



Attachment "A"

Respondent's
Equal Opportunity Program

Submitted to:
San Diego Unified Port District
Equal Opportunity Management Office

Submitted by: _____

Financial Assistance Program

Date: _____

Section II: Respondent's Equal Employment Opportunity Program

Report all permanent full-time or part-time employees. In section E, identify the working titles found within each job group. Refer to Section D for instructions to complete this Section.

A. Board of Directors											
Job Group	Total	Male					Female				
		WH	BL	HI	AP	AI	WH	BL	HI	AP	AI
Officials/Managers											
Professionals											
Technicians											
Sales Workers											
Admin Support											
Craft Workers											
Operators											
Laborers											
Service Workers											
Total:											

B. San Diego Work Force											
Job Group	Total	Male					Female				
		WH	BL	HI	AP	AI	WH	BL	HI	AP	AI
Officials/Managers											
Professionals											
Technicians											
Sales Workers											
Admin Support											
Craft Workers											
Operators											
Laborers											
Service Workers											
Total:											

C. Volunteer Work Force											
Job Group	Total	Male					Female				
		WH	BL	HI	AP	AI	WH	BL	HI	AP	AI
Officials/Managers											
Professionals											
Technicians											
Sales Workers											
Admin Support											
Craft Workers											
Operators											
Laborers											
Service Workers											
Total:											

Contact Person: _____ Title: _____

Company Name: _____

Signature: _____ Date: _____

D. Explanation for Completing Employment Data

Employment data must include ALL current full-time and part-time employees. Employees must be counted by sex and race/ethnic category for each of the nine occupational categories. You may acquire the race/ethnic information necessary for this report either by visual surveys of the work force, or from post-employment records as to the identity of employees. Eliciting information on the race/ethnic identity of an employee by direct inquiry is not encouraged.

For the purpose of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

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

BL - Black (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.

HI - Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central/South American, or other Spanish culture/origin, regardless of race.

AP - 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.

AI - 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.

Every employee must be accounted for in ONLY one of the categories. Employment data must be reported by job category. Report each employee in only one job category.

To assist you in determining where to place your jobs within the occupational categories, a description of job categories is as follows:

Officials and Managers - Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

Professionals - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, architects, designers, dietitians, editors, engineers, lawyers, personnel and labor relations specialists, and kindred workers.

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, photographers, surveyors, technical illustrators, and kindred workers.

Sales Workers - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, stock and bond sales workers, sales clerks, cashiers, and kindred workers.

Admin Support - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telephone operators, legal assistants, and kindred workers.

Craft Workers (skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairs, compositors and typesetters, electricians, engravers, bakers, decoration occupations, and kindred workers.

Operators (semiskilled) - Workers who operate machine or processing equipment or perform other factory type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices, operatives, attendants, blasters, chauffeurs, delivery workers, equipment assemblers, and kindred workers.

Laborers (unskilled) - Workers in manual occupations which generally require no special training or perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers - Workers in both protective and non-protective service occupations. Includes: professional and personal service, including nurses aides and orderlies, barbers, cleaners, cooks, counter and fountain workers, elevator operators, door keepers, janitors, police officers and detectives, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, and kindred workers.

Statement of Compliance

EQUAL EMPLOYMENT OPPORTUNITY

THE FOLLOWING CERTIFICATE SHALL BE SIGNED BY THE CHIEF EXECUTIVE OFFICER OF THE CONTRACTOR OR LESSEE AND SUBMITTED WITH CONTRACTOR'S OR LESSEE'S REQUIRED EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.

Contract/Lease Description: **Financial Assistance**

Contractor/Lessee: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

The Contractor/Lessee shall not discriminate against any employee or applicant for any employment action because of race, color, religion, sex, national origin, ancestry, physical or mental disability, veteran status, medical condition, marital status, age (40 years and older), sexual orientation or pregnancy.

Contractor/Lessee shall certify that Contractor/Lessee is in compliance with and throughout the term of the contract or lease will comply with: Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; the California Fair Employment Practices Act; and any other applicable Federal, State, and local law, regulation and policy including without limitation, those adopted by the District relating to equal employment opportunity, including any such law, regulation, and policy hereinafter enacted.

Signature of CEO

Printed Name

Date