

THE CITY OF NEW YORK  
DEPARTMENT OF SMALL BUSINESS SERVICES  
DIVISION OF LABOR SERVICES  
CONTRACT COMPLIANCE UNIT  
110 WILLIAM STREET – 7th FLOOR  
NEW YORK, NY 10038

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 Chapter 56 of the New York City Charter (Chapter 56), Executive Order No. 50 (1980) (E.O. 50), as amended, its implementing Rules (1982), the filing of a completed ER is a requirement for doing business with the City of New York 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;
2. the contract value exceeds \$100,000.00; and
3. your firm employs a total of 50 or more people.

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

## II. WHO MUST FILE A "LESS THAN 50 EMPLOYEES CERTIFICATE" (see ER, page 12)

1. If your contract value exceeds \$100,000.00 and your company at all of its facilities employs fewer than 50 employees, you need only submit a "Less Than 50 Employees Certificate" found on page 12 of the Employment Report.
2. If you are a subcontractor to the prime contractor, the value of your subcontract exceeds \$100,000.00 and your company at all of its facilities employs fewer than a total of 50 employees, you need only submit the "Less Than 50 Employees Certificate" found on page 12 of the Employment Report.

## III. FOR WHICH FACILITY MUST AN ER BE FILED

1. A separate ER will be forwarded 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 from 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. DLS 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 APPROPRIATE CITY AGENCY AS IDENTIFIED IN SECTION V BELOW.**

IV. WHO MUST FILE A "LESS THAN 150 EMPLOYEES CERTIFICATE"  
(see ER, page 13)

1. If your contract value exceeds \$100,000.00 and your company employs between 50 and 149 employees, only Parts I and II and the "Less Than 150 Employees Certificate" (see page 15 of the Employment Report) need be completed and submitted for each independently operating facility. **DO NOT COMPLETE PART III (Pages 9-11)** of the ER.
2. If your company is a subcontractor, the value of your subcontract exceeds \$100,000.00 and your company employs between 50 and 149 employees, only Parts I and II and the "Less Than 150 Employees Certificate" (see page 15 of the Employment Report) need be completed and submitted for each independently operating facility. **DO NOT COMPLETE PART III (Pages 9-11)** of the ER.

V. WHERE TO FILE

1. The ER(s) or the "Less Than 50 Employees Certificate(s)" must be returned to the city agency with which you are contracting (contracting agency), and all inquiries regarding the Instructions and/or the ER must be directed to the contracting agency, as well.

2. DEPARTMENT OF GENERAL SERVICES/DIVISION OF MUNICIPAL SUPPLIES CONTRACTORS ONLY. If you are contracting through the Department of General Services/Division of Municipal Supplies, you will submit the ER or "Less Than 50 Employees Certificate" directly to Division of Labor Services, 110 William Street, 7<sup>th</sup> Floor, New York, NY 10038. All inquiries regarding the Employment Report Instructions and/or the ER must be directed to DLS.

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

## VI. WHO REVIEWS THE EMPLOYMENT REPORT

The contracting agency and/or DLS reviews the ER for completeness. If any portion is incomplete you will be notified.

Upon receipt of a completed ER, it is reviewed by DLS to ensure that your firm or organization is in compliance with the City's equal employment opportunity requirements.

## VII. WHAT COMPRISES THE DIVISION OF LABOR SERVICE'S REVIEW PROCESS

In accordance with E.O. 50, upon receipt by DLS of a completed ER, DLS 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 DLS 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 DLS 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) A **Certificate of Compliance**, valid for 24 months;
  - b) A **Conditional Certificate of Compliance**, valid for 3 months contingent upon conditions being satisfied;
  - c) An **Administrative Certificate of Compliance**, valid for 24 months;

- d) **A Conditional Administrative Certificate of Compliance**, valid for 3 months, if conditions are satisfied;
- e) **Continued Compliance Certificate**, good for the instant contract if a Certificate of Compliance has been issued; or
- f) **A Compliance Review Analysis Report**. (If the analysis yields a finding of 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 will be asked to attend a conference 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 Certificate of Compliance.**)

**VIII. WHO MUST SIGN THE EMPLOYMENT REPORT, THE "LESS THAN 150 EMPLOYEES CERTIFICATE" OR THE "LESS THAN 50 EMPLOYEES CERTIFICATE"**

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

**NOTE: DLS WILL ONLY ACCEPT ORIGINAL SIGNATURES. COPIES WILL BE REJECTED.**

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

**A. General Information**

1. Check the appropriate the contractual relationship (a or b) you will have with the City 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.
6. Identify your firm's industry code (see Appendix A)

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

You may complete and submit only Part I, if any of the three (3) following conditions apply to your organization.

**1. You Have Prior Approval From DLS**

You have a valid Certificate of Compliance, Conditional Certificate of Compliance, Administrative Certificate of Approval or Conditional Administrative Certificate of Approval, issued by DLS 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 compliance approval. If so, complete only Part I and the required attachments. (See Question 9b. of the ER).

**3. You Have Prior Approval From OFCCP**

The facility(ies) involved in the performance of this contract has within the past 12 months undergone an audit and received approval by the U.S. Department of Labor, Office of Federal Contract Compliance Programs ("OFCCP") and is in compliance with all other requirements of E.O. 50 and its implementing Rules. If so, complete only Part I and submit the required attachments. (See Question 10 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.

