

DEPARTMENT OF BENEFIT PAYMENTS



June 25, 1974

ALL-COUNTY LETTER NO. 74-111

TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: PERSONNEL AND MANPOWER REPORTING

REFERENCE:

This is a reminder that the annual report on the status of public welfare employees as of June 30 will be due by August 15, 1974. As in the past, both merit and civil service counties must complete the point-in-time report each year.

The information to be reported is needed for data requirements of the National Center for Social Statistics of the Department of Health, Education, and Welfare (NCSS-DHEW). In addition to meeting NCSS data requirements, the U. S. Civil Service Commission accepts the WP 19.5 report in lieu of its Equal Employment Opportunity Survey, normally required at the end of each calendar year.

We are retaining Column (4), Adults, in Part A, for the reporting of staff allocated to the following functions: special need for restaurant meals, emergency loans, persons with homes of market value over \$25,000 (SSP only), special need for property tax, responsible relative activity, and adult fraud cases pending December 31, 1973.

Your attention is directed to the last portion of 26-712.04, LIST OF JOB TITLES BY TYPE OF FUNCTION. This list, which is a requirement of the U. S. Civil Service Commission, is to show the specific job titles included in each of the major functional classifications.

OBSOLETE

Superseded by ACL # 77-15Issued 3-17-77

Attached are three copies of the report forms and instructions for preparing the report for June 30, 1974 (actually, as of June 28, the last working day). Any questions regarding the report should be directed to the Information Desk, Program Information Bureau, at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,

Dennis O. Flatt by Rdt

DENNIS O. FLATT
Deputy Director
Welfare Program Operations

cc: CWDA

Attachments

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26-712	SUMMARY REPORT	26-712
26-712	ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES AS OF JUNE 30, FORM WP 19.5 REV. (6/74)	26-712
26-712.01	CONTENT	26-712.01

This report provides for collection of personnel data from all county welfare departments on the number of staff employed as of June 30 by type of function. Data on employees by functional classifications are collected in four parts of the revised WP 19.5 report. They are as follows:

- Part A - Staff by Program and Vacant Positions
- Part B - Ethnic Group of Employees
- Part C - Age of Employees
- Part D - Sex and Education of Employees

26-712.02	PURPOSE	26-712.02
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The State Department of Benefit Payments uses this information to complete reporting required by the Federal Department of Health, Education, and Welfare and the Federal Bureau of Intergovernmental Personnel Programs of the U.S. Civil Service Commission. Statewide data are compiled and transmitted as California's annual report to the National Center for Social Statistics.

26-712.03	DUE DATE	26-712.03
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Annual reports are to be received in Sacramento on or before August 15 of each year.

26-712.04	INSTRUCTIONS FOR TYPE OF FUNCTION	26-712.04
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Employee classification by function is identical for each Part A. through D. Use the following definitions and examples of job titles to determine an employee's type of function.

1. Administrative and Management Staff - These are staff whose routine assignments do not normally place them in daily, face-to-face contact with recipients or clients. Their work is administrative in nature and covers, generally, all the program areas serviced by the agency, or they are supervisors of supervisors whose supervisees are in contact directly with recipients or clients.

There is, however, an exception to the preceding, and this encompasses the Quality Control staff who are in direct contact with clients. However, because of the administrative nature of their duties, they should more appropriately be classified within this type.

- a. Administrators and managers - Agency staff whose titles include, but are not limited to, the following: agency directors and commissioners, county directors (unless they are first line supervisors of eligibility, social service, or joint function workers), accountants, statisticians, supervisors of supervisors, field representatives, area representatives, bureau and division chiefs, supervisory clerical and data processing staff, quality control reviewers and their supervisors, etc.
- b. Clerical support - This is a general term applicable to each of the first five functional type classifications within this system. Each time this item appears the employees to be entered should be those clerical staff assigned in the direct support of the professional staff under the general heading.

The exception to this rule is in the case of a central clerical pool in large offices where all units within that office draw upon the pool for clerical support. In this case, the entire pool should be classified under "Administrative and Management."

Clerical support generally includes: stenographers, secretaries, dictograph operators, typists, calculating machine operators, telephone operators, etc.

- c. Other - This staff comprises employees of the personal service, housekeeping, and custodial classifications and include, but are not limited to, the following: chauffeurs, messengers, custodians, janitors, maintenance men, laundry workers, kitchen help, stock-room helpers, etc.
2. Social Service Staff - These are staff whose duties are separate from the eligibility determination function and whose professional and subprofessional staff are charged with the provision or delivery of social services directly to the clients.
 - a. Supervisors - The supervisors (first line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the eligibility determination function and who provide or deliver social services directly to the clients, either singly or in groups. Such supervisory staff's classifications include, but are not limited to, the following: social casework supervisors, homemaker supervisors, foster home placement supervisors, day care supervisors, etc.
 - b. Social service workers - Agency staff whose assigned duties include the provision or delivery of social services to persons eligible for receipt of same under the State's approved plan and whose duties are functionally separate from the eligibility determination function. Such staff's classifications include, but are not limited to, the following: adoption workers, child welfare workers, placement workers, homemakers, family planning counselors, social service caseworkers, subprofessional service workers, etc.
 - c. Clerical support - See "Clerical support" above.

