

THE CITY OF NEW YORK  
DEPARTMENT OF BUSINESS SERVICES  
DIVISION OF LABOR SERVICES  
CONTRACT COMPLIANCE UNIT  
110 WILLIAM STREET - 2nd Floor  
NEW YORK, NY 10038

INSTRUCTIONS FOR THE SUPPLY AND SERVICE  
CONTRACTOR'S EMPLOYMENT REPORT

CONTENTS:

<u>Section</u>	<u>Pages</u>
I. Who must file a complete Employment Report . . . . .	1
II. Who must file a "Less Than 50 Employees Certificate" L.T. 50 . . . . .	1
III. For which facility must an Employment Report be filed . . . . .	1
IV. Who must file the "Less Than 150 Employees Certificate". L.T. 150 . . . . .	2
V. Where to file . . . . .	2
VI. Who reviews the Employment Report . . . . .	3
VII. What comprises the Division of Labor Services (DLS) Review Process . . . . .	3
VIII. Who must sign the Employment Report, the "Less Than 150 Employees Certificate" or the "Less Than 50 Employees Certificate" . . . . .	3
IX. How to complete the Supply and Services Employment Report. . . . .	4
A. General Information . . . . .	4
B. Part I - Contractor/Subcontractor Information. . . . .	4
C. Part II - Documents Required . . . . .	6
D. Part III - Employment Data Tables . . . . .	8-13
ICIP Applicant/Developer Contractor Information . . . . .	14
Signature Page . . . . .	15
Sample of Completed Data Tables . . . . .	16-18
X. A. Appendix A: Industry Codes. . . . .	19
B. Appendix B: Broad Census Occupational Categories (Occupational Categories) and Detailed Listing of Occupational Titles and Census Codes . . . . .	25

NOTE: DLS IS DEVELOPING COMPUTER CAPABILITY TO RECEIVE WORKFORCE DATA ON DISKETTE. IF YOU ARE INTERESTED IN MAKING A DISK SUBMISSION FOR PART III DATA, PLEASE CALL (212) 513-6342.

**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 \$50,000; 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 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.**

**II. WHO MUST FILE A "LESS THAN 50 EMPLOYEES CERTIFICATE"  
(see ER, page 13)**

1. If your contract value exceeds \$50,000 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 13 of the Employment Report.
2. If you are a subcontractor to the prime contractor, the value of your subcontract exceeds \$50,000 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 13 of the Employment Report. DO NOT COMPLETE ANY OTHER PART OF THE ER.

**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 14)**

1. If your contract value exceeds \$50,000 and your company employs between 50 and 149 employees, only Parts I and II and the "Less Than 150 Employees Certificate" (see page 14 of the Employment Report) need be completed and submitted for each independently operating facility. **DO NOT COMPLETE PART III (Pages 11 - 13)** of the ER.
2. If your company is a subcontractor, the value of your subcontract exceeds \$50,000 and your company employs between 50 and 149 employees, only Parts I and II and the "Less Than 150 Employees Certificate" (see page 14 of the Employment Report) need be completed and submitted for each independently operating facility. **DO NOT COMPLETE PART III (Pages 10 - 12)** 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, 2nd 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 SERVICES' 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) **Recertification Certificate** valid for 24 months;
  - f) **Continued Compliance Certificate**, good for the instant contract if a Certificate of Compliance has been issued; or
  - g) 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.

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| NOTE:  DLS WILL ONLY ACCEPT ORIGINAL SIGNATURES. |
|                   COPIES WILL BE REJECTED.         |
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**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 2 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) 618-8836 or 513-6342.

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| 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. |  
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| AN ER, COMPLETED PURSUANT TO THESE INSTRUCTIONS, MUST BE SUBMITTED FOR |  
| EACH OF THE FACILITIES LISTED ABOVE IN QUESTION 7. |  
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8. **IMPORTANT**. All subcontractors with subcontracts in excess of \$50,000 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.

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| 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. |  
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If you are only required to complete Employment Report Part I, TURN TO PAGE 8 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.