5. Explain the nature of the good(s) and/or service(s) being provided under this contract. (see page 3 of the ER)
- 6a. Identify the **Agency** with which you have the contract to provide the good(s) and/or service(s). If the Department of General Services/Division of Municipal Supplies (DMS) is contracting with your organization on behalf of a user agency (e.g. Department of Sanitation), please indicate that DMS is the contracting agency.
- b. Identify the contract value.
- c. 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.
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 Tetersboro, 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 1 of these instructions and/or call DLS at (212) 513-6433 or 513-6323.

**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 \$100,000.00 must be identified by name and address. As a selected proposed contractor you must ensure that each of your subcontractors obtain an Employment Report as soon as possible after your organization is selected to perform on the City 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 all of the facilities involved in this proposed contract of the ER being reviewed by DLS, then you may complete and submit only Part I of the ER for each operating facility. Be certain to identify the date on which you submitted the completed ER(s), the name of the City contracting agency 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 OFCCP Audit of the facility for which this ER is being submitted? When answering this question, be careful to consider only those locations which the OFCCP actually audited. DLS will not consider OFCCP 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? 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 and documentation of their performance.

**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 appropriate contracting agency. (See Section V, page 2)

### C. Part II - DOCUMENTS REQUIRED

#### Questions

11a. - j.

You must respond to the questions as to whether or not your firm has documents reflecting written policies, benefits and procedures. If so, then you must identify by name each document in which the policy(ies), procedure(s) or benefit(s) is located and submit copies of each document.

If your firm follows unwritten practices or procedures, then you must explain in writing how they operate.

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

#### Questions

12a. 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

13a. and b.

There are two parts to this question. Part (a) concerns the firm's requirement that an applicant or employee be subjected to a medical examination at any given time. Part (b) requires the submission of medical information questionnaires used by the firm.

Question 14.

There are two parts to the question. Part (a) asks you to indicate the existence and location of all statements of your firm's Equal Employment Opportunity policy and to attach a copy of each statement. Part (b) asks you to submit your current Affirmative Action Plan(s).

Question 15.

If your firm or collective bargaining agreement has an internal grievance procedure indicate this and submit a copy of the policy and procedure. If unwritten, explain its nature and operation. Explain how your firm's procedure addresses EEO complaints.

Question 16. If your employees have used an internal grievance procedure in the last three (3) years, please submit an explanation in the format indicated below:

<u>Number the Complaint(s) (e.g. 1, 2, 3 ..)</u>	<u>Nature of the Complaint(s)</u>	<u>Position(s) of Complainant(s)</u>	<u>Investigation Conducted Yes/No, Type</u>	<u>Current Status/Disposition</u>
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Question 17. 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 affirmative action laws. If yes, develop and submit a log to show, for each administrative/and or judicial action filed, the following information:

<u>Name(s) of Complainant(s)</u>	<u>Administrative agency or court in which action was filed</u>	<u>Nature of the Complaint(s)</u>	<u>Current Status</u>	<u>If not pending, the Complaint's Disposition</u>
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Question 18. Identify each job for which a physical qualification exists. Identify and explain the physical qualification(s) for each stated job. Submit job descriptions for each job and the reasons for the qualifications.

Question 19. 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.

Question 20. If the conditions apply, check the appropriate boxes.

D. Part III: Employment Data Tables Include:

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

Form B.      New Hires Form/Tracking Employees Hired Over The Last Three Years (see ER, page 10)

Form C.      Terminations Form: Employment Terminations Over The Last Three Years (see ER, page 11)

**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.**

FORM A. JOB CLASSIFICATION AND INCUMBENTS REPORT

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

1. Occupational 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 occupational category for each job title please note that the occupational categories listed in abbreviated form at the upper right corner reflect the eleven (11) occupational categories utilized in the 1990 Census. These occupational categories are listed in Appendix B (page 22) and appear as italicized headings within the parenthesis above each group of occupational titles listed in Appendix B. Be sure you are using the correct occupational category when selecting the category in Appendix B that most closely corresponds to your company job titles.
- (c) Before you fill out Form A, please circle the occupational 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 occupational 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 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 14) AND DLS WILL CLASSIFY THAT TITLE FOR YOU.**

2. If two job titles have similar pay rate, opportunity and responsibility, they may be checked off in the same job group. But you may not skip a job group within an occupational category: THE RANKINGS IN EACH OCCUPATIONAL CATEGORY MUST BEGIN WITH JOB GROUP 1, THEN JOB GROUP 2, THEN JOB GROUP 3 AND SO ON. (It is not necessary to reach Job Group 5, and in fact most small and medium-sized organizations do not).

**NOTE: UNDER LIMITED CIRCUMSTANCES, DLS WILL ALLOW MORE THAN FIVE JOB GROUPS TO BE ESTABLISHED IN AN OCCUPATIONAL CATEGORY, BUT IN NO INSTANCE WILL MORE THAN TEN JOB GROUPS BE ALLOWED. IF YOU BELIEVE THAT MORE THAN FIVE JOB GROUPS IN ANY OCCUPATIONAL CATEGORY IS ABSOLUTELY NECESSARY, YOU MAY CALL DLS AND ASK FOR THE TECHNICAL ASSISTANCE UNIT AT (212) 513-6433 or 513-6323.**

**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 sex and minority status (see below), the total number of incumbents in each job title. Add the totals in column 5 for the entire occupational 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 occupational category, you must report zero (0).
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 B. NEW HIRES FORM/TRACKING EMPLOYEES HIRED OVER THE LAST THREE YEARS**

FILL OUT THIS FORM AS FOLLOWS: (See page 10 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 city agency with which you are contracting (contracting agency). If you are contracting through the Department of General Services/Division of Municipal Supplies, you must contact the Division of Labor Services directly.