26-712	SUMMARY REPORT	26-712
26-712	ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES AS OF JUNE 30, FORM WP 19.5 REV. (6/74)	26-712
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This report provides for collection of personnel data from all county welfare departments on the number of staff employed as of June 30 by type of function. Data on employees by functional classifications are collected in four parts of the revised WP 19.5 report. They are as follows:

- Part A - Staff by Program and Vacant Positions
- Part B - Ethnic Group of Employees
- Part C - Age of Employees
- Part D - Sex and Education of Employees

26-712.02	PURPOSE	26-712.02
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- b. Clerical support - This is a general term applicable to each of the first five functional type classifications within this system. Each time this item appears the employees to be entered should be those clerical staff assigned in the direct support of the professional staff under the general heading.

The exception to this rule is in the case of a central clerical pool in large offices where all units within that office draw upon the pool for clerical support. In this case, the entire pool should be classified under "Administrative and Management."

Clerical support generally includes: stenographers, secretaries, dictograph operators, typists, calculating machine operators, telephone operators, etc.

- c. Other - This staff comprises employees of the personal service, housekeeping, and custodial classifications and include, but are not limited to, the following: chauffeurs, messengers, custodians, janitors, maintenance men, laundry workers, kitchen help, stock-room helpers, etc.
2. Social Service Staff - These are staff whose duties are separate from the eligibility determination function and whose professional and subprofessional staff are charged with the provision or delivery of social services directly to the clients.
 - a. Supervisors - The supervisors (first line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the eligibility determination function and who provide or deliver social services directly to the clients, either singly or in groups. Such supervisory staff's classifications include, but are not limited to, the following: social casework supervisors, homemaker supervisors, foster home placement supervisors, day care supervisors, etc.
 - b. Social service workers - Agency staff whose assigned duties include the provision or delivery of social services to persons eligible for receipt of same under the State's approved plan and whose duties are functionally separate from the eligibility determination function. Such staff's classifications include, but are not limited to, the following: adoption workers, child welfare workers, placement workers, homemakers, family planning counselors, social service caseworkers, subprofessional service workers, etc.
 - c. Clerical support - See "Clerical support" above.

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- b. Clerical support - This is a general term applicable to each of the first five functional type classifications within this system. Each time this item appears the employees to be entered should be those clerical staff assigned in the direct support of the professional staff under the general heading.

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2. Social Service Staff - These are staff whose duties are separate from the eligibility determination function and whose professional and subprofessional staff are charged with the provision or delivery of social services directly to the clients.
- a. Supervisors - The supervisors (first line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the eligibility determination function and who provide or deliver social services directly to the clients, either singly or in groups. Such supervisory staff's classifications include, but are not limited to, the following: social casework supervisors, homemaker supervisors, foster home placement supervisors, day care supervisors, etc.
 - b. Social service workers - Agency staff whose assigned duties include the provision or delivery of social services to persons eligible for receipt of same under the State's approved plan and whose duties are functionally separate from the eligibility determination function. Such staff's classifications include, but are not limited to, the following: adoption workers, child welfare workers, placement workers, homemakers, family planning counselors, social service caseworkers, subprofessional service workers, etc.
 - c. Clerical support - See "Clerical support" above.

3. Income Maintenance Staff - These are staff who are separated from the social service function, and whose professional and subprofessional staff are charged solely with all activities related to income maintenance or medical assistance.
 - a. Supervisors - The supervisors (first line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the social service function and who are charged with the eligibility determination function only. Such supervisory staff's classifications include, but are not limited to, the following: eligibility supervisors, supervisors of eligibility workers and/or technicians, supervisors of eligibility investigators, etc.
 - b. Eligibility workers - Agency staff whose assigned duties include all activities related to the delivery of financial and medical assistance. Such staff's classifications include, but are not limited to, the following: eligibility technician, income maintenance worker, eligibility investigator, special investigator, and subprofessionals performing these tasks.
 - c. Clerical support - See "Clerical support" above.
4. Joint Function Staff - These are staff whose social service and income maintenance (eligibility) functions have not been separated, and whose professional and subprofessional staff are responsible for both these functions.
 - a. Supervisors - The supervisors (first line only) classifiable within this heading are those whose supervisees are responsible for both the social service and income maintenance (eligibility) functions.
 - b. Joint function workers - Agency staff whose assigned duties include both the eligibility determination and the social service functions, i.e. eligibility and service have not been functionally separated. Such staff's classifications include, but are not limited to, the following: caseworker, social worker, case visitor, public welfare worker, etc. including subprofessionals performing these tasks.
 - c. Clerical support - See "Clerical support" above.
5. Specialist and Consultant Staff - Agency staff whose assigned responsibilities include the provision of expert and/or technical assistance to social service and eligibility workers and/or administrators and managers in relationships that do not include a supervisory connotation.
 - a. Specialists and Consultants - The consultative function will include, but is not limited to: provision of service, special case handling, program planning, community planning, program development, program administration, etc. The staff is largely professional and may include day care consultants, psychologists, psychiatrists, pharmacists, nurses, nutritionists, social workers, educators, physicians, administrative management specialists, legislative liaison specialists, etc.
 - b. Clerical support - See "Clerical support" above.

