PERSONNEL ACTION PLAN (PAP)
WORK FORCE PROFILE

Does your agency have an EEO policy and an Affirmative Action Plan?	Agency Name and Address:
EEO ☐ Yes ☐ No AAP ☐ Yes ☐ No	

FACILITY WORK FORCE BREAKDOWN

JOB CATEGORIES*	TOTAL EMPLOYEES IN AGENCY			EMPLOYEE DISTRIBUTION									
	TOTAL EMPLOYEES INCLUDING MINORITIES	TOTAL MALE INCLUDING MINORITIES	TOTAL FEMALE INCLUDING MINORITIES	MALE					FEMALE				
				White	Black	Hispanic	Am. In/ Alaskan Native	Asian or Pacific Islander	White	Black	Hispanic	Am. Ind/ Alaskan Native	Asian or Pacific Islander
OFFICIALS/MANAGERS/ SUPERVISORS													
PROFESSIONALS													
PARAPROFESSIONALS													
TECHNICIANS													
OFFICE & CLERICAL													
SKILLED CRAFT													
SERVICE MAINTENANCE PROTECTIVE SERVICES													
TOTAL OBH/OID FUNDED POSIITONS													
NON-FUNDED POSITIONS													
TOTAL EMPLOYMENT													
#ADA-TOTAL EMPLOYMENT													

*Only those positions that are Allegheny County funded should be included in the categorical breakdown.
PLEASE DO NOT ALTER CATEGORIES.

#Not a Job Category. Indicate for ADA totals and employee distribution for program-funded and non-funded positions.
(See reverse side for categories and (PAP) codes).
/jaw — 05-08-15

JOB CATEGORIES

A. **Officials, Managers, and Supervisors**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual programmatic units or special phases of the agency's operation or provide specialized consultation on a regional or system wide basis. Includes CASD-1, ASD-6, MCSD-2, CSD-3, AS-5, HRD, RRA, AS-4, MS-1A, M-2, MS-2A, CMS-1A, RPM, UM-4, S-7-S.

B. **Professionals**: Occupations which require specialized, supervisory or practical knowledges, skills and abilities of a professional nature acquired through college training or work experience. Includes SA-4 TR thru S-6, HRS, AS-3, AA, M-1, CM-1, P-1.

C. **Paraprofessionals**: Occupations which require some duties of a professional or technical nature usually in a supportive role which requires less formal training and/or experience required in a full professional or technical position. Includes SA-1 TR thru SA-3, AS-2, HRA.

D. **Technicians**: Occupations which require a combination of basic scientific or technical knowledge and sometimes manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes CO, MRT.

E. **Office and Clerical**: Occupations which require secretarial, stenographic, typing or clerical skills acquired through secondary or business school training and/or experience. Includes SU-1 thru SU-7, MRA, AS-1.

F. **Skilled Craft**: Occupations which require manual skill acquired through apprentice programs, vocational/trade schools or on-the-job training programs. Includes SU-MR.

G. **Service, Maintenance and Protective Services**: Occupations which require housekeeping, custodial, transportation, building or vehicular maintenance and security functions which contribute to the comfort, convenience, hygiene or safety of the workplace. Includes SU-PM 1 thru SU-PM 3.

H. **Non-Funded Positions**: Positions which are not program funded by the county.