**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: Sex and Race/Ethnic Code**

1. Using the codes at the bottom of the form, fill in the sex 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 11.

**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 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 023 (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 Employment Report, page 14) and DLS 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 11 of the 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 city agency with which you are contracting (contracting agency). If you are contracting through the Department of General Services/Division of Municipal Supplies, you must contact the Division of Labor Services directly.

**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 a "V", "R", "I" 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 sex 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 11.

**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 employees 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.**

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

The signatory of this Employment Report and all other documents submitted to DLS 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.**

**APPENDIX A: INDUSTRY CODES**

## INDUSTRY CATEGORY

**AGRICULTURE, FORESTRY, AND FISHERIES**

010	Agricultural production, crops
011	Agricultural production, livestock
012	Veterinary services
020	Landscape and horticultural services
030	Agricultural services, n.e.c.
031	Forestry
032	Fishing, hunting, and trapping

**MINING**

040	Metal mining
041	Coal mining
042	Oil and gas extraction
050	Nonmetallic mining and quarrying, except fuels

060 **CONSTRUCTION****MANUFACTURING****Nondurable Goods**

	Food and kindred products
100	Meat products
101	Dairy products
102	Canned, frozen, and preserved fruits and vegetables
110	Grain Mill products
111	Bakery products
112	Sugar and confectionery products
120	Beverage industries
121	Miscellaneous food preparations and kindred products
122	Not specified food industries
130	Tobacco manufactures
	Textile mill products
132	Knitting mills
140	Dyeing and finishing textiles, except wool and knit goods
141	Carpets and rugs
142	Yarn, thread, and fabric mills
150	Miscellaneous textile mill products
	Apparel and other finished textile products
151	Apparel and accessories, except knit
152	Miscellaneous fabricated textile products
	Paper and allied products
160	Pulp, paper, and paperboard mills
161	Miscellaneous paper and pulp products
162	Paperboard containers and boxes

Printing, publishing, and allied industries  
 171 Newspaper publishing and printing  
 172 Printing, publishing, and allied industries, except newspapers

Chemicals and allied products  
 180 Plastics, synthetics, and resins  
 181 Drugs  
 182 Soaps and cosmetics  
 190 Paints, varnishes, and related products  
 191 Agricultural chemicals  
 192 Industrial and miscellaneous chemicals

Petroleum and coal products  
 200 Petroleum refining  
 201 Miscellaneous petroleum and coal products

Rubber and miscellaneous plastic products  
 210 Tires and inner tubes  
 211 Other rubber products, and plastics footwear and belting  
 212 Miscellaneous plastics products

Leather and leather products  
 220 Leather tanning and finishing  
 221 Footwear, except rubber and plastic  
 222 Leather products, except footwear

### **DURABLE GOODS**

Lumber and wood products, except furniture  
 230 Logging  
 231 Sawmills, planing mills, and millwork  
 232 Wood buildings and mobile homes  
 241 Miscellaneous wood products  
 242 Furniture and fixtures

Stone, clay, glass and concrete products  
 250 Glass and glass products  
 251 Cement, concrete, gypsum, and plaster products  
 252 Structural clay products  
 261 Pottery and related products  
 262 Miscellaneous nonmetallic mineral and stone products

Metal industries  
 270 Blast furnaces, steelworks, rolling and finishing mills  
 271 Iron and steel foundries  
 272 Primary aluminum industries  
 280 Other primary metal industries  
 281 Cutlery, hand tools, and general hardware  
 282 Fabricated structural metal products  
 290 Screw machine products  
 291 Metal forging and stampings  
 292 Ordnance  
 300 Miscellaneous fabricated metal products  
 301 Not specified metal industries

	Machinery and computing equipment
310	Engines and turbines
311	Farm machinery and equipment
312	Construction and material handling machines
320	Metalworking machinery
321	Office and accounting machines
322	Computers and related equipment
331	Machinery, except electrical, n.e.c.
332	Not specified machinery
	Electrical machinery, equipment and supplies
340	Household appliances
341	Radio, TV, and communication equipment
342	Electrical machinery, equipment and supplies, n.e.c.
350	Not specified electrical machinery, equipment and supplies
	Transportation equipment
351	Motor vehicles and motor vehicle equipment
352	Aircraft and parts
360	Ship and boat building and repairing
361	Railroad locomotives and equipment
362	Guided missiles, space vehicles, and parts
370	Cycles and miscellaneous transportation equipment
	Professional and photographic equipment, and watches
371	Scientific and controlling instruments
372	Medical, dental, and optical instruments and supplies
380	Photographic equipment and supplies
381	Watches, clock and clockwork operated devices
390	Toys, amusement and sporting goods
391	Miscellaneous manufacturing industries
392	Not specified manufacturing industries

## **TRANSPORTATION, COMMUNICATIONS AND OTHER PUBLIC UTILITIES**

	Transportation
400	Railroads
401	Bus service and urban transit
402	Taxicab service
410	Trucking service
411	Warehousing and storage
412	U.S. Postal Service
420	Water transportation
421	Air transportation
422	Pipe lines, except natural gas
432	Services incidental to transportation
	Communications
440	Radio and television broadcasting and cable
441	Telephone communications
442	Telegraph and miscellaneous communication services
	Utilities and sanitary services
450	Electric light and power
451	Gas and steam supply systems
452	Electric and gas, and other combinations
470	Water supply and irrigation