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

Questions  
14a. and b.

There are two parts to this 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).

Questions  
15a. and b.

There are two parts to this question. If your firm or collective bargaining agreement has an internal grievance procedure, 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.

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.

Question 21. Please indicate the relevant geographic recruitment or labor market area(s) (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 11)

Form B.            New Hires Form/Tracking Employees Hired Over The Last Three Years (see ER, page 11)

Form C.            Terminations Form: Employment Terminations Over The Last Three Years (see ER, page 12)

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| 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 10 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 25) 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. 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 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)

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| 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 15) AND DLS 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 B (page 26 of these Instructions). Find the occupational title which most closely matches the job function of the title in column 1, then list the corresponding 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 023 (accountants and auditors).

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| NOTE: IF YOU ARE UNABLE TO FIND A SUITABLE CENSUS CODE MATCH TO ONE |  
| OR MORE OF YOUR COMPANY JOB TITLES, FILL IN THE JOB DESCRIPTION |  
| FORM (ER, PAGE 15) AND DLS WILL MATCH IT TO A CENSUS CODE. |  
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Column 4 - Job Groups (Column 4 is divided into five sub-columns.)

1. JOB GROUPS are rankings of job titles within occupational categories: each job group should contain jobs with similar content (i.e., duties and responsibilities, pay rate and employment opportunity).
2. Look at each of the job titles (column 1) that fall within the same occupational categories (Column 3) and rank the job titles (i.e., rank all managerial titles against one another, then clerical titles against one another, then the professional titles against one another, and so on).

3. Within each occupational category, job group 1 is the job group containing the job titles with the highest wage rates, best opportunities and most responsibility. The next highest level of job titles are similarly checked off in job group 2 and so on.
4. 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) 513-6342 or 618-8836.

**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 11 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 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 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.

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| NOTE: IF A COMPANY NUMBER IS LISTED AS A THREE DIGIT NUMBER ON THE JOB |  
| CLASSIFICATION AND INCUMBENT'S 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. |  
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**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 in the Employment Report, page 15) 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 12 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 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 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. |  
+-----+

Instruction for Completing Questions for  
ICIP Applicant/Developer Contractor Information

- (a, b) State the lot and block number for this project.
- (c) State the address of the project and a trade-specific description of the work to be performed.
- (d) State the borough in which this work is being performed.
- (e) State the preliminary application number issued by the Department of Finance.
- (f) State the organizational or corporate name of the applicant of this tax abatement.
- (g) State the address for the headquarters of the organization, listed in (f).
- (h, i) State the name, title and telephone number of the person to contact at the organization listed in (f).
- (j) State your corporation or organization's employer identification or social security number used for tax purposes.
- (k) State the name of any organization or corporate entity with which your organization has contracted a consultant on this project.
- (l) State the cost of this construction project as estimated on the preliminary application form.
- (m) State the commencement date for this entire project.
- (n) State the completion date for this entire project.
- (o) Indicate whether your organization or corporate entity has contracted with a Construction Manager or general Contractor on this project. (It is possible that this project will use both Construction Managers and General Contractors; if so, please indicate this fact. It is possible that the work on this project will be performed and/or monitored in phases. If there is more than one Construction Manager, please indicate this.
- (p- s) State the organizational corporate name, address and contact person of the entity(ies) represented in response to (o). Also, indicate the proposed contract amount(s).
- (t) Indicate whether subcontractors are being used on this project. If more than one subcontractor is being used, indicate the number of subcontractors in the bracket next to the "yes" response, here.
- (u- x) State the organizational or corporate name, address, and contact person or the entity represented in response to (t). Also, indicate the proposed contract amount(s).

SIGNATURE PAGE (See page 8 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. |  
+-----+

rev. 4/94

## 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, planning 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 Ordinance  
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, except 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

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

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| PLEASE TURN PAGE |  
+-----+

**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  
Architects

043  
  
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 Dieticians

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 adjusters, 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, except 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 Laundering 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, kin, and oven operators, except 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, except 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