

**NEW YORK CITY MUNICIPAL WATER FINANCE AUTHORITY  
EQUAL EMPLOYMENT OPPORTUNITY (EEO) – WORKFORCE UTILIZATION REPORT**

(Instruction on the following page)

Contractor Name:

Job Categories	Hispanic/ Latino		Non-Hispanic / Latino													
	Male	Female	Male						Female							
			White	Black/ African American	Native Hawaiian/ Other Pacific Islander	Asian	Native American/ Alaska Native	Two or More Races	White	Black/ African American	Native Hawaiian/ Other Pacific Islander	Asian	Native American/ Alaska Native	Two or More Races		
Senior Level Officials/Managers																
Mid-Level Officials/Managers																
Professionals																
Technicians																
Sales Workers																
Administrative Support Workers																
Skilled Craftsmen																
Operatives Semi-Skilled																
Laborers & Helpers																
Service Workers																
<b>TOTAL</b>																
Journeypersons																
Apprentices																
Trainees																

**Service Provider Contracts Only:**  There are no changes to the workforce utilized on this contract since the last EEO Workforce Utilization Report

**Electronic Signature of Contractor:**  I certify that the information submitted herein is true, accurate and complete to the best of my knowledge.

**Name** (Please Type):

**Date:**

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**INSTRUCTIONS**

**General Instructions:** All Contractors must complete an EEO Workforce Utilization Report

Where the work force to be utilized in the performance of the contract can be separated out from the contractor's total workforce, the contractors shall *complete this form only for the actual work force utilized on the contract*. Where the workforce utilized in the performance of the contract cannot be separated out from the contractor's total workforce, the contractor shall *complete this form for the contractor's total workforce*.

**RACE/ETHNIC IDENTIFICATION:** Definitions of race and ethnicity for purposes of completion of this form are as follows:

- Hispanic or Latino** -A person having origins in Cuba, Mexico, Puerto Rico, South or Central America.
- White** -A person having origins of Europe, the Middle East, or North Africa.
- Black or African-American** -A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander**-A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian** -A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent
- American Indian or Alaska Native** -Origins in any of the original peoples of North, Central, and South America and who maintain tribal affiliation or community attachment
- Two or More Races** -All persons who identify with more than one of the above five races.

**DESCRIPTION OF JOB CATEGORIES**

The major job categories used in EEO Staffing Plan are listed below.

**Senior Level Officials and Managers** -Individuals residing in the highest levels of organizations who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services.

**Mid-Level Officials and Managers** -Individuals who receive directions from the Senior Level management and serve as managers, other than those who serve as Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations

**Professionals** -Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications.

**Technicians** -Jobs in this category include activities that require applied scientific skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required.

**Sales Workers** -These jobs include non-managerial activities that wholly and primarily involve direct sales.

**Administrative Support Workers** -These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings.

**Skilled Craftsmen** – Includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters

**Operatives Semi-Skilled** -Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers;

**Laborers & Helpers** -Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment.

**Service Workers** -Jobs in this category include food service, cleaning service, personal service, and protective service activities.