- 471 Sanitary services
- 472 Not specified utilities

## **WHOLESALE TRADE**

### **Durable Goods**

- 500 Motor vehicles and equipment
- 501 Furniture and home furnishings
- 502 Lumber and construction materials
- 510 Professional and commercial equipment and supplies
- 511 Metals and minerals, except petroleum
- 512 Electrical goods
- 521 Hardware, plumbing and heating supplies
- 530 Machinery, equipment and supplies
- 531 Scrap and waste materials
- 532 Miscellaneous wholesale, durable goods

### **Nondurable Goods**

- 540 Paper and paper products
- 541 Drugs, chemicals and allied products
- 542 Apparel, fabrics and notions
- 550 Groceries and related products
- 551 Farm-product raw materials
- 552 Petroleum products
- 560 Alcoholic beverages
- 561 Farm supplies
- 562 Miscellaneous wholesales, nondurable goods
- 571 Not specified wholesale trade

## **RETAIL TRADE**

- 580 Lumber and building material retailing
- 581 Hardware stores
- 582 Retail nurseries and garden stores
- 590 Mobile home dealers
- 591 Department stores
- 592 Variety stores
- 600 Miscellaneous general merchandise stores
- 601 Grocery stores
- 602 Dairy products stores
- 610 Retail bakeries
- 611 Food stores, n.e.c.
- 612 Motor vehicle dealers
- 620 Auto and home supply stores
- 621 Gasoline service stations
- 622 Miscellaneous vehicle dealers
- 623 Apparel and accessory stores, except shoe
- 630 Shoe stores
- 631 Furniture and home furnishings stores
- 632 Household appliance stores
- 633 Radio, TV, and computer stores
- 640 Music stores
- 641 Eating and drinking places
- 642 Drug stores
- 650 Liquor stores

651	Sporting goods, bicycles and hobby stores
652	Book and stationery stores
660	Jewelry stores
661	Gift, novelty, and souvenir shops
662	Sewing, needlework and piece goods stores
663	Catalog and mail order houses
670	Vending machine operators
671	Direct selling establishments
672	Fuel dealers
681	Retail florists
682	Miscellaneous retail stores
691	Not specified retail trade

#### **FINANCE, INSURANCE AND REAL ESTATE**

700	Banking
701	Savings institutions, including credit unions
702	Credit agencies, n.e.c.
710	Security, commodity brokerage, and investment companies
711	Insurance
712	Real estate, including real estate-insurance offices

#### **BUSINESS AND REPAIR SERVICES**

721	Advertising
722	Services to dwellings and other buildings
731	Personnel supply services
732	Computer and data processing services
740	Detective and protective services
741	Business services, n.e.c.
742	Automotive rental and leasing, without divers
750	Automotive parking and carwashes
751	Automotive repair and related services
752	Electrical repair shops
760	Miscellaneous repair services

#### **PERSONAL SERVICES**

761	Private households
762	Hotel and motels
770	Lodging places, excepts hotels and motels
771	Laundry, cleaning and garment services
772	Beauty shops
780	Barber shops
781	Funeral service and crematories
782	Shoe repair shops
790	Dressmaking shops
791	Miscellaneous personal services

#### **ENTERTAINMENT AND RECREATION SERVICES**

800	Theaters and motion pictures
801	Video tape rental
802	Bowling centers
810	Miscellaneous entertainment and recreation services

**PROFESSIONAL AND RELATED SERVICES**

812	Offices and clinics of physicians
820	Offices and clinics of dentists
821	Offices and clinics of chiropractors
822	Offices and clinics of optometrists
830	Offices and clinics of health practitioners, n.e.c.
831	Hospitals
832	Nursing and personal care facilities
840	Health services, n.e.c.
841	Legal services
842	Elementary and secondary schools
850	Colleges and universities
851	Vocational schools
852	Libraries
860	Educational services, n.e.c.
861	Job training and vocational rehabilitation services
862	Child day care services
863	Family child care homes
870	Residential care facilities, without nursing
871	Social services, n.e.c.
872	Museums, art galleries, and zoos
873	Labor unions
880	Religious organizations
881	Membership organizations, n.e.c.
882	Engineering, architectural and surveying services
890	Accounting, auditing and bookkeeping services
891	Research, development, and testing services
892	Management and public relations services
893	Miscellaneous professional and related services

**PUBLIC ADMINISTRATION**

900	Executive and legislative offices
901	General government, n.e.c.
910	Justice, public order, safety
921	Public finance, taxation, and monetary policy
922	Administration of human resources programs
930	Administration of environmental quality and housing programs
931	Administration of economic programs
932	National security and international affairs

**ACTIVE DUTY MILITARY**

## Armed Forces

940	Army
941	Air Forces
942	Navy
950	Marines
951	Coast Guard
952	Armed Forces, Branch not specified
960	Military Reserves or National Guard

**EXPERIENCED UNEMPLOYED NOT CLASSIFIED BY INDUSTRY**

992	Last worked 1984 or earlier
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## APPENDIX B: OCCUPATIONAL CATEGORIES AND CENSUS CODES

