

Where underutilization is depicted in jobs, analysis should occur and specific goals set by job group, or by job title and by subunit where appropriate.

Affirmative Action Program

UNIT NAME: Outgoing Mail- 902

UNIT HEAD: _____

SIGNATURE: _____

UNIT HEAD

To be completed for each form # 1A

AFFIRMATIVE ACTION GOALS BY ORGANIZATIONAL UNIT

UNIT REPORT BY JOB GROUP AND JOB CATEGORY	JOBS TO BE FILLED New Repl.		AFFIRMATIVE ACTION GOALS FOR 1976										STAFFING PROJECTION FOR 12-31-76												
			Females	MINORITY GROUPS								Total	Females # %		MINORITY GROUPS										
				Blacks		Orientals		American Indians		Spanish Heritage					Total MGM	Blacks		Orientals		American Indians		Spanish Heritage			
				M	F	M	F	M	F	M	F					M	F	M	F	M	F				
Manager-2011																									
Superv.-3005																									
Sect. Ldr-5039														1	100	1									
Oper-7209																									
Insert. Mach. 7163	1	2	1							1	9	2	22	4	44	3									1
Secretary 7010											1	1	100												
Post. Mach. Op		1	1								1	1	100												
	1	3	1	1						1	14	4	29	5	36	4									1

PRESENT STAFFING - SUB UNITS WITHIN ORGANIZATIONAL UNIT

MINORITY GROUP MEMBERS

POSITION TITLE	MALE	FEMALE	Black		Oriental		American Indians		Spanish Heritage		SALARY RANGE	PROGRESSION
			M	F	M	F	M	F	M	F		
7010 Postage Machine Oper.		1									5408-7072	E-Inserting Machine
7163 Secretaty		1									5720-7696	S- Supervisor
7209 Inserting Mach. Oper.	7	1	3								5720-7696	F- Section Leader
5039 Section Leader	1		1								6084-8372	S- Supervisor
3005 Supervisor	1										8216-12,272	Assistant Manager
2011 Manager	1										11,440-17,160	Director
												* Every employee if
												qualified, is eligible
												to take advantage of
												Inter/Plan search and/or
												or Job Posting system.
TOTAL	10	3	4									