	Waiters and Waitresses	9
412	Food Servers, Nonrestaurant	9
413	Dining Room and Cafeteria Attendants, Bartender Helpers, and Miscellaneous Food Preparation and Serving Related Workers <i>Combines:</i> 413 - Dining Room and Cafeteria Attendants and Bartender Helpers 416 - Food Preparation and Serving Related Workers, All Other	9
414	Dishwashers	9
415	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	9
420	First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	9
421	First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers	8
422	Janitors and Building Cleaners	9
423	Maids and Housekeeping Cleaners	9
424	Pest Control Workers	9
425	Grounds Maintenance Workers	8
430	First-Line Supervisors/Managers of Gaming Workers	9
432	First-Line Supervisors/Managers of Personal Service Workers	9
434	Animal Trainers	2
435	Nonfarm Animal Caretakers	8
440	Gaming Services Workers	9
441	Motion Picture Projectionists	9
442	Ushers, Lobby Attendants, and Ticket Takers	9
443	Miscellaneous Entertainment Attendants and Related Workers	9
446	Funeral Service Workers	9
450	Barbers	9
451	Hairdressers, Hairstylists, and Cosmetologists	9
452	Miscellaneous Personal Appearance Workers	9
453	Baggage Porters, Bellhops, and Concierges	9
454	Tour and Travel Guides	9
455	Transportation Attendants	9
460	Child Care Workers	9
461	Personal and Home Care Aides	9
462	Recreation and Fitness Workers	9
464	Residential Advisors	9
465	Personal Care and Service Workers, All Other	9
470	First-Line Supervisors/Managers of Retail Sales Workers	4
471	First-Line Supervisors/Managers of Non-Retail Sales Workers	4
472	Cashiers	4
474	Counter and Rental Clerks	4
475	Parts Salespersons	4
476	Retail Salespersons	4
480	Advertising Sales Agents	4

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
481	Insurance Sales Agents	4
482	Securities, Commodities, and Financial Services Sales Agents	4
483	Travel Agents	4
484	Sales Representatives, Services, All Other	4
485	Sales Representatives, Wholesale and Manufacturing	4
490	Models, Demonstrators, and Product Promoters	4
492	Real Estate Brokers and Sales Agents	4
493	Sales Engineers	2
494	Telemarketers	4
495	Door-To-Door Sales Workers, News and Street Vendors, and Related Workers	4
496	Sales and Related Workers, All Other	4
500	First-Line Supervisors/Managers of Office and Administrative Support Workers	5
501	Switchboard Operators, Including Answering Service	5
502	Telephone Operators	5
503	Communications Equipment Operators, All Other	5
510	Bill and Account Collectors	5
511	Billing and Posting Clerks and Machine Operators	5
512	Bookkeeping, Accounting, and Auditing Clerks	5
513	Gaming Cage Workers	5
514	Payroll and Timekeeping Clerks	5
515	Procurement Clerks	5
516	Tellers	5
520	Brokerage Clerks	5
522	Court, Municipal, and License Clerks	5
523	Credit Authorizers, Checkers, and Clerks	5
524	Customer Service Representatives	5
525	Eligibility Interviewers, Government Programs	5
526	File Clerks	5
530	Hotel, Motel, and Resort Desk Clerks	5
531	Interviewers, Except Eligibility and Loan	5
532	Library Assistants, Clerical	5
533	Loan Interviewers and Clerks	5
534	New Accounts Clerks	5
535	Correspondence Clerks and Order Clerks	5
	<i>Combines:</i>	
	521 - Correspondence Clerks	
	535 - Order Clerks	
536	Human Resources Assistants, Except Payroll and Timekeeping	5
540	Receptionists and Information Clerks	5
541	Reservation and Transportation Ticket Agents and Travel Clerks	5
542	Information and Record Clerks, All Other	5
550	Cargo and Freight Agents	5
551	Couriers and Messengers	5
552	Dispatchers	5
553	Meter Readers, Utilities	5
554	Postal Service Clerks	5

