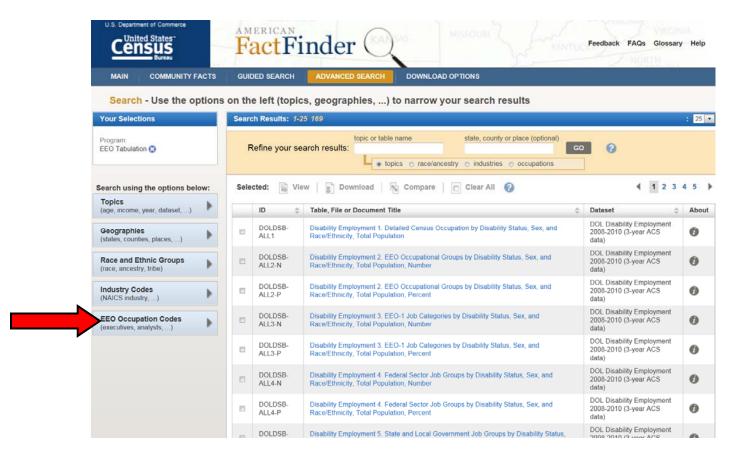


#### ACCESS AMERICAN FACTFINDER WEBSITE AT:

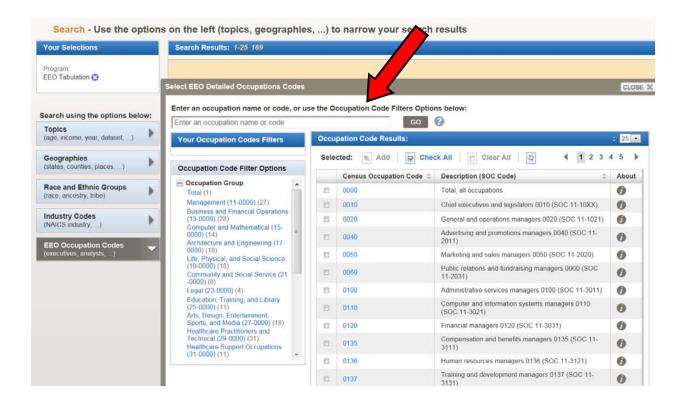
WWW.CENSUS.GOV or directly at

WWW.FACTFINDER2.CENSUS.GOV

On American FactFinder Homepage
 Click where red arrow above is pointing: Equal Employment Opportunity (EEO)
 Tabulation "get data"

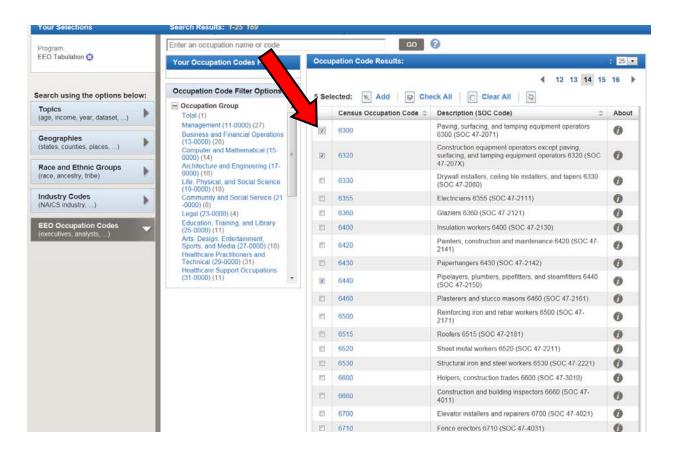


On Next screen
 Click where red arrow above is pointing: "EEO Occupation Codes"

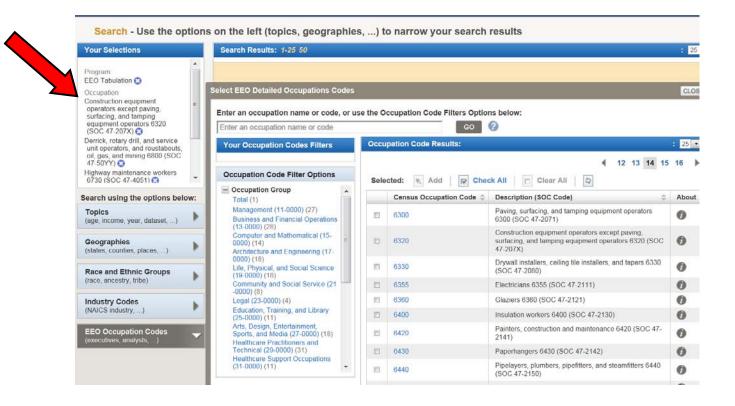


- Popup screen will appear to right where red arrow above is pointing
  - You may type the occupation name or code at top of screen and press <u>GO</u>
     Multiple occupation codes may be entered one at a time

