

# RECORD OF EMPLOYEES HIRED AND REFERRED

## Explanation of Form

The Record of Employees Hired and Referred is used to summarize the employee application information that must be collected by the Grantee and reported to DHCD for all job creation and retention projects. This form must be submitted to DHCD at least once every three months until the Grantee receives written approval from DCHD to end submission of this document.

1. **Employer**: Include the employer name as referenced in the industry agreement.
2. **CDBG #**: No explanation needed.
3. **Employer DUNS #**: A Data Universal Numbering System (DUNS) identifier is required for any business that receives CDBG assistance. To request a DUNS number call 1-866-705-5711.
4. **Date of Record**: Indicate the date the record was compiled for submission to DHCD.
5. **Name**: Include the applicant's complete name.
6. **Position #**: The industry must supply a unique position number for each position created (ex. Warehouse 0001).
7. **EDA Job Classification**: All positions must be identified by their Economic Development Administration (EDA) Job Classification. Job Classification Definitions follow these directions.
8. **Hispanic**: Enter yes or no.
9. **Race**: Enter the appropriate abbreviation: **AI or AN** (American Indian or Alaskan Native), **A** (Asian), **B or AA** (Black or African American), **NH or OPI** (Native Hawaiian or other Pacific Islander), **W** (White), **AI or AN and W** (American Indian or Alaskan Native and White), **A and W** (Asian and White), **B or AA and W** (Black or African American and White), **AI or An and B or AA** (American Indian or Alaskan Native and Black or African American), or **Bal** (Balance of individuals reporting more than one race).
10. **FHH**: Indicate if the individual is a female head of household with one or more children under 18 years old.
11. **ELD**: Indicate whether the individual is 62 years or older.
12. **DIS**: Indicate whether the person is disabled.
13. **LMI**: Indicate whether the individual's household is low- to moderate-income.
14. **UNE**: Indicate whether the individual was unemployed at the time they were hired or referred.
15. **HCP**: Indicate whether the individual will receive health care provided by the employer.
16. **Start Date**: Indicate the individual's employment start date. If not hired indicate **N/A**.
17. **Date Terminated**: Indicate the date the individual was terminated. If employed at the time the summary report is produced indicate **N/A**.

## ***Economic Development Administration (EDA) Job Classification Definitions***

**1. Officials and Managers** - Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

**2. Professional** - Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

**3. Technicians** - Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.

**4. Sales** - Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers; demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.

**5. Office and Clerical** - 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. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.

**6. Craft Worker (skilled)** - Manual workers of relatively high 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. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

**7. Operatives (semi-skilled)** - Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.

**8. Laborers (unskilled)** - Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.

**9. Service Workers** - Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurse's aides and orderlies), barbers, chair-workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

Source: *CPD Performance Measurement Guidebook*, Chapter 5; July 7. 2006

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