6. Volunteer Staff - Persons not on agency payrolls except for job-related expenses such as travel allowances, etc., who may be either professional or subprofessional and whose functional assignments may include both the eligibility and service areas. Persons of this type may be regularly scheduled as to days and hours, or they may be casual.

LIST OF JOB TITLES BY TYPE OF FUNCTION

Attach to Part A - Staff by Program and Vacant Positions, a list of the various job titles of employees reported in each functional type of employment described in Lines 1a through 6a. For example:

Line ... 1a. Administrators and managers

Director
Assistant Director
Division Chief
etc.

26-712.05 INSTRUCTIONS FOR PART A - STAFF BY PROGRAM AND VACANT POSITIONS 26-712.05

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a, the number of persons employed by the agency, as of the end of the fiscal year, either in a full or part-time capacity, and who are not on terminal leave, leave of absence, or full-time educational leave.

For Columns (2) through (8) distribute the number of employees entered in Column (1) by the most recent allocation rate or percentage distribution of staff effort available. Entries in Columns (2) through (8) must be in whole numbers and adjusted to add to the Column (1) entries.

For Columns (2) and (3) Social Services are defined as those ameliorative and other services rendered to eligible persons with the objective of changing attitudes or environment so that the individual to whom or for whom these services are rendered will come to lead more meaningful and purposeful lives.

For Columns (4) through (8) Eligibility Determination is defined as actions necessary to ascertain and process certifications of applicant's initial and continuing eligibility for: income maintenance for Adult, AFDC, or General Assistance; medical assistance; or food stamps.

Vacant positions - Enter in Column (9) for each of the functional types of employment described in Lines 1a through 6a the number of unfilled established positions approved for recruitment by the regulatory agency or agencies, and for which there are funds available for payment of salaries and expenses as of the end of the fiscal year.

26-712.06 INSTRUCTIONS FOR PART B - ETHNIC GROUP OF EMPLOYEES 26-712.06

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a the appropriate entry from Column (1) of Part A.

3. Income Maintenance Staff - These are staff who are separated from the social service function, and whose professional and subprofessional staff are charged solely with all activities related to income maintenance or medical assistance.
 - a. Supervisors - The supervisors (first line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the social service function and who are charged with the eligibility determination function only. Such supervisory staff's classifications include, but are not limited to, the following: eligibility supervisors, supervisors of eligibility workers and/or technicians, supervisors of eligibility investigators, etc.
 - b. Eligibility workers - Agency staff whose assigned duties include all activities related to the delivery of financial and medical assistance. Such staff's classifications include, but are not limited to, the following: eligibility technician, income maintenance worker, eligibility investigator, special investigator, and subprofessionals performing these tasks.
 - c. Clerical support - See "Clerical support" above.
4. Joint Function Staff - These are staff whose social service and income maintenance (eligibility) functions have not been separated, and whose professional and subprofessional staff are responsible for both these functions.
 - a. Supervisors - The supervisors (first line only) classifiable within this heading are those whose supervisees are responsible for both the social service and income maintenance (eligibility) functions.
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 - c. Clerical support - See "Clerical support" above.
5. Specialist and Consultant Staff - Agency staff whose assigned responsibilities include the provision of expert and/or technical assistance to social service and eligibility workers and/or administrators and managers in relationships that do not include a supervisory connotation.
 - a. Specialists and Consultants - The consultative function will include, but is not limited to: provision of service, special case handling, program planning, community planning, program development, program administration, etc. The staff is largely professional and may include day care consultants, psychologists, psychiatrists, pharmacists, nurses, nutritionists, social workers, educators, physicians, administrative management specialists, legislative liaison specialists, etc.
 - b. Clerical support - See "Clerical support" above.

6. Volunteer Staff - Persons not on agency payrolls except for job-related expenses such as travel allowances, etc., who may be either professional or subprofessional and whose functional assignments may include both the eligibility and service areas. Persons of this type may be regularly scheduled as to days and hours, or they may be casual.

LIST OF JOB TITLES BY TYPE OF FUNCTION

Attach to Part A - Staff by Program and Vacant Positions, a list of the various job titles of employees reported in each functional type of employment described in Lines 1a through 6a. For example:

Line ... 1a. Administrators and managers

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Assistant Director
Division Chief
etc.

26-712.05 INSTRUCTIONS FOR PART A - STAFF BY PROGRAM AND VACANT POSITIONS 26-712.05

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a, the number of persons employed by the agency, as of the end of the fiscal year, either in a full or part-time capacity, and who are not on terminal leave, leave of absence, or full-time educational leave.

For Columns (2) through (8) distribute the number of employees entered in Column (1) by the most recent allocation rate or percentage distribution of staff effort available. Entries in Columns (2) through (8) must be in whole numbers and adjusted to add to the Column (1) entries.