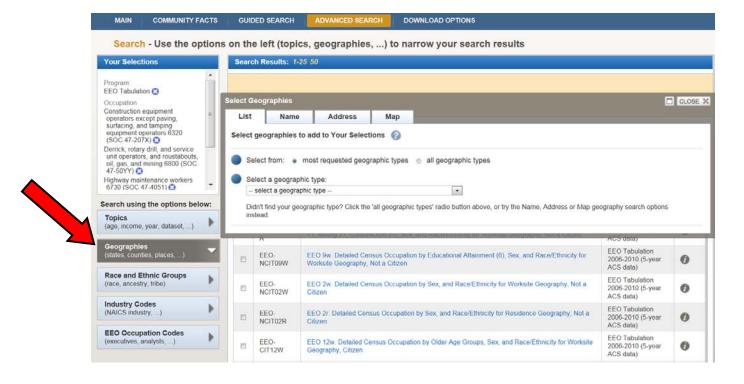
OR



 Use table to far right where red arrow above is pointing "Occupation Code Results" by checking the "Census Occupation Code" and clicking the <u>Add</u> button at top and bottom of table Multiple occupation codes may be checked



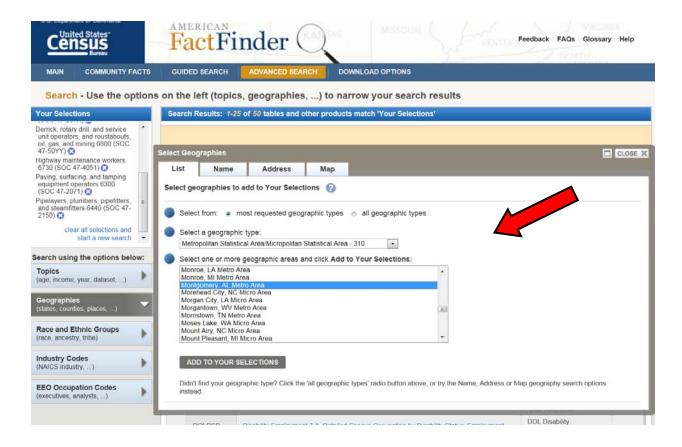
- Occupation Codes you selected should appears in the top left box where red arrow is pointing
- Close popup screen at top right of screen



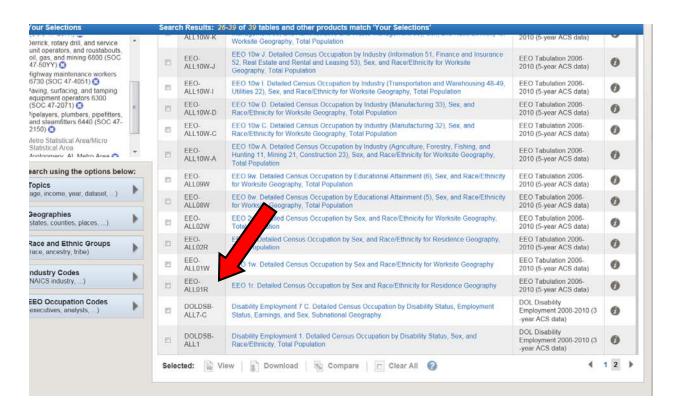
- Click where **red arrow above** is pointing: "Geographies" Popup screen will appear
  - Select geographic type Metropolitan Statistical Area (MSA) for the 11 MSAs in Alabama - a list of these MSAs are on pages 15 - 17 of this tutorial

OR

 Counties in Alabama with less than 50,000 people use "County sets" – tutorial for county sets start on page 10

