

# **WORKFORCE PROFILE ADDENDUM**

## Definitions

**CONTRACTOR/VENDOR:** Shall mean any person(s) or firm who contracts for goods or services with the City of Danville in a total amount of Ten Thousand Dollars (\$10,000.00) or more, for any single contract.

### **Descriptions of Job Classifications**

**OFFICIALS, MANAGERS & SUPERVISORS:** Occupations requiring administrative personnel who set broad policies and exercise overall responsibility for the execution of these policies, and the direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers/superintendents, salaried foreman who are members of management, purchasing agents and buyers and similar workers.

**PROFESSIONALS:** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accounts/auditors, airplane pilots and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers and similar workers.

**TECHNICIANS:** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about two years of post high school education, such as if offered at many technical institutes and junior colleges or through equivalent on-the-job training. Includes: drafters, engineering aides, junior engineers, scientific assistants, surveyors technical illustrators, technicians (medical, dental, electronic, or physical sciences) and similar workers.

**SALES WORKERS:** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents/sales persons, insurance agents/brokers, real estate agents/brokers, stocks and bonds sales persons, demonstrators, sales persons and sales clerks and similar workers.

**OFFICE AND CLERICAL WORKERS:** 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, cashiers, collectors (bills and accounts), messengers and office couriers, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators and similar workers.

**WHITE COLLAR TRAINEES:** Persons engaged in formal training for official, managerial, professional, technical, sales, office and clerical occupations.

**SKILLED CRAFTS:** Manual worker of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable judgement

and usually receive an extensive period of training. Includes: the building trades, hourly paid foreman and lead men who are not members of management, mechanics and repairmen, skilled machine occupations, compositors and type setters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses and similar workers.

**APPRENTICES:** Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a federal or state agency.

**ON-JOB-TRAINEES:** Persons engaged in formal training for craftsmen when not trained under apprentice programs; semi-skilled, unskilled and service occupations.

**SEMI-SKILLED:** 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.

**SERVICE WORKERS:** Workers in both protective and non-protective service occupations. Includes: attendants (hospitals and other institutions, professional and personal service), arborers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters, guards, watchmen and doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses and similar workers.

**UNSKILLED WORKERS:** Workers in manual occupations which generally require no specific training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgement. Includes: garage laborers, car washers and greasers, gardeners (except farm) and grounds keepers, longshoremen and stevedores, lumbermen, craftsmen and woodchoppers, laborers performing lifting, digging, mixing, loading and pulling operations and similar workers.