For Columns (2) and (3) Social Services are defined as those ameliorative and other services rendered to eligible persons with the objective of changing attitudes or environment so that the individual to whom or for whom these services are rendered will come to lead more meaningful and purposeful lives.

For Columns (4) through (8) Eligibility Determination is defined as actions necessary to ascertain and process certifications of applicant's initial and continuing eligibility for: income maintenance for Adult, AFDC, or General Assistance; medical assistance; or food stamps.

Vacant positions - Enter in Column (9) for each of the functional types of employment described in Lines 1a through 6a the number of unfilled established positions approved for recruitment by the regulatory agency or agencies, and for which there are funds available for payment of salaries and expenses as of the end of the fiscal year.

26-712.06 INSTRUCTIONS FOR PART B - ETHNIC GROUP OF EMPLOYEES 26-712.06

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a the appropriate entry from Column (1) of Part A.

3. Income Maintenance Staff - These are staff who are separated from the social service function, and whose professional and subprofessional staff are charged solely with all activities related to income maintenance or medical assistance.
 - a. Supervisors - The supervisors (first line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the social service function and who are charged with the eligibility determination function only. Such supervisory staff's classifications include, but are not limited to, the following: eligibility supervisors, supervisors of eligibility workers and/or technicians, supervisors of eligibility investigators, etc.
 - b. Eligibility workers - Agency staff whose assigned duties include all activities related to the delivery of financial and medical assistance. Such staff's classifications include, but are not limited to, the following: eligibility technician, income maintenance worker, eligibility investigator, special investigator, and subprofessionals performing these tasks.
 - c. Clerical support - See "Clerical support" above.
4. Joint Function Staff - These are staff whose social service and income maintenance (eligibility) functions have not been separated, and whose professional and subprofessional staff are responsible for both these functions.
 - a. Supervisors - The supervisors (first line only) classifiable within this heading are those whose supervisees are responsible for both the social service and income maintenance (eligibility) functions.
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 - c. Clerical support - See "Clerical support" above.
5. Specialist and Consultant Staff - Agency staff whose assigned responsibilities include the provision of expert and/or technical assistance to social service and eligibility workers and/or administrators and managers in relationships that do not include a supervisory connotation.
 - a. Specialists and Consultants - The consultative function will include, but is not limited to: provision of service, special case handling, program planning, community planning, program development, program administration, etc. The staff is largely professional and may include day care consultants, psychologists, psychiatrists, pharmacists, nurses, nutritionists, social workers, educators, physicians, administrative management specialists, legislative liaison specialists, etc.
 - b. Clerical support - See "Clerical support" above.

6. Volunteer Staff - Persons not on agency payrolls except for job-related expenses such as travel allowances, etc., who may be either professional or subprofessional and whose functional assignments may include both the eligibility and service areas. Persons of this type may be regularly scheduled as to days and hours, or they may be casual.

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Line ... 1a. Administrators and managers

Director
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Division Chief
etc.

26-712.05 INSTRUCTIONS FOR PART A - STAFF BY PROGRAM AND VACANT POSITIONS 26-712.05

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a, the number of persons employed by the agency, as of the end of the fiscal year, either in a full or part-time capacity, and who are not on terminal leave, leave of absence, or full-time educational leave.

For Columns (2) through (8) distribute the number of employees entered in Column (1) by the most recent allocation rate or percentage distribution of staff effort available. Entries in Columns (2) through (8) must be in whole numbers and adjusted to add to the Column (1) entries.

For Columns (2) and (3) Social Services are defined as those ameliorative and other services rendered to eligible persons with the objective of changing attitudes or environment so that the individual to whom or for whom these services are rendered will come to lead more meaningful and purposeful lives.

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Vacant positions - Enter in Column (9) for each of the functional types of employment described in Lines 1a through 6a the number of unfilled established positions approved for recruitment by the regulatory agency or agencies, and for which there are funds available for payment of salaries and expenses as of the end of the fiscal year.

26-712.06 INSTRUCTIONS FOR PART B - ETHNIC GROUP OF EMPLOYEES 26-712.06

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a the appropriate entry from Column (1) of Part A.

For Columns (2) through (7) enter the number of employees according to ethnic group.

The federal guidelines for collecting ethnic data are as follows: "This information is to be acquired by visual observation; eliciting information as to social or ethnic identity of employees by direct inquiry is not encouraged. An employee should be included in the ethnic groups to which he appears to belong, or is so regarded as belonging in the community". In addition, "care must be exercised to assure that employees not be specifically identified to ethnic group in their employment records to prevent discriminatory practice. This same caution is equally applicable to the age and sex classifications of employees".