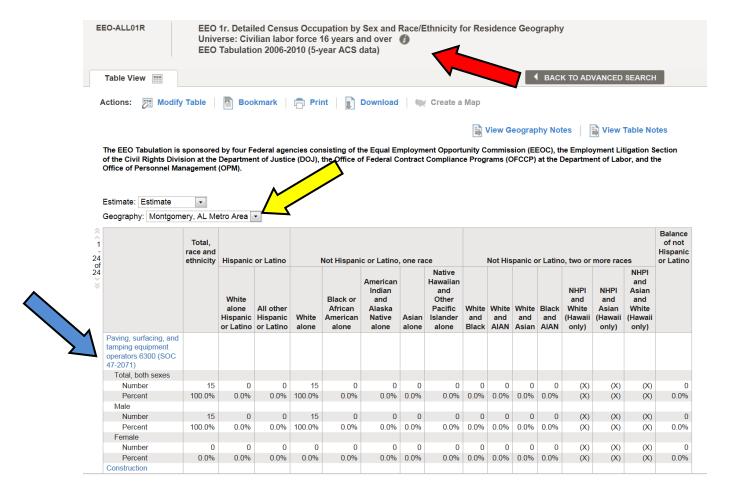


- Select a geographic type where **red arrow above** is pointing in popup screen
- Select geographic type Metropolitan Statistical Area (MSA)
- Below geographic type select a geographic area
- Select geographic type "Montgomery, AL Metro Area"
- Click Add to Your Selections box at bottom of popup screen
- Close popup screen at top right



- Search results screen will appear see red arrow above
- Find and click the table titled EEO-ALL01R EEO 1r. Detailed Census Occupation by Sex and Race/Ethnicity for Residence Geography table under the list of tables

If table does not appear at the top of search results, click the "ID" button at the top to sort the list of tables

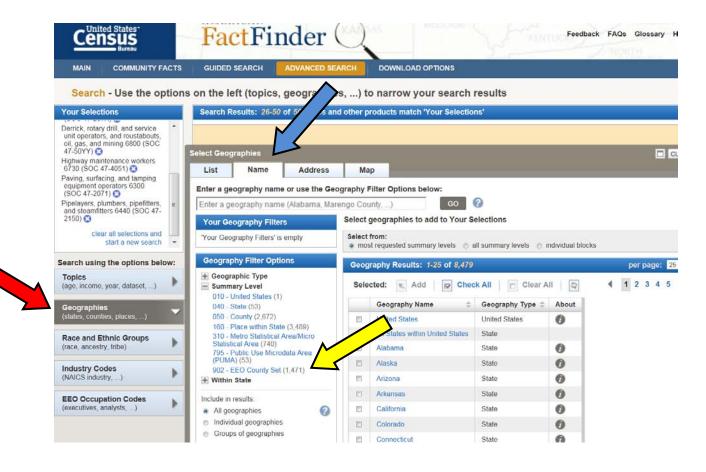


A table will appear see red arrow above

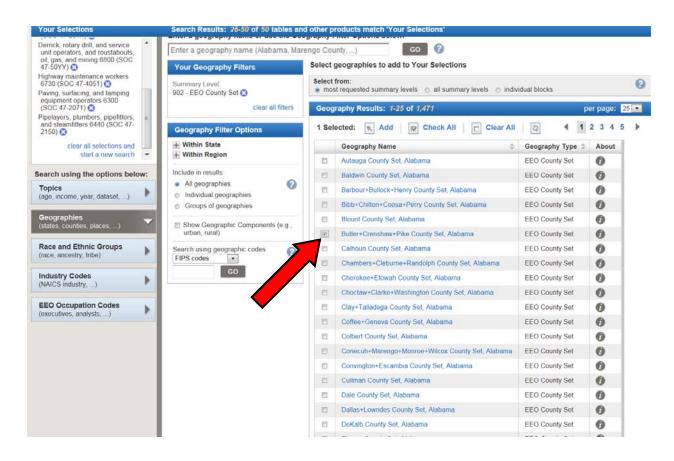
Ensure that the classifications you selected appear to the left of table see **blue arrow above** 

Ensure that the geography you selected appear to the top of table see **yellow arrow above** 

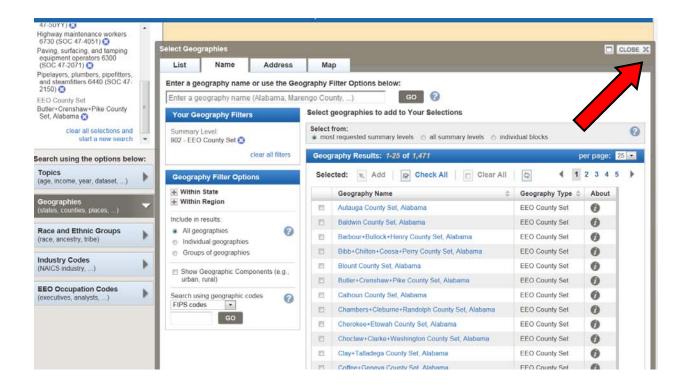
You may print table, make adjustments to table, save table to computer, etc.