**BROAD CENSUS OCCUPATIONAL CATEGORIES**

1. **Executive, Administrative and Managerial Occupations**  
(*Managerial*) Codes 003 through 037
2. **Professional Specialty Occupations**  
(*Professional*) Codes 043 through 199
3. **Technician and Related Support Occupations**  
(*Technicians*) Codes 203 through 235
4. **Sales Occupations**  
(*Sales*) Codes 243 through 285
5. **Administrative Support Occupations, Including Clerical**  
(*Clerical*) Codes 303 through 389
6. **Service Occupations, Except Private Household**  
(*Service*) Codes 403 through 469
7. **Farming, Forestry & Fishing**  
(*Farm*) Codes 473 through 499
8. **Precision Production, Craft and Regular Occupations**  
(*Crafts*) Codes 503 through 699
9. **Operators, Fabricators & Laborers**  
(*Operators*) Codes 703 through 889
10. **Military Occupations**  
(*Military*) Codes 903 through 905
11. **Experienced Unemployed Not Classified by Occupation**  
(*Unemployed*) Code 909

## 1990 CENSUS DETAILED LISTING OF OCCUPATIONAL TITLE CODES

1990  
CENSUS  
CODE

### 1. EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL OCCUPATIONS (*"Managerial"*)

003	Legislators
004	Chief executives and general administrators, public administration
005	Administrators and officials, public administration
006	Administrators, protective services
007	Financial managers
008	Personnel and labor relations managers
009	Purchasing managers
013	Managers, marketing, advertising, and public relations
014	Administrators, education and related fields
015	Managers, medicine and health
016	Postmasters and mail superintendents
017	Managers, food serving and lodging establishments
018	Managers, properties and real estate
019	Funeral directors
021	Managers, service organizations, n.e.c.
022	Managers and administrators, n.e.c.

#### Management Related Occupations

023	Accountants and auditors
024	Underwriters
025	Other financial officers
026	Management analysts
027	Personnel, training, and labor relations specialists
028	Purchasing agents and buyers, farm products
029	Buyers, wholesale and retail trade except farm products
033	Purchasing agents and buyers, n.e.c.
034	Business and promotion agents
035	Construction inspectors
036	Inspectors and compliance officers, except construction
037	Management related occupations, n.e.c.

### 2. PROFESSIONAL SPECIALTY OCCUPATIONS (*"Professional"*)

	Engineers, Architects, and Surveyors
043	Architects
	Engineers
044	Aerospace
045	Metallurgical and materials
046	Mining
047	Petroleum
048	Chemical
049	Nuclear
053	Civil
054	Agricultural

055	Electrical and electronic
056	Industrial
057	Mechanical
058	Marine and naval architects
059	Engineers, n.e.c.
063	Surveyors and mapping scientists
	Mathematical and Computer Scientists
064	Computer systems analysts and scientists
065	Operations and systems researchers and analysts
066	Actuaries
067	Statisticians
068	Mathematical scientists, n.e.c.
	Natural Scientists
069	Physicists and astronomers
073	Chemists, except biochemists
074	Atmospheric and space scientists
075	Geologists and geodesists
076	Physical scientists, n.e.c.
077	Agricultural and food scientists
078	Biological and life scientists
079	Forestry and conservation scientists
083	Medical scientists
	Health Diagnosing Occupations
084	Physicians
085	Dentists
086	Veterinarians
087	Optometrists
088	Podiatrists
089	Health diagnosing practitioners, n.e.c.
	Health Assessment and Treating Occupations
095	Registered nurses
096	Pharmacists
097	Dietitians
	Therapists
098	Respiratory therapists
099	Occupational therapists
103	Physical therapists
104	Speech therapists
105	Therapists, n.e.c.
106	Physicians' assistants
	Teachers, Postsecondary
113	Earth, environmental, and marine science teachers
114	Biological science teachers
115	Chemistry teachers
116	Physics teachers
117	Natural science teachers, n.e.c.
118	Psychology teachers
119	Economics teachers
123	History teachers
124	Political science teachers
125	Sociology teachers
126	Social science teachers, n.e.c.

127	Engineering teachers
128	Mathematical science teachers
129	Computer science teachers
133	Medical science teachers
134	Health specialties teachers
135	Business, commerce, and marketing teachers
136	Agriculture and forestry teachers
137	Art, drama, and music teachers
138	Physical education teachers
139	Education teachers
143	English teachers
144	Foreign language teachers
145	Law teachers
146	Social work teachers
147	Theology teachers
148	Trade and industrial teachers
149	Home economics teachers
153	Teachers, postsecondary, n.e.c.
154	Postsecondary teachers, subject not specified
	Teachers, Except Postsecondary
155	Teachers, prekindergarten and kindergarten
156	Teachers, elementary school
157	Teachers, secondary school
158	Teachers, special education
159	Teachers, n.e.c.
163	Counselors, educational, and vocational
	Librarians, Archivists, and Curators
164	Librarians
165	Archivists and curators
	Social Scientists and Urban Planners
166	Economists
167	Psychologists
168	Sociologists
169	Social scientists, n.e.c.
173	Urban planners
	Social, Recreation, and Religious Workers
174	Social workers
175	Recreation workers
176	Clergy
177	Religious workers, n.e.c.
	Lawyers and Judges
178	Lawyers
179	Judges
	Writers, Artists, Entertainers, and Athletes
183	Authors
184	Technical writers
185	Designers
186	Musicians and composers
187	Actors and directors
188	Painters, sculptors, craft-artists, and artist printmakers
189	Photographers

193	Dancers
194	Artists, performers, and related workers, n.e.c.
195	Editors and reporters
197	Public relations specialists
198	Announcers
199	Athletes

### **3. TECHNICIANS AND RELATED SUPPORT OCCUPATIONS**

("Technicians")

	Health Technologists and Technicians
203	Clinical laboratory technologists and technicians
204	Dental hygienists
205	Health record technologists and technicians
206	Radiologic technicians
207	Licensed practical nurses
208	Health technologists and technicians, n.e.c.
	Technologists and Technicians, Except Health
	Engineering and Related Technologists and Technicians
213	Electrical and electronic technicians
214	Industrial engineering technicians
215	Mechanical engineering technicians
216	Engineering technicians, n.e.c.
217	Drafting occupations
218	Surveying and mapping technicians
	Science Technicians
223	Biological technicians
224	Chemical technicians
225	Science technicians, n.e.c.
	Technicians, Except Health, Engineering, and Science
226	Airplane pilots and navigators
227	Air traffic controllers
228	Broadcast equipment operators
229	Computer programmers
233	Tool programmers, numerical control
234	Legal assistants
235	Technicians, n.e.c.