Part B - Column Definitions

- White, other than Mexican (Column 2) - A person is to be classified as White when he is a member of the Caucasian race, or he considers himself to so belong.
- Black (Column 3) - A person is to be classified as Black if he is a member of the Negroid race, or he so considers himself.
- White, Mexican (Column 4) - Persons of Mexican, Puerto Rican, or other Spanish-speaking origins (including persons of Spanish speaking background whose surnames are no longer Spanish due to marriage or other reasons).
- American Indian (Column 5) - A person is to be classified as an American Indian if he is a descendant of one of the Indian tribes indigenous to the North American continent, or if he considers himself to be so descended.
- Oriental (Column 6) - This classification is new and embraces Chinese-Americans, Japanese-Americans, Korean-Americans, Filipino-Americans, Polynesian-Americans, etc. Generally these ethnic groups are made up of persons of the first national extraction who are also either naturalized or native born American (USA) citizens.
- Other (Column 7) - This classification is to be used to classify persons of unknown ethnic origin, or whose ethnicity is not classifiable in the preceding.

26-712.07 INSTRUCTIONS FOR PART C - AGE OF EMPLOYEES

26-712.07

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a the appropriate entry from Column (1) of Part A.

For Columns (2) through (7) enter the number of employees according to age intervals specified in column headings. Age of employees is arrived at by subtracting an employee's year of birth from the year of report.

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a the appropriate entry from Column (1) of Part A.

For Columns (2) through (8) enter the number of employees according to sex and educational achievement group.

Column definitions:

- Sex - (Columns 2 and 3) Self-explanatory.
- Education - The highest educational achievement of the employee on June 30 of the report year.
- High School and under - (Column 4) This classification includes all levels of educational achievement through and including high school graduation. Also includable is the attendance of a person at college but without receipt of degree.
- Associate Degree - (Column 5) This classification includes the graduation from a junior (2 year) college to, but not including, the receipt of a Bachelor's Degree.
- Bachelor's Degree - (Column 6) This classification includes possession of a Bachelor's Degree and beyond but not inclusive of further advanced degrees.
- Master's Degree - (Column 7) This classification includes possession of a Master's Degree in any discipline and beyond but not inclusive of further advanced degrees.
- Doctorate Degree - (Column 8) This classification includes possession of doctorate in any of the disciplines, such as philosophy, medicine, law, sociology, dentistry, etc.

For Columns (2) through (7) enter the number of employees according to ethnic group.

The federal guidelines for collecting ethnic data are as follows: "This information is to be acquired by visual observation; eliciting information as to social or ethnic identity of employees by direct inquiry is not encouraged. An employee should be included in the ethnic groups to which he appears to belong, or is so regarded as belonging in the community". In addition, "care must be exercised to assure that employees not be specifically identified to ethnic group in their employment records to prevent discriminatory practice. This same caution is equally applicable to the age and sex classifications of employees".

Part B - Column Definitions

White, other than Mexican - A person is to be classified as White when he is (Column 2) a member of the Caucasian race, or he considers himself to so belong.

Black (Column 3) - A person is to be classified as Black if he is a member of the Negroid race, or he so considers himself.

White, Mexican (Column 4) - Persons of Mexican, Puerto Rican, or other Spanish-speaking origins (including persons of Spanish speaking background whose surnames are no longer Spanish due to marriage or other reasons).

American Indian (Column 5) - A person is to be classified as an American Indian if he is a descendant of one of the Indian tribes indigenous to the North American continent, or if he considers himself to be so descended.

Oriental (Column 6) - This classification is new and embraces Chinese-Americans, Japanese-Americans, Korean-Americans, Filipino-Americans, Polynesian-Americans, etc. Generally these ethnic groups are made up of persons of the first national extraction who are also either naturalized or native born American (USA) citizens.

Other (Column 7) - This classification is to be used to classify persons of unknown ethnic origin, or whose ethnicity is not classifiable in the preceding.

26-712.07 INSTRUCTIONS FOR PART C - AGE OF EMPLOYEES

26-712.07

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a the appropriate entry from Column (1) of Part A.

For Columns (2) through (7) enter the number of employees according to age intervals specified in column headings. Age of employees is arrived at by subtracting an employee's year of birth from the year of report.

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a the appropriate entry from Column (1) of Part A.

For Columns (2) through (8) enter the number of employees according to sex and educational achievement group.

Column definitions:

- Sex - (Columns 2 and 3) Self-explanatory.
- Education - The highest educational achievement of the employee on June 30 of the report year.
- High School and under - (Column 4) This classification includes all levels of educational achievement through and including high school graduation. Also includable is the attendance of a person at college but without receipt of degree.
- Associate Degree - (Column 5) This classification includes the graduation from a junior (2 year) college to, but not including, the receipt of a Bachelor's Degree.
- Bachelor's Degree - (Column 6) This classification includes possession of a Bachelor's Degree and beyond but not inclusive of further advanced degrees.
- Master's Degree - (Column 7) This classification includes possession of a Master's Degree in any discipline and beyond but not inclusive of further advanced degrees.
- Doctorate Degree - (Column 8) This classification includes possession of doctorate in any of the disciplines, such as philosophy, medicine, law, sociology, dentistry, etc.

For Columns (2) through (7) enter the number of employees according to ethnic group.