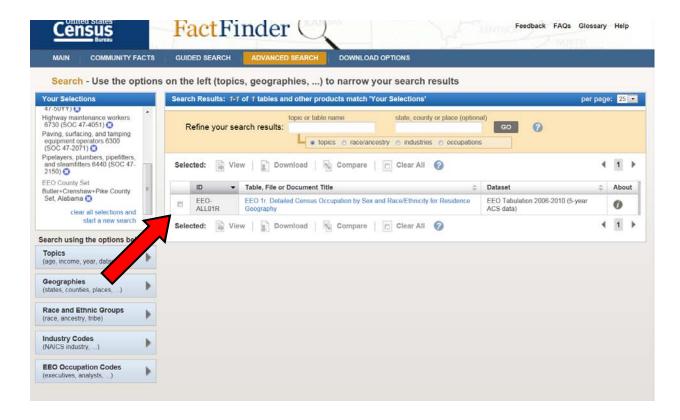
- Click where red arrow above is pointing: "Geographies" Popup screen will appear
- On popup screen select the Name tab see blue arrow above
- Under Geography Filter Options click "+" symbol for Summary level; then select "902 – EEO County Set" see yellow arrow above



- Above popup screen will appear click the county set Butler+Crenshaw+Pike County Set, Alabama under table Geography Results see red arrow above
- Then click the Add button at top and bottom of table

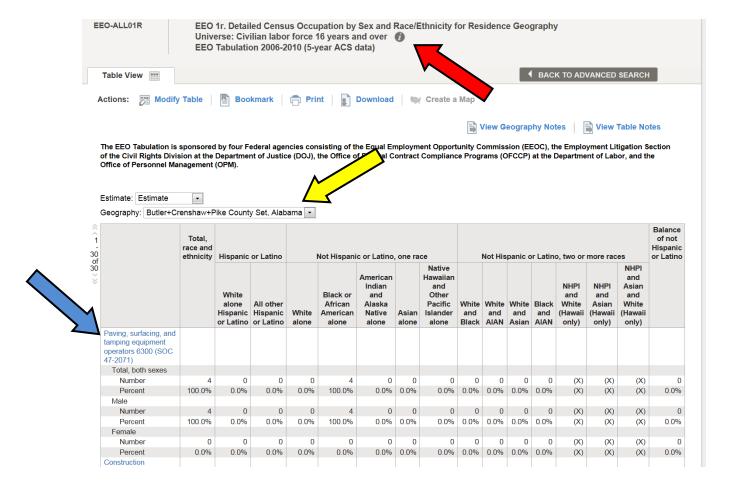


Close popup screen at top right see red arrow above



- Search results screen will appear see red arrow above
- Click the table titled EEO-ALL01R EEO 1r. Detailed Census Occupation by Sex and Race/Ethnicity for Residence Geography table under the list of tables

This should be the only table that appears



A table will appear see red arrow above

Ensure that the classifications you selected appear to the left of table see **blue arrow above** 

Ensure that the geography you selected appear to the top of table see **yellow arrow above** 

You may print table, make adjustments to table, save table to computer, etc.

#### **Anniston-Oxford, AL MSA**

Calhoun County

Principal Cities: Anniston, Oxford, Jacksonville

#### Auburn-Opelika, AL MSA

Lee County

Principal Cities: Auburn, Opelika

#### Birmingham-Hoover, AL MSA

**Bibb County** 

**Blount County** 

Chilton County

Jefferson County

**Shelby County** 

St. Clair County

Walker County

Principal Cities: Birmingham, Hoover

#### Columbus, GA-AL MSA

Chattahoochee County, GA

Harris County, GA

Marion County, GA

Muscogee County, GA

Russell County, AL

Principal City: Columbus, GA

#### Decatur, AL MSA

Lawrence County

Morgan County

Principal City: Decatur

#### **Dothan, AL MSA**

**Geneva County** 

**Henry County** 

**Houston County** 

Principal City: Dothan

#### Florence-Muscle Shoals, AL MSA

**Colbert County** 

Lauderdale County

Principal Cities: Florence, Muscle Shoals

#### Gadsden, AL MSA

Etowah County Principal City: Gadsden

#### **Huntsville, AL MSA**

Limestone County Madison County Principal City: Huntsville

#### Mobile, AL MSA

Mobile County Principal City: Mobile

#### **Montgomery, AL MSA**

Autauga County
Elmore County
Lowndes County
Montgomery County
Principal City: Montgomery

#### Tuscaloosa, AL MSA

Hale County
Pickens County
Tuscaloosa County
Principal City: Tuscaloosa



<u>February 2013 (OMB Bulletin No. 13-01)</u> [PDF] announcing metropolitan and micropolitan statistical areas as of February 2013, based on application of the 2010 OMB standards to 2010 Census and 2006-2010 American Community Survey data.