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
555	Postal Service Mail Carriers	5
556	Postal Service Mail Sorters, Processors, and Processing Machine Operators	5
560	Production, Planning, and Expediting Clerks	5
561	Shipping, Receiving, and Traffic Clerks	5
562	Stock Clerks and Order Fillers	5
563	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	5
570	Secretaries and Administrative Assistants	5
580	Computer Operators	5
581	Data Entry Keyers	5
582	Word Processors and Typists	5
583	Desktop Publishers	5
584	Insurance Claims and Policy Processing Clerks	5
585	Mail Clerks and Mail Machine Operators, Except Postal Service	5
586	Office Clerks, General	5
590	Office Machine Operators, Except Computer	5
591	Proofreaders and Copy Markers	5
592	Statistical Assistants	5
593	Office and Administrative Support Workers, All Other	5
600	First-Line Supervisors/Managers of Farming, Fishing, and Forestry Workers	8
601	Agricultural Inspectors	1
604	Graders and Sorters, Agricultural Products	7
605	Miscellaneous Agricultural Workers, Including Animal Breeders	8
	<i>Combines:</i>	
	602 - Animal Breeders	
	605 - Miscellaneous Agricultural Workers	
610	Fishing and Hunting Workers	8
	<i>Combines:</i>	
	610 - Fishers and Related Fishing Workers	
	611 - Hunters and Trappers	
612	Forest and Conservation Workers	8
613	Logging Workers	8
620	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	6
621	Boilermakers	6
622	Brickmasons, Blockmasons, and Stonemasons	6
623	Carpenters	6
624	Carpet, Floor, and Tile Installers and Finishers	6
625	Cement Masons, Concrete Finishers, and Terrazzo Workers	6
626	Construction Laborers	8
630	Paving, Surfacing, and Tamping Equipment Operators	6

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
632	Miscellaneous Construction Equipment Operators	6
	<i>Combines:</i>	
	631 - Pile-Driver Operators	
	632 - Operating Engineers and Other Construction Equipment Operators	
633	Drywall Installers, Ceiling Tile Installers, and Tapers	6
635	Electricians	6
636	Glaziers	6
640	Insulation Workers	6
642	Painters, Construction and Maintenance	6
643	Paperhangers	6
644	Pipelayers, Plumbers, Pipefitters, and Steamfitters	6
646	Plasterers and Stucco Masons	6
651	Roofers	6
652	Sheet Metal Workers	6
653	Iron and Steel Workers	6
	<i>Combines:</i>	
	650 - Reinforcing Iron and Rebar Workers	
	653 - Structural Iron and Steel Workers	
660	Helpers, Construction Trades	8
666	Construction and Building Inspectors	1
670	Elevator Installers and Repairers	6
671	Fence Erectors	6
672	Hazardous Materials Removal Workers	6
673	Highway Maintenance Workers	6
674	Rail-Track Laying and Maintenance Equipment Operators	6
675	Septic Tank Servicers and Sewer Pipe Cleaners	8
676	Miscellaneous Construction and Related Workers	6
680	Derrick, Rotary Drill, and Service Unit Operators, and Roustabouts, Oil, Gas, and Mining	6
	<i>Combines:</i>	
	680 - Derrick, Rotary Drill, and Service Unit Operators, Oil, Gas, and Mining	
	692 - Roustabouts, Oil and Gas	
682	Earth Drillers, Except Oil and Gas	6
683	Explosives Workers, Ordnance Handling Experts, and Blasters	6
684	Mining Machine Operators	6
694	Miscellaneous Extraction Workers, Including Roof Bolters and Helpers (1)	6
	<i>Combines:</i>	
	691 - Roof Bolters, Mining	
	693 - Helpers--Extraction Workers	
	694 - Other Extraction Workers	
700	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	6
701	Computer, Automated Teller, and Office Machine Repairers	6
702	Radio and Telecommunications Equipment Installers and Repairers	6