The federal guidelines for collecting ethnic data are as follows: "This information is to be acquired by visual observation; eliciting information as to social or ethnic identity of employees by direct inquiry is not encouraged. An employee should be included in the ethnic groups to which he appears to belong, or is so regarded as belonging in the community". In addition, "care must be exercised to assure that employees not be specifically identified to ethnic group in their employment records to prevent discriminatory practice. This same caution is equally applicable to the age and sex classifications of employees".

Part B - Column Definitions

- White, other than Mexican - A person is to be classified as White when he is a member of the Caucasian race, or he considers himself to so belong.
(Column 2)
- Black (Column 3) - A person is to be classified as Black if he is a member of the Negroid race, or he so considers himself.
- White, Mexican (Column 4) - Persons of Mexican, Puerto Rican, or other Spanish-speaking origins (including persons of Spanish speaking background whose surnames are no longer Spanish due to marriage or other reasons).
- American Indian (Column 5) - A person is to be classified as an American Indian if he is a descendant of one of the Indian tribes indigenous to the North American continent, or if he considers himself to be so descended.
- Oriental (Column 6) - This classification is new and embraces Chinese-Americans, Japanese-Americans, Korean-Americans, Filipino-Americans, Polynesian-Americans, etc. Generally these ethnic groups are made up of persons of the first national extraction who are also either naturalized or native born American (USA) citizens.
- Other (Column 7) - This classification is to be used to classify persons of unknown ethnic origin, or whose ethnicity is not classifiable in the preceding.

26-712.07 INSTRUCTIONS FOR PART C - AGE OF EMPLOYEES

26-712.07

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a the appropriate entry from Column (1) of Part A.

For Columns (2) through (7) enter the number of employees according to age intervals specified in column headings. Age of employees is arrived at by subtracting an employee's year of birth from the year of report.

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a the appropriate entry from Column (1) of Part A.

For Columns (2) through (8) enter the number of employees according to sex and educational achievement group.

Column definitions:

- Sex - (Columns 2 and 3) Self-explanatory.
- Education - The highest educational achievement of the employee on June 30 of the report year.
- High School and under - (Column 4) This classification includes all levels of educational achievement through and including high school graduation. Also includable is the attendance of a person at college but without receipt of degree.
- Associate Degree - (Column 5) This classification includes the graduation from a junior (2 year) college to, but not including, the receipt of a Bachelor's Degree.
- Bachelor's Degree - (Column 6) This classification includes possession of a Bachelor's Degree and beyond but not inclusive of further advanced degrees.
- Master's Degree - (Column 7) This classification includes possession of a Master's Degree in any discipline and beyond but not inclusive of further advanced degrees.
- Doctorate Degree - (Column 8) This classification includes possession of doctorate in any of the disciplines, such as philosophy, medicine, law, sociology, dentistry, etc.

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19

County reporting:

Part A. - Staff by Program and Vacant Positions

Type of Function	Total employees	Social Services			Eligibility Determination			Food Stamps	Vacant positions
		Adults	AFDC & CWS	Adults	AFDC	Gen.Assist.	Med.Assist. Only		
Total Staff (sum of 1 through 6)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1. Administrative and Management Staff:									
a. Administrators and managers.....									
b. Clerical support.....									
c. Other.....									
2. Social Service Staff:									
a. Supervisors.....									
b. Social Service workers.....									
c. Clerical support.....									
3. Income Maintenance Staff:									
a. Supervisors.....									
b. Eligibility workers.....									
c. Clerical support.....									
4. Joint Function Staff:									
a. Supervisors.....									
b. Joint function workers.....									
c. Clerical support.....									
5. Specialist and Consultant Staff:									
a. Specialists and consultants.....									
b. Clerical support.....									
6. Volunteer Staff:									
a. Volunteers.....									

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19__

Send one copy to:

Department of Benefit Payments
 Program Information of Social Welfare
 744 P Street, Mail Station 12-81
 Sacramento, CA 95814

Part B - Ethnic Group of Employees

Type of Function	Total employees	White, other than Mexican	Black	White, Mexican	American Indian	Oriental	Other
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Total Staff (sum of 1 through 6)							
1. Administrative and Management Staff:							
a. Administrators and managers.....							
b. Clerical support.....							
c. Other.....							
2. Social Service Staff:							
a. Supervisors.....							
b. Social Service workers.....							
c. Clerical support.....							
3. Income Maintenance Staff:							
a. Supervisors.....							
b. Eligibility workers.....							
c. Clerical support.....							
4. Joint Function Staff:							
a. Supervisors.....							
b. Joint function workers.....							
c. Clerical support.....							
5. Specialist and Consultant Staff:							
a. Specialists and consultants.....							
b. Clerical support.....							
6. Volunteer Staff:							
a. Volunteers.....							