#### **Analyzing a Contractor's Workforce**

This document illustrates how to use the civilian labor force data obtained from the Census 2010 EEO Tabulation (American FactFinder) database to analyze a contractor's workforce for an EEO Contractor Compliance review.

	Total, race and ethnicity Hispanic		or Latino		Not Hispar	nic or Latino	, one ra	ice		Not His	spanic o	or Latin	o, two or	more rac	es	Balance of not Hispanic or Latino
	Jameny		All other Hispanic or Latino	White	Black or African American alone	American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN	White and Asian	and	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)	
Industrial truck and tractor operators 9600 (SOC 53-7051)																
Total, both sexes																
Number	940	25	0	145	755	0	15	0	0	0	0	0	(X)	(X)	(X)	0
Percent	100.0%	2.7%	0.0%	15.4%	80.3%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Male																
Number	795	25	0	145	625	0	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	84.6%	2.7%	0.0%	15.4%	66.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Female																
Number	145	0	0	4	130	0	15	0	0	0	0	0	(X)	(X)	(X)	0
Percent	15.4%	0.0%	0.0%	0.4%	13.8%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%

#### **Example 1**

#### **Calculating Civilian Labor Force Percentages**

This example illustrates how to combine mixed race data from the Census 2010 EEO Tabulation database to get non-mixed-race EEO data.

#### Truck Drivers (960), Montgomery MSA

White alone: 15.4%

Black or African American alone: 80.3%

**Hispanic or Latino**: White alone Hispanic or Latino (2.7%) + All other Hispanic or Latino (0.0%)

= 2.7%

**Asian**: 1.6%

Native Hawaiian and Other Pacific Islander alone: 0.0%

**American Indian and Alaskan Native alone**: 0.0%

Not Hispanic or Latino, two or more races: White and Black (0.0%) + White and AIAN (0.0%)

+ White and Asian (0.0%) + Black and AIAN (0.0%) = 0.0%

Balance of not Hispanic or Latino: 0.0%

Women: 15.4%

#### Example 2

#### Calculating Under-representation and Numbers Needed for Parity

#### **Civilian Labor Force (CLF)**

White: 15.4% Black: 80.3% Hispanic: 2.7% Asian: 1.6%

Native Hawaiian/Pacific Islander: 0.0% American Indian/Alaskan Native: 0.0%

2 + Races: 0.0%

Balance of not Hispanic: 0.0%

Women: 15.4%

#### Contractor's

#### Workforce

White: 2 Black: 9 Hispanic: 2 Asian: 0

Native Hawaiian/Pacific Islander: 0 American Indian/Alaskan Native: 0

2 + Races: 1

Balance of not Hispanic: 0

Women: 0 Total: 14

#### Parity (full representation)

White: 0.154 x 14 = 2 Black: 0.803 x 14 = 11 Hispanic: 0.027 x 14 = 0 Asian: 0.016 x 14 = 0

Native Hawaiian/Pacific Islander:  $0.0 \times 14 = 0$ American Indian/Alaskan Native:  $0.0 \times 14 = 0$ 

 $2 + Races: 0.0 \times 14 = 0$ 

Balance of not Hispanic:  $0.0 \times 14 = 0$ 

Women:  $0.154 \times 14 = 2$ 

#### Numbers needed for parity

White: none
Black: 11 – 9 = 2
Hispanic: none
Asian: none

Native Hawaiian/Pacific Islander: none American Indian/Alaskan Native: none

2 + Races: none

Balance of not Hispanic: none

Women: 2 - 0 = 2

#### **Industrial Truck & Tractor Operators**

960

SOC 53-7051

#### Civilian Labor Force (CLF)

White	15.40%
Black	80.30%
Hispanic	2.70%
Asian	1.60%
Native Hawaiian/Pacific Islander	0.00%
American Indian/Alaskan Native	0.00%
Balance of not Hispanic	0.00%
2 + Races	0.00%
Women	15.40%

#### **Contractor's Project Workforce**

White	2
Black	ę
Hispanic	2
Asian	(
Native Hawaiian/Pacific Islander	(
American Indian/Alaskan Native	(
Balance of not Hispanic	(
2 + Races	1
Women	(
Total	14

#### Parity (full representation)

White	2
Black	11
Hispanic	0
Asian	0
Native Hawaiian/Pacific Islander	0
American Indian/Alaskan Native	0
Balance of not Hispanic	0
2 + Races	0
Women	2

#### Numbers need for parity

White	(
Black	2
Hispanic	-2
Asian	(
Native Hawaiian/Pacific Islander	(
American Indian/Alaskan Native	(
Balance of not Hispanic	(
2 + Races	-1
Women	2