### **4. SALES OCCUPATIONS**

("Sales")

243	Supervisors and proprietors, sales occupations
	Sales Representatives, Finance and Business Services
253	Insurance sales occupations
254	Real estate sales occupations
255	Securities and financial services sales occupations
256	Advertising and related sales occupations
257	Sales occupations, other business services
	Sales Representatives, Commodities Except Retail
258	Sales engineers
259	Sales representatives, mining, manufacturing, and wholesale

## Sales Workers, Retail and Personal Services

263	Sales workers, motor vehicles and boats
264	Sales workers, apparel
265	Sales workers, shoes
266	Sales workers, furniture and home furnishings
267	Sales workers; radio, TV, hi-fi, and appliances
268	Sales workers, hardware and building supplies
269	Sales workers, parts
274	Sales workers, other commodities
275	Sales counter clerks
276	Cashiers
277	Street and door-to-door sales workers
278	News vendors

## Sales Related Occupations

283	Demonstrators, promoters and models, sales
284	Auctioneers
285	Sales support occupations, n.e.c.

## 5. ADMINISTRATIVE SUPPORT OCCUPATIONS, INCLUDING CLERICAL ("Clerical")

## Supervisors, Administrative Support Occupations

303	Supervisors, general office
304	Supervisors, computer equipment operators
305	Supervisors, financial records processing
306	Chief communications operators
307	Supervisors, distribution, scheduling, and adjusting clerks

## Computer equipment operators

308	Computer operators
309	Peripheral equipment operators

## Secretaries, Stenographers and Typists

313	Secretaries
314	Stenographers
315	Typists

## Information Clerks

316	Interviewers
317	Hotel clerks
318	Transportation ticket and reservation agents
319	Receptionists
323	Information clerks, n.e.c.

## Records Processing Occupations, Except Financial

325	Classified-ad clerks
326	Correspondence clerks
327	Order clerks
328	Personnel clerks, except payroll and timekeeping
329	Library clerks
335	File clerks
336	Records clerks

## Financial Records Processing Occupations

337	Bookkeepers, accounting, and auditing clerks
338	Payroll and timekeeping clerks

339	Billing clerks
343	Cost and rate clerks
344	Billing, posting, and calculating machine operators
	Duplicating, Mail and Other Office Machine Operators
345	Duplicating machine operators
346	Mail preparing and paper handling machine operators
347	Office machine operators, n.e.c.
	Communications Equipment Operators
348	Telephone operators
353	Communications equipment operators, n.e.c.
	Mail and Message Distributing Occupations
354	Postal clerks, exc. mail carriers
355	Mail carriers, postal service
356	Mail clerks, exc. postal service
357	Messengers
	Material Recording, Scheduling, and Distributing Clerks, n.e.c.
359	Dispatchers
363	Production coordinators
364	Traffic, shipping, and receiving clerks
365	Stock and inventory clerks
366	Meter readers
368	Weighers, measurers, checkers, and samplers
373	Expeditors
374	Material recording, scheduling, and distributing clerks, n.e.c.
	Adjusters and investigators
375	Insurance adjusters, examiners, and investigators
376	Investigators and adjustors, except insurance
377	Eligibility clerks, social welfare
378	Bill and account collectors
	Miscellaneous Administrative Support Occupations
379	General office clerks
383	Bank tellers
384	Proofreaders
385	Data-entry keyers
386	Statistical clerks
387	Teachers' aides
389	Administrative support occupations, n.e.c.

## 6. SERVICE OCCUPATIONS

("Service")

### Private Household Occupations

403	Launderers and ironers
404	Cooks, private household
405	Housekeepers and butlers
406	Child care workers, private household
407	Private household cleaners and servants

**Protective Service Occupations**

	Supervisors, Protective Service Occupations
413	Supervisors, firefighting and fire prevention occupations
414	Supervisors, police and detectives
415	Supervisors, guards
	Firefighting and Fire Prevention Occupations
416	Fire inspection and fire prevention occupations
417	Firefighting occupations
	Police and Detectives
418	Police and detectives, public service
423	Sheriffs, bailiffs, and other law enforcement officers
424	Correctional institution officers
	Guards
425	Crossing guards
426	Guards and police, exc. public service
427	Protective service occupations, n.e.c.

**Service Occupations, Except Protective and Household**

	Food Preparation and Service Occupations
433	Supervisors, food preparation and service occupations
434	Bartenders
435	Waiters and waitresses
436	Cooks
438	Food counter, fountain and related occupations
439	Kitchen workers, food preparation
443	Waiters'/waitresses' assistants
444	Miscellaneous food preparation occupations
	Health Service Occupations
445	Dental assistants
446	Health aides, except nursing
447	Nursing aides, orderlies, and attendants
	Cleaning and Building Service Occupations, except Household
448	Supervisors, cleaning and building service workers
449	Maids and housemen
453	Janitors and cleaners
454	Elevator operators
455	Pest control occupations
	Personal Service Occupations
456	Supervisors, personal service occupations
457	Barbers
458	Hairdressers and cosmetologists
459	Attendants, amusement and recreation facilities
461	Guides
462	Ushers
463	Public transportation attendants
464	Baggage porters and bellhops
465	Welfare service aides
466	Family child care providers
467	Early childhood teacher's assistants
468	Child care workers, n.e.c.
469	Personal service occupations, n.e.c.