County reporting:

Person to contact regarding this report: _____

Telephone No.: _____

Date: _____

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19

County reporting:

Part A.- Staff by Program and Vacant Positions

Type of Function	Total employees	Social Services			Eligibility Determination			Vacant positions	
		Adults	AFDC & CWS	AFDC	Income Maintenance		Food Stamps		
					Adults	Gen.Assist.			Med.Assist. Only
Total Staff (sum of 1 through 6)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Administrative and Management Staff:									
a. Administrators and managers									
b. Clerical support									
c. Other									
Social Service Staff:									
a. Supervisors									
b. Social Service workers									
c. Clerical support									
Income Maintenance Staff:									
a. Supervisors									
b. Eligibility workers									
c. Clerical support									
Joint Function Staff:									
a. Supervisors									
b. Joint function workers									
c. Clerical support									
Specialist and Consultant Staff:									
a. Specialists and consultants									
Volunteer Staff:									
a. Volunteers									

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19__

Send one copy to:
 Department of Benefit Payments
 Program Information of Social Welfare
 744 P Street, Mail Station 12-81
 Sacramento, CA 95814
 County reporting: _____

Part B - Ethnic Group of Employees

Type of Function	Total employees (1)	White, other than Mexican (2)	Black (3)	White, Mexican (4)	American Indian (5)	Oriental (6)	Other (7)
Total Staff (sum of 1 through 6)							
1. Administrative and Management Staff:							
a. Administrators and managers.....							
b. Clerical support.....							
c. Other.....							
2. Social Service Staff:							
a. Supervisors.....							
b. Social Service workers.....							
c. Clerical support.....							
3. Income Maintenance Staff:							
a. Supervisors.....							
b. Eligibility workers.....							
c. Clerical support.....							
4. Joint Function Staff:							
a. Supervisors.....							
b. Joint function workers.....							
c. Clerical support.....							
5. Specialist and Consultant Staff:							
a. Specialists and consultants.....							
b. Clerical support.....							
6. Volunteer Staff:							
a. Volunteers.....							

Person to contact regarding this report: _____

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Date: _____

Department of Benefit Payments
 Program Information Bureau
 744 P Street, Mail Station 12-81
 Sacramento, CA 95814

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19

County reporting:

Part A.- Staff by Program and Vacant Positions

Type of Function	Total employees (1)	Social Services		Eligibility Determination			Vacant positions	
		Adults (2)	AFDC & CWS (3)	Income Maintenance		Med.Assist. Only (7)		Food Stamps (8)
				Adults (4)	AFDC (5)			
Total Staff (sum of 1 through 6)							(9)	
1. Administrative and Management Staff:								
a. Administrators and managers.....								
b. Clerical support.....								
c. Other.....								
2. Social Service Staff:								
a. Supervisors.....								
b. Social Service workers.....								
c. Clerical support.....								
3. Income Maintenance Staff:								
a. Supervisors.....								
b. Eligibility workers.....								
c. Clerical support.....								
4. Joint Function Staff:								
a. Supervisors.....								
b. Joint function workers.....								
c. Clerical support.....								
5. Specialist and Consultant Staff:								
a. Specialists and consultants.....								
b. Clerical support.....								
6. Volunteer Staff:								
a. Volunteers.....								

Person to contact regarding this report: _____ Telephone number: _____ Date: _____

Send one copy to:

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19__

County reporting: _____

Department of Benefit Payments
 Program Information of Social Welfare
 744 P Street, Mail Station 12-81
 Sacramento, CA 95814

Part B - Ethnic Group of Employees

Type of Function	Total employees (1)	White, other than Mexican (2)	Black (3)	White, Mexican (4)	American Indian (5)	Oriental (6)	Other (7)
Total Staff (sum of 1 through 6)							
1. Administrative and Management Staff:							
a. Administrators and managers.....							
b. Clerical support.....							
c. Other.....							
2. Social Service Staff:							
a. Supervisors.....							
b. Social Service workers.....							
c. Clerical support.....							
3. Income Maintenance Staff:							
a. Supervisors.....							
b. Eligibility workers.....							
c. Clerical support.....							
4. Joint Function Staff:							
a. Supervisors.....							
b. Joint function workers.....							
c. Clerical support.....							
5. Specialist and Consultant Staff:							
a. Specialists and consultants.....							
b. Clerical support.....							
6. Volunteer Staff:							
a. Volunteers.....							

Person to contact regarding this report: _____

Telephone No.: _____

Date: _____

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19 _____

County reporting: _____

Part C - Age of Employees

Type of Function	Age of Employees						
	Total employees (1)	20 and under (2)	21-30 (3)	31-40 (4)	41-50 (5)	51-60 (6)	61 and over (7)
Total Staff (Sum of 1 through 6)							
1. Administrative and Management Staff:							
a. Administrators and managers.....							
b. Clerical support.....							
c. Other.....							
2. Social Service Staff:							
a. Supervisors.....							
b. Social service workers.....							
c. Clerical Support.....							
3. Income Maintenance Staff:							
a. Supervisors.....							
b. Eligibility workers.....							
c. Clerical support.....							
4. Joint Function Staff:							
a. Supervisors.....							
b. Joint function workers.....							
c. Clerical support.....							
5. Specialist and Consultant Staff:							
a. Specialists and consultants.....							
b. Clerical support.....							
6. Volunteer Staff:							
a. Volunteers.....							