# Excel file is attached to this document click on the paper clip at the bottom far left of adobe acrobat program to access

### Multi Rear Axle (MRA) Truck Driver

(960), MONTGOMERY MSA

	White	Black	,	Hispanic	Asian	NHOPI	AI/AN	Not Hispanic 2	2 + Races	Women
CLF	15.40%	80.30%		2.70%	1.60%	0.00%	0.00%	0.00%	0.00%	15.40%
Full Represention	2	11		0	0	0	0	0	0	2
Contractor's Workforce	2	9		2	0	0	0	0	1	0
# Needed	0	2	20	-2	0	0	0	0	-1	2

LIST OF TRADES (From FHWA-1391)	CENSUS OCCUPATION CODE	CENSUS TITLES and Job Crafts	SOC CODE
Officials (Managers)			
Officials (Mariagers)	0220	Construction Managers	11-9021
Supervisors	0220	oonstruction managers	11-7021
Super visors	6200	First-Line Supervisors of Construction Trades and Extraction Workers	47-1011
	1540	Drafters	17-3010
	1010	Construction Draftsman	17 0010
	6660	Construction and Building Inspectors	47-4011
		Construction and Building Inspectors	
Foremen/women			
	6200	First-Line Supervisors of Construction Trades and Extraction Workers	47-1011
		Highway or Bridge Ironworker, Reinforcing Foreman	
		Pile Driving Foreman	
Clerical			
	5860	Office Clerk, General	43-9061
		Field Office Clerk	
	5630	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	43-5111
		Scale Operator	
		Weighman	
		Weighman (Truck Scales)	
Equipment Operator			
	6130	Logging Workers	45-4020
		Timber Cutter Operator	
		Timber Skidder Operator	
	6210	Boilermaker	47-2011
		Boilermaker	
	/200	Tender Operator	47.0071
	6300	Paving, Surfacing, and Tamping Equipement Operators	47-2071
		Aggregate Spreader Asphalt Distributor Operator	
		Asphalt Paving Machine Operator	
		Asphalt Roller Operator	
		Asphalt Spreader	
		Concrete Paving Machine Operator	
		Concrete Pump Operator	
		Material Transfer Vehicle Operator	

LIST OF TRADES (From FHWA-1391)	CENSUS OCCUPATION CODE	CENSUS TITLES and Job Crafts	SOC CODE
·	OCCUPATION CODE	CENSOS TITLES and Job Craits	30C CODE
Equipment Operator	6300	Material Remixing Device (Material Transfer Vehicle Operator)	47-2071
	0300	Milling Machine	47-2071
		Pulver-Mixer Operator	
		Pumpcrete Operator	
		Roadclaimer/Soil Stabilizer	
		Roller (Self-Propelled)	
		Roller (Self-Propelled) Asphalt Base	
		Roller (Base Course/Embankment)	
		Scraper-Pan Operator	
		Stabilizer Operator	
		Stone Spreader Operator	
		Sub Grade Machine Operator	
	6820	Earth Drillers, Except Oil and Gas	47-5021
	0020	Boring Machine	0021
		Drill Operator	
		Track Drill	
	6800	Derrick Rotary Drill and Service Unit Operators and Roustabouts Oil Gas and Mining	47-50YY
	8650	Crushing, Grinding, Polishing, Mixing, and Blending Workers	51-9020
	0000	Asphalt Mixer, Pug Mill, Batch Plants	01 7020
		Asphalt Plant Drier Operator	
		Asphalt Plant Operator	
		Batching Plant Operator	
		Crusher Feeder Operator	
		Grinding/Groover Operator	
		Roto Mill Operator	
	9510	Crane and Tower Operators	53-7021
		Boom Truck	
		Boom Truck Operator	
		Crane, Classhell, Derrick, Dragline, Shovel Operator (1-1/2 C.Y. and over),	
		Crane, Classhell, Derrick, Draglines, Shovel Operator less than 1-1/2 C.Y.,	
		Crane, Classhell, Derrick, Draglines, Shovel Operator more than 1-1/2 C.Y.,	
		Tower Crane, Derricks, Climbing Cranes and Ringer Cranes, with 100' or more of boom,	
		Tower Crane, Derricks, Climbing Cranes and Ringer Cranes, with 100' or more of boom, Oiler	
		Tower Crane, Derricks, Climbing Cranes and Ringer Cranes, with 200' or more of boom,	
		Tower Crane, Derricks, Climbing Cranes and Ringer Cranes, with 200' or more of boom, Oiler,	

