**KANSAS CITY AREA TRANSPORTATION AUTHORITY**

**GUIDELINES FOR COMPLETING**

**KCATA WORKFORCE ANALYSIS/EEO-1 REPORT**

Contractor shall apply the following definitions to the categories in the attached Workforce Analysis/EEO-1 Report form. Contractors must submit the Workforce/Analysis form to be considered for contract award. The form is also required for all subcontractors.

A current EEO-1 report provided to another governmental agency may be substituted.

**A. RACIAL/ETHNIC**

1. **White** (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

2. **Black** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

3. **Hispanic**: All persons of Mexican, Puerto Rican, Cuban, Central or South American origin, regardless of race.

4. **ASIAN or PACIFIC ISLANDER**: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

5. **AMERICAN INDIAN or ALASKAN NATIVE**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**B. JOB CATEGORIES**

1. **OFFICIALS and MANAGERS**: Includes chief executive officers, presidents, vice-presidents, directors and kindred workers.

2. **Professionals**: Includes attorneys, accountants and kindred workers.

3. **Technicians**: Includes computer programmers and operators, drafters, surveyors, highway technicians, inspectors and kindred workers.

4. **Sales Workers**: Includes contract sales representatives, purchasing agents, customer relations representatives and kindred workers.

5. **OFFICE and CLERICAL**: Includes secretaries, book-keepers, clerk typists, payroll clerks, accounts payable clerks, receptionists, switchboard operators and kindred workers.

6. **Craft Workers** (skilled): Includes mechanics and repairers, electricians, carpenters, plumbers and kindred workers.

7. **Operatives** (semi-skilled): Includes bricklayers, plaster attendants, welders, truck drivers and kindred workers.

8. **Laborers** (unskilled): Includes laborers performing lifting, digging, mixing, loading and pulling operations and kindred workers.

9. **Service Workers**: Includes janitors, elevator operators, watchmen, chauffeurs, attendants and kindred workers.

**KCATA WORK FORCE ANALYSIS/EEO-1 REPORT**

***Report all permanent, temporary, or part-time employees including apprentices and on-the-job trainees. Enter the appropriate figures on all lines and in all columns. All blank spaces will be considered zero. This form is also required for subcontractors and major suppliers on a project.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job**  **Categories** | | **Number of Employees (Report employees in only one category)** | | | | | | | | | | | | | | | | | | | | | |
| **Race/Ethnicity** | | | | | | | | | | | | | | | | | | | | | |
| **Hispanic or Latino** | | | **Not Hispanic or Latino** | | | | | | | | | | | | | | | | | **Total**  **Col**  **A-N** | |
| **Male** | | | | | | | | | **Female** | | | | | | | |
| **Male** | **Female** | | **White** | **Black or African Ameri-can** | | **Native Hawaiian or Other Pacific Island-er** | **Asian** | | **American Indian or Alaska Native** | | **Two or more races** | **White** | **Black or African Ameri-can** | **Native Hawaiian or Other Pacific Island-er** | | **Asian** | **American Indian or Alaska Native** | **Two or more races** | |
|  | | **A** | **B** | | **C** | **D** | | **E** | **F** | | **G** | | **H** | **I** | **J** | **K** | | **L** | **M** | **N** | | **O** | |
| **Executive/Senior-Level**  **Officials and Managers** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **First/Mid-Level Officials and Managers** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **Professionals** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **Technicians** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **Sales Workers** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **Administrative Support Workers** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **Craft Workers** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **Operatives** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **Laborers and Helpers** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **Service Workers** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **TOTAL** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **PREVIOUS YEAR TOTAL** | |  |  | |  |  | |  |  | |  | |  |  |  |  | |  |  |  | |  | |
| **TYPE OF BUSINESS** | Manufacturing | | | Wholesale | | | Construction | | | Regular Dealer | | | | Selling Agent | | | Service Establishment | | | | Other | |
|  | | | | | | | | | | |  |  | | | | | | | | | | |
| Signature of Certifying Official | | | | | | | | | | |  | Company Name | | | | | | | | | | |
|  | | | | | | | | | | |  |  | | | | | | | | | | |
| Printed Name and Title | | | | | | | | | | |  | Address/City/State/Zip Code | | | | | | | | | | |
|  | | | | | | | | | | |  |  | | | | | | | | | | |
| Date Submitted | | | | | | | | | | |  | Telephone Number/Fax Number | | | | | | | | | | |