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
703	Avionics Technicians	6
704	Electric Motor, Power Tool, and Related Repairers	6
710	Electrical and Electronics Repairers, Industrial, Utility, and Transportation Equipment	6
	<i>Combines:</i>	
	705 - Electrical and Electronics Installers and Repairers, Transportation Equipment	
	710 - Electrical and Electronics Repairers, Industrial and Utility	
711	Electronic Equipment Installers and Repairers, Motor Vehicles	6
712	Electronic Home Entertainment Equipment Installers and Repairers	6
713	Security and Fire Alarm Systems Installers	6
714	Aircraft Mechanics and Service Technicians	6
715	Automotive Body and Related Repairers	6
716	Automotive Glass Installers and Repairers	6
720	Automotive Service Technicians and Mechanics	6
721	Bus and Truck Mechanics and Diesel Engine Specialists	6
722	Heavy Vehicle and Mobile Equipment Service Technicians and Mechanics	6
724	Small Engine Mechanics	6
726	Miscellaneous Vehicle and Mobile Equipment Mechanics, Installers, and Repairers	6
730	Control and Valve Installers and Repairers	6
731	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	6
732	Home Appliance Repairers	6
733	Industrial and Refractory Machinery Mechanics	6
734	Maintenance and Repair Workers, General	6
735	Maintenance Workers, Machinery	6
736	Millwrights	6
741	Electrical Power-Line Installers and Repairers	6
742	Telecommunications Line Installers and Repairers	6
743	Precision Instrument and Equipment Repairers	6
751	Coin, Vending, and Amusement Machine Servicers and Repairers	6
754	Locksmiths and Safe Repairers	6
755	Manufactured Building and Mobile Home Installers	6
756	Riggers	6
761	Helpers-- Installation, Maintenance, and Repair Workers	8
762	Other Installation, Maintenance, and Repair Workers, Including Commercial Divers and Signal and Track Switch Repairers	6
	<i>Combines:</i>	
	752 - Commercial Divers	
	760 - Signal and Track Switch Repairers	
	762 - Other Installation, Maintenance, and Repair Workers	
770	First-Line Supervisors/Managers of Production and Operating Workers	7



Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
771	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	7
772	Electrical, Electronics, and Electromechanical Assemblers	7
773	Engine and Other Machine Assemblers	7
774	Structural Metal Fabricators and Fitters	6
775	Miscellaneous Assemblers and Fabricators	7
780	Bakers	7
781	Butchers and Other Meat, Poultry, and Fish Processing Workers	7
783	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders	7
784	Food Batchmakers	7
785	Food Cooking Machine Operators and Tenders	7
790	Computer Control Programmers and Operators	7
792	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	7
793	Forging Machine Setters, Operators, and Tenders, Metal and Plastic	7
794	Rolling Machine Setters, Operators, and Tenders, Metal and Plastic	7
795	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	7
796	Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic	7
800	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	7
801	Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic	7
803	Machinists	6
804	Metal Furnace and Kiln Operators and Tenders	7
806	Model Makers and Patternmakers, Metal and Plastic	6
810	Molders and Molding Machine Setters, Operators, and Tenders, Metal and Plastic	7
813	Tool and Die Makers	6
814	Welding, Soldering, and Brazing Workers	7
815	Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic	7
816	Lay-Out Workers, Metal and Plastic	6
820	Plating and Coating Machine Setters, Operators, and Tenders, Metal and Plastic	7
821	Tool Grinders, Filers, and Sharpeners	7
822	Other Metalworkers and Plastic Workers, Including Milling, Planing, and Multiple Machine Tool Operators	7
	<i>Combines:</i>	
	802 - Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic	
	812 - Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	
	822 - Metalworkers and Plastic Workers, All Other	

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
823	Bookbinders and Bindery Workers	6
824	Job Printers	7
825	Prepress Technicians and Workers	6
826	Printing Machine Operators	7
830	Laundry and Dry-Cleaning Workers	7
831	Pressers, Textile, Garment, and Related Materials	7
832	Sewing Machine Operators	7
833	Shoe and Leather Workers and Repairers	6
834	Shoe Machine Operators and Tenders	7
835	Tailors, Dressmakers, and Sewers	6
836	Textile Bleaching and Dyeing Machine Operators and Tenders	7
840	Textile Cutting Machine Setters, Operators, and Tenders	7
841	Textile Knitting and Weaving Machine Setters, Operators, and Tenders	7
842	Textile Winding, Twisting, and Drawing Out Machine Setters, Operators, and Tenders	7
845	Upholsterers	6
846	Miscellaneous Textile, Apparel, and Furnishings Workers, Except Upholsterers	7
	<i>Combines:</i>	
	843 - Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers	
	844 - Fabric and Apparel Patternmakers	
	846 - Textile, Apparel, and Furnishings Workers, All Other	
850	Cabinetmakers and Bench Carpenters	6
851	Furniture Finishers	6
853	Sawing Machine Setters, Operators, and Tenders, Wood	7
854	Woodworking Machine Setters, Operators, and Tenders, Except Sawing	7
855	Miscellaneous Woodworkers, Including Model Makers and Patternmakers	6
	<i>Combines:</i>	
	852 - Model Makers and Patternmakers, Wood	
	855 - Woodworkers, All Other	
860	Power Plant Operators, Distributors, and Dispatchers	6
861	Stationary Engineers and Boiler Operators	6
862	Water and Liquid Waste Treatment Plant and System Operators	6
863	Miscellaneous Plant and System Operators	7
864	Chemical Processing Machine Setters, Operators, and Tenders	7
865	Crushing, Grinding, Polishing, Mixing, and Blending Workers	7
871	Cutting Workers	7
872	Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders	7