LIST OF TRADES	CENSUS		
(From FHWA-1391)	OCCUPATION CODE	CENSUS TITLES and Job Crafts	SOC CODE
Equipment Operator			
	9510	Tower Crane, Derricks, Climbing Cranes and Ringer Cranes, with 350' or more of boom,	53-7021
		Tower Crane, Derricks, Climbing Cranes and Ringer Cranes, with 350' or more of boom, Oiler,	
		Tower Crane, Derricks, Climbing Cranes and Ringer Cranes, with 500' or more of boom,	
		Tower Crane, Derricks, Climbing Cranes and Ringer Cranes, with 500' or more of boom, Oiler,	
	9520	Dredge, Excavating, and Loading Machine Operators	53-7030
		Backhoe Operator	
		Backhoe, Classhell, Dragline, Shovel Operator	
		Crane, Cherry Picker, Forklift and Front End Loader,	
		Crane, Cherry Picker, Forklift and Front End Loader, Oiler,	
		Crane, Cherry Picker, Forklift and Front End Loader, with 100' or more of boom,	
		Crane, Cherry Picker, Forklift and Front End Loader, with 100' or more of boom, Oiler,	
		Crane, Cherry Picker, Forklift and Front End Loader, with 200' or more of boom,	
		Crane, Cherry Picker, Forklift and Front End Loader, with 200' or more of boom, Oiler,	
		Crane, Cherry Picker, Forklift and Front End Loader, with 350' or more of boom,	
		Crane, Cherry Picker, Forklift and Front End Loader, with 350' or more of boom, Oiler,	
		Crane, Cherry Picker, Forklift and Front End Loader, with 500' or more of boom,	
		Crane, Cherry Picker, Forklift and Front End Loader, with 500' or more of boom, Oiler,	
		Excavator	
		Track-Hoe	
		Trenching Machine Operator	
		Construction Equipment Operators except Paving, Surfacing, and Tamping Equipment	
	6320	Operators	47-207X
		Air Compressor Operator	
		Automatic Subgrader Operator	
		Broom Operator	
		Broom Operator (Sweeper)	
		Bulldozer Operator	
		Concrete Paver Subgrader Operator	
		Concrete Paving Finishing Machine Operator	
		Concrete Paving Joint Machine Operator	
		Concrete Paving Spreader Operator	
		Curb Machine Operator	
		Drill Shaft Rigman	
		Elevating Grader, Gradall & Trenching Machine	
		Front End Loader Operator	

LIST OF TRADES (From FHWA-1391)	CENSUS OCCUPATION CODE	CENSUS TITLES and Job Crafts	SOC CODE
Equipment Operator			
	6320	Grader/Blade	47-207X
		Motor Grader and Motor Patrol Operator	
		Pile Driver Operator	
		Piledriverman	
		Profile-O-Graph Operator	
		Striping Machine	
Mechanics			
	6700	Elevator Installers and Repairers	47-4021
	7220	Heavy Vehicle and Mobile Equipment Service Technicians and Mechanics	49-3040
	7260	Miscellaneous Vehicle and Mobile Equipment Mechanics, Installers, and Repairs	49-3090
	7315	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	49-9021
		HVAC Mechanic (Duct Installation only)	
		HVAC Mechanic (HVAC pipe installation only)	
	7330	Industrial and Refractory Machinery Mechanics	49-904X
	7340	Maintenance and Repair Workers, General	49-9071
		Mechanic	
		Equipment Maintenance Technician	
	7350	Maintenance Workers, Machinery	49-9043
		Oiler	
		Oiler/Greaseman	
Truck Drivers			
	9130	Driver/Sales Workers and Truck Drivers	53-3030
	7100	Single Rear Axle Truck	00 0000
	9600	Industrial Truck & Tractor Operators	53-7051
	7000	Multi Rear Axle Truck	33 7031
		Tractor & Loader 80 HP or More	+
		Tractor Operator	+
		Tractor and Loaders (Farm rubber tired)	+
		Tractors/Loaders (All other work)	+
		Truck Driver (35 tons+)	
		Truck Driver Under 1-1/2 tons	
Ironworkers			
il cilivoricis	6520	Sheet Metal Workers	47-2211
	UJZU	Sheetmetal worker, HVAC duct installation	71*2211
		Sheetmetal worker, non-HVAC duct installation	
<u> </u>		One of the Control of	