## 7. FARMING, FORESTRY, AND FISHING OCCUPATIONS

("Farm")

	Farm operators and managers
473	Farmers, except horticultural
474	Horticultural specialty farmers
475	Managers, farms, except horticultural
476	Managers, horticultural specialty farms
	Farm Occupations, Except Managerial
477	Supervisors, farm workers
479	Farm workers
483	Marine life cultivation workers
484	Nursery workers
	Related Agricultural Occupations
485	Supervisors, related agricultural occupations
486	Groundkeepers and gardeners, except farm
487	Animal caretakers, except farm
488	Graders and sorters, agricultural products
489	Inspectors, agricultural products
	Forestry and Logging Occupations
494	Supervisors, forestry and logging workers
495	Forestry workers, except logging
496	Timber cutting and logging occupations
	Fishers, Hunters, and Trappers
497	Captains and other officers, fishing vessels
498	Fishers
499	Hunters and trappers

## 8. PRECISION PRODUCTION, CRAFT, AND REPAIR OCCUPATIONS

("Crafts")

### Mechanics and Repairers

503	Supervisors , mechanics and repairers
	Mechanics and Repairers, Except Supervisors
	Vehicle and Mobile Equipment Mechanics and Repairers
505	Automobile mechanics
506	Automobile mechanic apprentices
507	Bus, truck, and stationary engine mechanics
508	Aircraft engine mechanics
509	Small engine repairers
514	Automobile body and related repairers
515	Aircraft mechanics, exc. engine
516	Heavy equipment mechanics
517	Farm equipment mechanics
518	Industrial machinery repairers
519	Machinery maintenance occupations
	Electrical and Electronic Equipment Repairers
523	Electronic repairers, communications and industrial equipment
525	Data processing equipment repairers

526 Household appliance and power tool repairers  
 527 Telephone line installers and repairers  
 529 Telephone installers and repairers  
 533 Miscellaneous electrical and electronic equipment repairers  
 534 Heating, air conditioning, and refrigeration mechanics

#### Miscellaneous Mechanics and Repairers

535 Camera, watch, and musical instrument repairers  
 536 Locksmiths and safe repairers  
 538 Office machine repairers  
 539 Mechanical controls and valve repairers  
 543 Elevator installers and repairers  
 544 Millwrights  
 547 Specified mechanics and repairers, n.e.c.  
 549 Not specified mechanics and repairers

#### Construction Trades

Supervisors, construction occupations  
 553 Supervisors, brickmasons, stonemasons, and tile setters  
 554 Supervisors, carpenters and related workers  
 555 Supervisors, electricians and power transmission installers  
 556 Supervisors, painters, paperhangers, and plasterers  
 557 Supervisors, plumbers, pipefitters, and steam fitters  
 558 Supervisors, construction n.e.c.

#### Construction Trades, Except Supervisors

563 Brickmasons and stonemasons  
 564 Brickmason and stonemason apprentices  
 565 Tile setters, hard and soft  
 566 Carpet installers  
 567 Carpenters  
 569 Carpenter apprentices  
 573 Drywall installers  
 575 Electricians  
 576 Electrician apprentices  
 577 Electrical power installers and repairers  
 579 Painters, construction and maintenance  
 583 Paperhangers  
 584 Plasterers  
 585 Plumbers, pipefitters, and steamfitters  
 587 Plumber, pipefitter, and steamfitter apprentices  
 588 Concrete and terrazzo finishers  
 589 Glaziers  
 593 Insulation workers  
 594 Paving, surfacing, and tamping equipment operators  
 595 Roofers  
 596 Sheetmetal duct installers  
 597 Structural metal workers  
 598 Drillers, earth  
 599 Construction trades, n.e.c.

#### Extractive Occupations

613 Supervisors, extractive occupations  
 614 Drillers, oil well  
 615 Explosives workers  
 616 Mining machine operators  
 617 Mining occupations, n.e.c.

	Precision Production Occupations
628	Supervisors, production occupations
	Precision Metal Working Occupations
634	Tool and die makers
635	Tool and die makers apprentices
636	Precision assemblers, metal
637	Machinists
639	Machinist apprentices
643	Boilermakers
644	Precision grinders, fitters and tool sharpeners
645	Patternmakers and model makers, metal
646	Lay-out workers
647	Precious stones and metals workers (Jewelers)
649	Engravers, metal
653	Sheet metal workers
654	Sheet metal worker apprentices
655	Miscellaneous precision metal workers
	Precision Woodworking Occupations
656	Patternmakers and model makers, wood
657	Cabinet makers and bench carpenters
658	Furniture and wood finishers
659	Miscellaneous precision woodworkers
	Precision Textile, Apparel, and Furnishings Machine Workers
666	Dressmakers
667	Tailors
668	Upholsterers
669	Shoe repairers
674	Miscellaneous precision apparel and fabric workers
	Precision Workers, Assorted Materials
675	Hand molders and shapers, except jewelers
676	Patternmakers, lay-out workers, and cutters
677	Optical goods workers
678	Dental laboratory and medical appliance technicians
679	Bookbinders
683	Electrical and electronic equipment assemblers
684	Miscellaneous precision workers, n.e.c.
	Precision Food Production Occupations
686	Butchers and meat cutters
687	Bakers
688	Food batchmakers
	Precision Inspectors, Testers, and Related Workers
689	Inspectors, testers, and graders
693	Adjusters and calibrators
	Plant and System Operators
694	Water and sewage treatment plant operators
695	Power plant operators
696	Stationary engineers
699	Miscellaneous plant and system operators