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
873	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders	7
874	Inspectors, Testers, Sorters, Samplers, and Weighers	7
875	Jewelers and Precious Stone and Metal Workers	6
876	Medical, Dental, and Ophthalmic Laboratory Technicians	6
880	Packaging and Filling Machine Operators and Tenders	7
881	Painting Workers	7
883	Photographic Process Workers and Processing Machine Operators	7
885	Cementing and Gluing Machine Operators and Tenders	7
886	Cleaning, Washing, and Metal Pickling Equipment Operators & Tenders	7
891	Etchers and Engravers	6
892	Molders, Shapers, and Casters, Except Metal and Plastic	7
893	Paper Goods Machine Setters, Operators, and Tenders	7
894	Tire Builders	7
895	Helpers--Production Workers	8
896	Other Production Workers, Including Semiconductor Processors and Cooling and Freezing Equipment Operators	7
	<i>Combines:</i>	
	884 - Semiconductor Processors	
	890 - Cooling and Freezing Equipment Operators and Tenders	
	896 - Production Workers, All Other	
900	Supervisors, Transportation and Material Moving Workers	7
903	Aircraft Pilots and Flight Engineers	2
904	Air Traffic Controllers and Airfield Operations Specialists	3
912	Bus Drivers	7
913	Driver/Sales Workers and Truck Drivers	7
914	Taxi Drivers and Chauffeurs	7
915	Miscellaneous Motor Vehicle Operators, Including Ambulance Drivers and Attendants	7
	<i>Combines:</i>	
	911 - Ambulance Drivers and Attendants, Except Emergency Medical Technicians	
	915 - Motor Vehicle Operators, All Other	
920	Locomotive Engineers and Operators	7
923	Railroad Brake, Signal, and Switch Operators	7
924	Railroad Conductors and Yardmasters	7
926	Subway, Streetcar, and Other Rail Transportation Workers	7
930	Sailors and Marine Oilers	7

Occupation Code_2000	Occupation Title_2000	EEO-1 Job Category (9)
931	Ship and Boat Captains and Operators	1
933	Ship Engineers	7
935	Parking Lot Attendants	7
936	Service Station Attendants	8
941	Transportation Inspectors	7
942	Miscellaneous Transportation Workers, Including Bridge and Lock Tenders and Traffic Technicians <i>Combines:</i> 934 - Bridge and Lock Tenders 942 - Other Transportation Workers	7
951	Crane and Tower Operators	6
952	Dredge, Excavating, and Loading Machine Operators	6
956	Hoist and Winch Operators	7
960	Industrial Truck and Tractor Operators	7
961	Cleaners of Vehicles and Equipment	8
962	Laborers and Freight, Stock, and Material Movers, Hand	8
963	Machine Feeders and Offbearers	8
964	Packers and Packagers, Hand	7
965	Pumping Station Operators	7
972	Refuse and Recyclable Material Collectors	8
975	Miscellaneous Material Moving Workers; Including Conveyor Operators & Tenders; Shuttle Car Operators; & Tank Car, Truck, & Ship Loaders <i>Combines:</i> 950 - Conveyor Operators and Tenders 973 - Shuttle Car Operators 974 - Tank Car, Truck, and Ship Loaders 975 - Material Moving Workers, All Other	7
992 (2)	Unemployed, with no work experience since 1995	-

1. Please Note: Helpers -- Extraction Workers (Census Code 693) and Other Extraction Workers (Census Code 694) would normally not be combined in the same EEO Occupational category. In this instance, however, EEOC defers to the OMB requirement that Census Occupational categories must be consistent with the SOC minor group structure.

2. Please Note: Code 992 includes people 16 years and older with civilian work experience who are unemployed and have not worked since 1995; who have never worked and are looking for work; and who have worked since 1995, but whose last job was in the military, and are looking for civilian work.

Code 992 is not applicable to worksite/residence and worksite tables.

Additional Resources:

1. <http://www.census.gov/hhes/www/ioindex/view.html>
2. The Standard Occupational Classification Manual,  
Stock Number 041-001-00351-7, \$55.00.  
This book can be purchased by writing to the:  
Superintendent of Documents, U. S. Government Printing Office,  
P.O. Box 371954  
Pittsburg, PA 15250-7954  
  
FAX (212)512-2104