LIST OF TRADES (From FHWA-1391)	CENSUS OCCUPATION CODE	CENSUS TITLES and Job Crafts	SOC CODE
Ironworkers			
	6530	Structural Iron and Steel Workers	47-2221
		Highway or Bridge Ironworker, Reinforcing	
		Highway or Bridge Ironworker, Structural	
Carpenters			
	6230	Carpenters	47-2031
		Carpenter	
		Carpenter, including drywall hanging and formwork	
		Form Builder (Structures)	
		Highway or Bridge Carpenter	
	6240	Carpet, Floor, and Tile Installers and Finishers	47-2040
		Floor Layer, Hardwood Floors	
	6330	Drywall Installers, Ceiling Tile Installers, and Tapers	47-2080
		Drywall Finisher	
	/2/2	Drywall Hanger	47.0404
	6360	Glaziers	47-2121
	6430	Glazier	47-2142
	6515	Paperhangers Roofers	47-2142
	0010	Roofer	47-2101
Cement Masons			
Comone macorio	6220	Brick masons, Blockmasons, and Stonemasons	47-2020
	0220	Brick Mason	17 2020
		Bricklayer	
	6240	Carpet, Floor, and Tile Installers and Finishers	47-2040
		Tile Setter	
	6250	Cement Masons, Concrete Finishers, and Terrazzo Workers	47-2050
		Cement Mason	
		Concrete Finisher	
		Form Grader	
		Highway or Bridge Concrete Finisher	
		Mason Structure	
	6460	Plasterers and Stucco Masons	47-2161
Electricians			
	6355	Electricians	47-2111
		Electricians	

LIST OF TRADES (From FHWA-1391)	CENSUS OCCUPATION CODE	CENSUS TITLES and Job Crafts	SOC CODE
Pipefitters/Plumbers			
	6440	Pipelayers, Plumbers, Pipefitters and Steamfitters	47-2150
		Pipe Fitter	
		Pipe layer	
Pipefitters/Plumbers			
	6440	Pipefitter, HVAC pipe installation	47-2150
		Pipefitter, non-HVAC pipe installation	
		Plumber, HVAC pipe	
		Plumber, non-HVAC pipe	
Painters			
	6420	Painters, Construction and Maintenance	47-2141
		Highway or Bridge Painter	
		Painter	
		Painter, brush, roller, spray	
Laborers, Semi-skilled			
	6260	Construction Laborers	47-2061
		Airtool Operator	
		Asphalt Raker	
		Concrete Breaker	
		Concrete Laborer	
		Concrete Paving Saw Operator	
		Concrete Saw	
		Conveyor Operator	
		Form Setter	
		Grade Checker	
		Guardrail Erector	
		Instrument Person	
		Mixer Operator	
		Mulcher Operator	
		Pavement Breaker	
		Power Tool Operator	
		Saw Operator	
		Seeding and Mulching Machine	
		Siderail & Form Setter	
		Traffic Control Specialist	
	6600	Helpers, Construction Trades	47-3010

LIST OF TRADES	CENSUS		
(From FHWA-1391)	OCCUPATION CODE	CENSUS TITLES and Job Crafts	SOC CODE
Laborers, Semi-skilled		02.1000 11.120 und 000 01.010	
	6710	Fence Erectors	47-4031
	0.10	Fence Erector	
	6940	Miscellaneous Extraction Workers, Including Roof Bolters and Helpers	47-50XX
	0740	Wiscendificous Extraction Workers, including foot Botters and helpers	47-30///
Laborers, Unskilled			
	6730	Highway Maintenance Workers	47-4051
		Highway Maintenance Worker	
		Construction and Related Workers, including Solar Photovoltaic Installers, Septic Tank	
	6765	Servicers and Sewer Pipe Cleaners	47-XXXX
		Asphalt Spreader Screw Tender	
		Laborers, Common/general, including Landscaping	
		Landscape Worker	
		Mason Tender	
		Pump Operator	
		Unskilled Laborer	
		OTHER STANDARD OCCUPATIONAL CODES (SOC)	
		The below Census category titles will be included in the FHWA 1391 trade that best fits the	
		operations being performed (incidental to work being performed) for that job craft; listed under	
	3740	category of Semi-skilled Laborer (CRMS only) and must be adjusted	22 2011
	3740	Fire Fighters Fireman	33-2011
	6400	Insulation Workers	47-2130
	6720	Hazardous Materials Removal Workers	47-2130
	6740	Rail-Track Laying and Maintenance Equipment Operators	47-4041
	6830	Explosives Workers, Ordnance Handling Experts, and Blasters	47-5031
	0000	Powderman/Blaster	17 0001
	6840	Mining Machine Operators	47-5040
	7360	Millwrights	49-9044
	8140	Welding, Soldering, and Brazing Workers	51-4120
	0110	Welder	01 1120