## 9. OPERATORS, FABRICATORS, AND LABORERS

("Operators")

### Machine Operators, Assemblers, and Inspectors

	Machine Operators and Tenders, except Precision
	Metalworking and Plastic Working Machine Operators
703	Lathe and turning machine set-up operators
704	Lathe and turning machine operators
705	Milling and planning machine operators
706	Punching and stamping press machine operators
707	Rolling machine operators
708	Drilling and boring machine operators
709	Grinding, abrading, buffing, and polishing machine operators
713	Forging machine operators
714	Numerical control machine operators
715	Miscellaneous metal, plastic, stone, and glass working machine operators
717	Fabricating machine operators, n.e.c.
	Metal and Plastic Processing Machine Operators
719	Molding and casting machine operators
723	Metal plating machine operators
724	Heat treating equipment operators
725	Miscellaneous metal and plastic processing machine operators
	Woodworking Machine Operators
726	Wood lathe, routing, and planing machine operators
727	Sawing machine operators
728	Shaping and joining machine operators
729	Nailing and tacking machine operators
733	Miscellaneous woodworking machine operators
	Printing Machine Operators
734	Printing machine operators
735	Photoengravers and lithographers
736	Typesetters and compositors
737	Miscellaneous printing machine operators
	Textile, Apparel, and Furnishings Machine Operators
738	Winding and twisting machine operators
739	Knitting, looping, taping, and weaving machine operators
743	Textile cutting machine operators
744	Textile sewing machine operators
745	Shoe machine operators
747	Pressing machine operators
748	Laundry and dry cleaning machine operators
749	Miscellaneous textile machine operators
	Machine Operators, Assorted Materials
753	Cementing and gluing machine operators
754	Packaging and filling machine operators
755	Extruding and forming machine operators
756	Mixing and blending machine operators
757	Separating, filtering, and clarifying machine operators
758	Compressing and compacting machine operators
759	Painting and paint spraying machine operators
763	Roasting and baking machine operators, food

764	Washing, cleaning, and picking machine operators
765	Folding machine operators
766	Furnace, kiln, and oven operators, exc, food
768	Crushing and grinding machine operators
769	Slicing and cutting machine operators
773	Motion picture projectionists
774	Photographic process machine operators
777	Miscellaneous machine operators, n.e.c.
779	Machine operators, not specified

#### Fabricators, Assemblers, and Hand Working Occupations

783	Welders and cutters
784	Solderers and blazers
785	Assemblers
786	Hand cutting and trimming occupations
787	Hand molding, casting, and forming occupations
789	Hand painting, coating, and decorating occupations
793	Hand engraving and printing occupations
795	Miscellaneous hand working occupations

#### Production Inspectors, Testers, Samplers, and Weighers

796	Production inspectors, checkers, and examiners
797	Production testers
798	Production samplers and weighers
799	Graders and sorters, exc. agricultural

### **Transportation and Material Moving Occupations**

#### Motor Vehicle Operators

803	Supervisors, motor vehicle operators
804	Truck drivers
806	Driver-sales workers
808	Bus drivers
809	Taxicab drivers and chauffeurs
813	Parking lot attendants
814	Motor transportation occupations, n.e.c.

#### Transportation Occupations, Except Motor Vehicles

	Rail Transportation Occupations
823	Railroad conductors and yardmasters
824	Locomotive operating occupations
825	Railroad brake, signal, and switch operators
826	Rail vehicle operators, n.e.c.

#### Water Transportation Occupations

828	Ship captains and mates, except fishing boats
829	Sailors and deckhands
833	Marine engineers
834	Bridge, lock, and lighthouse tenders

#### Material Moving Equipment Operators

843	Supervisors, material moving equipment operators
844	Operating engineers
845	Longshore equipment operators
848	Hoist and winch operators
849	Crane and tower operators
853	Excavating and loading machine operators

855	Grader, dozer, and scraper operators
856	Industrial truck and tractor equipment operators
859	Miscellaneous material moving equipment operators
864	Supervisors, handlers equipment cleaners, and laborers, n.e.c.
865	Helpers, mechanics and repairers
	Helpers, Construction and Extractive Occupations
866	Helpers, construction trades
867	Helpers, surveyor
868	Helpers, extractive occupations
869	Construction laborers
874	Production helpers
	Freight, Stock, and Material Handlers
875	Garbage collectors
876	Stevedores
877	Stock handlers and baggers
878	Machine feeders and offbearers
883	Freight, stock, and material handlers, n.e.c.
885	Garage and service station related occupations
887	Vehicle washers and equipment cleaners
888	Hand packers and packagers
889	Laborers, except construction

#### **10. MILITARY OCCUPATIONS**

*("Military")*

903	Commissioned Officers and Warrant Officers
904	Non-commissioned Officers and Other Enlisted Personnel
905	Military occupation, rank not specified

#### **EXPERIENCE UNEMPLOYED NOT CLASSIFIED BY OCCUPATION**

909	Last worked 1984 or earlier
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