Person to contact regarding this report: _____

Telephone NO.: _____

Date: _____

Department of Benefit Payments
 Program Information Bureau
 744 P Street, Mail Station 12-81
 Sacramento, CA 95814

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19__

County reporting: _____

Part D - Sex and Education of Employees

Type of Function	Total employees	Sex		Education					
		Male	Female	High School and under	Associate Degree	Bachelor's Degree	Masters Degree	Doctorate Degree	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Total Staff (sum of 1 through 6) :									
-1. Administrative and Management Staff:									
a. Administrators and managers.....									
b. Clerical support.....									
c. Other.....									
2. Social Service Staff:									
a. Supervisors.....									
b. Social service workers.....									
c. Clerical support.....									
3. Income Maintenance Staff:									
a. Supervisors.....									
b. Eligibility workers.....									
c. Clerical support.....									
4. Joint function Staff:									
a. Supervisors.....									
b. Joint function workers.....									
c. Clerical support.....									
5. Specialist and Consultant Staff:									
a. Specialists and consultants.....									
b. Clerical support.....									
6. Volunteer Staff:									
a. Volunteers.....									

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Telephone number: _____

Date: _____

State of California - Health and Welfare Agency
 Department of Benefit Payments

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ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19 _____

County reporting: _____

Part C - Age of Employees

Type of Function	Part C - Age of Employees						
	Total employees (1)	20 and under (2)	21-30 (3)	31-40 (4)	41-50 (5)	51-60 (6)	61 and over (7)
Total Staff (Sum of 1 through 6)							
1. Administrative and Management Staff:							
a. Administrators and managers							
b. Clerical support							
c. Other							
2. Social Service Staff:							
a. Supervisors							
b. Social service workers							
c. Clerical Support							
3. Income Maintenance Staff:							
a. Supervisors							
b. Eligibility workers							
c. Clerical support							
4. Joint Function Staff:							
a. Supervisors							
b. Joint function workers							
c. Clerical support							
5. Specialist and Consultant Staff:							
a. Specialists and consultants							
b. Clerical support							
6. Volunteer Staff:							
a. Volunteers							

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Department of Benefit Payments
 Program Information Bureau
 744 P Street, Mail Station 12-81
 Sacramento, CA 95814

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19 _____

County reporting: _____

Part D - Sex and Education of Employees

Type of Function	Total employees	Sex		Education					
		Male	Female	High School and under	Associate Degree	Bachelor's Degree	Masters Degree	Doctorate Degree	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Total Staff (sum of 1 through 6)									
1. Administrative and Management Staff:									
a. Administrators and managers.....									
b. Clerical support.....									
c. Other.....									
2. Social Service Staff:									
a. Supervisors.....									
b. Social service workers.....									
c. Clerical support.....									
3. Income Maintenance Staff:									
a. Supervisors.....									
b. Eligibility workers.....									
c. Clerical support.....									
4. Joint Function Staff:									
a. Supervisors.....									
b. Joint function workers.....									
c. Clerical support.....									
5. Specialist and Consultant Staff:									
a. Specialists and consultants.....									
b. Clerical support.....									
6. Volunteer Staff:									
a. Volunteers.....									

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ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19 _____

County reporting: _____

Part C - Age of Employees

Type of Function	Age of Employees						
	Total employees (1)	20 and under (2)	21-30 (3)	31-40 (4)	41-50 (5)	51-60 (6)	61 and over (7)
Total Staff (Sum of 1 through 6)							
1. Administrative and Management Staff:							
a. Administrators and managers.....							
b. Clerical support.....							
c. Other.....							
2. Social Service Staff:							
a. Supervisors.....							
b. Social service workers.....							
c. Clerical Support.....							
3. Income Maintenance Staff:							
a. Supervisors.....							
b. Eligibility workers.....							
c. Clerical support.....							
4. Joint Function Staff:							
a. Supervisors.....							
b. Joint function workers.....							
c. Clerical support.....							
5. Specialist and Consultant Staff:							
a. Specialists and consultants.....							
b. Clerical support.....							
6. Volunteer Staff:							
a. Volunteers.....							

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 Program Information Bureau
 744 P Street, Mail Station 12-81
 Sacramento, CA 95814

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES
 AS OF JUNE 30, 19 _____

County reporting: _____

Part D - Sex and Education of Employees

Type of Function	Total employees	Sex		Education						
		Male (2)	Female (3)	High School and under (4)	Associate Degree (5)	Bachelor's Degree (6)	Masters Degree (7)	Doctorate Degree (8)		
Total Staff (sum of 1 through 6) ,										
1. Administrative and Management Staff:										
a. Administrators and managers.....										
b. Clerical support.....										
c. Other.....										
2. Social Service Staff:										
a. Supervisors.....										
b. Social service workers.....										
c. Clerical support.....										
3. Income Maintenance Staff:										
a. Supervisors.....										
b. Eligibility workers.....										
c. Clerical support.....										
4. Joint Function Staff:										
a. Supervisors.....										
b. Joint function workers.....										
c. Clerical support.....										
5. Specialist and Consultant Staff:										
a. Specialists and consultants.....										
b. Clerical support.....										
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a. Volunteers.....										

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