

Commonwealth of Puerto Rico  
Autonomous Municipality of Caguas

AFFIRMATIVE ACTION PLAN  
FEDERAL TRANSIT ADMINISTRATION

EEO Officer: Lucille J. Cordero Ponce

PERIOD: JULY 1, 2015-JUNE 30, 2016  
HUMAN RESOURCE'S OFFICE



Commonwealth of Puerto Rico  
Autonomous Municipality of Caguas

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EEO Officer:	Lucille J. Cordero Ponce
Alternate EEO Officer:	Mónica Y. Vega Conde, Esq.

### **Introduction**

The Autonomous Municipality of Caguas, (hereinafter, "AMC") is one of the largest municipalities of Puerto Rico with a population of one hundred forty four thousand, (144,000), citizens and a workforce of one thousand three hundred and sixty six, (1,366), employees. Our Mayor, Hon. William E. Miranda Torres, has been in office since August 8, 2010 and has a firm commitment with all aspects of this municipality, its citizens and Affirmative Action Programs.

The city of Caguas was established in 1775 in the Turabo Valley. Its name is derived from the Cacique Caguax, who was the Supreme Leader that ruled the Turabo River Valley during the decline of Taino civilization, and fought with brave resistance against the Spaniards. It was not until the 1894 that Caguas acquired the title of City under the Spanish regime.



In 1952, under Luis Muñoz Marín’s administration, the Commonwealth of Puerto Rico was established and therefore, Angel Rivera Rodríguez was appointed to be the first mayor of Caguas under the new Constitution. Ever since, all mayors have been great visionaries, with strong leadership that has allowed the City to become a cosmopolitan metropolis. Caguas, heart and center of Puerto Rico, beats at the rhythm of a rich cultural heritage, in addition to an exceptional commercial offer and unique entertainment. Because of the success of the programs and services implemented in and for the community, Caguas has earned the name of “Caguas, our new Country.”

Among other municipalities of Puerto Rico, the AMC is fiscally autonomous, which means that it has inherent authority under the Puerto Rico Law of Autonomous Municipalities, Act. No. 81 of August 30, 1991, (*Ley de Municipios Autónomos*), P.R. Laws Ann., tit. 21 § 4001-4958, to address every aspect of its operations with almost complete independence of governmental intervention.

The AMC offers numerous services to the community, including: Transportation Services, Child Care Services, Pavement Reconstructions, Garbage disposal, Sports Clinics, Housekeeping Services for the Elderly, Meals on Wheels for the Elderly, among others. The mission of the AMC is to “provide citizens with access to high quality services, in a creative and effective manner, throughout the optimum utilization of resources and the active participation of the community.” Caguas driven purpose and vision is “Caguas, our new Country, a vibrant city, safe, beautiful, ordered, healthy, modern and cultured, technologically advanced, with a solidary coexistence, economically dynamic, competitive, and proud to be the best, Heart and Center of Puerto Rico” Also, our core value system promotes *Loyalty, Humanism, Integrity, Commitment, Courage and Professionalism*, values that define our work ethics.

The AMC has an intricate commitment with its employees and residents, in order to not only fulfill the responsibility required by law, but also to established strong ties with our citizens, that will result in a community filled with respect and high regard for diversity.

## **A. Statement of Policy**

### **1. Mayor’s Statement**

The Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title VI, prohibits discrimination on grounds of race, sex, including pregnancy, color, religion, age and national origin. Also, The American with Disability Act, as amended, prohibits discrimination against disability.



Based on the laws cited above, Federal Regulations, Revision No. 14, Title 41, C.F.R. 60.2 imposes the requirements of the Executive Order No. 11246 to all private companies that are contractors or subcontractors of the Federal Government as well as government agencies.

Executive Order No. 11246 requires that in order to enforce the 1964 Civil Rights Act as amended, government contractors, subcontractors, and government agencies must design, develop and implement an Affirmative Action Plan that guarantees Equal Employment Opportunity to everyone, regardless of their race, sex, color, religion, age, national origin or disability.

The Executive Advisor of our Municipality, Lucille J. Cordero Ponce has being assigned as our EEO Officer and she will be working with all the particulars of the implementation and enforcement of the Program. Our citizens can file any complaint regarding our Plan within the office of Human Resources, office that has being designated to address this matter. We will assign several responsibilities to all our management personnel in order to comply with the criteria and public policy hereby established.

Therefore: I, WILLIAM E. MIRANDA TORRES affirm my commitment to support and enforce every aspect of this Plan, to fulfill to the extent of the law and I assert that we are complying with all the local laws related to this subject. I will also enforce my staff, including assistants, directors and supervisors to support the Affirmative Action Plan in their respective department or units.

Sincerely,



WILLIAM E. MIRANDA TORRES,

Mayor

Autonomous Municipality of Caguas



## **B. Dissemination**

Our Plan must be developed to serve a purpose. To promote the commitment of our Municipality, it must be distributed to employees and officials who are responsible for the proper implementation of the program, as well to those responsible for conducting compliance reviews on an ongoing basis (so as to assure proper compliance with existing applicable regulations). Furthermore, it will be available for the general public and the groups who are covered by the Plan.

In this regard, a copy of this document will be provided electronically or in hard copy, to each individual employee within the AMC, with a formal communication detailing the intent and purpose of the EEO program.

We will provide trainings and seminars to be carried out by qualified instructors covering diverse topics as protecting civil rights of women; minorities, the disadvantaged; the elderly; handicapped; veterans, etc.

Furthermore, the importance of providing pleasant and comfortable working conditions, where input is requested by and between directors and lower level employees, so as to achieve equal employment opportunity, will be stressed. It should be noted that it is the intent and purpose of the Mayor, and the EEO Officer to work on an on-going basis as to eliminate any aspect of discrimination in any form, among the employees of the AMC.

Thus said, our dissemination policy will also include the following steps and actions, in order to fulfill our compromise with the EEOP.

1. Internal- We planned to disseminate the Affirmative Action Plan by doing the following steps:
  - a. Managers, Supervisors and Directors will be informed of the AMC's policies regarding this plan.
  - b. Written communications from the Mayor will be posted.
  - c. The basic components of the program and its purpose will be included in our regulations and employees manuals.
  - d. There will be information and propaganda posted in visible sights in the Human Resources Office.
  - e. There will be meetings held to discuss the EEOP and its implementation.
  - f. There will be orientation programs for new hires and for all non-supervisory personnel.



g. Also, our internal communication system or policy will include, but not be limited to:

1. Policy orientation sessions for Directors and EEO Counselors;
2. External-We will accomplish external dissemination by:
  - a. Informing employment agencies; educational institutions; minority, handicapped, and women's organizations; civil rights organizations; community action groups; training organizations and Veterans Office, about our Policies and job announcements.
  - b. Including the "EEO employer" clause in all documents related to all application.
  - c. Job Announcements and documents relating to our recruitment process will include statements to indicate that the AMC is an "EEO employer."

### **C. Designation of Personnel Responsibility**

An effective Equal Employment Opportunity Program (EEOP) depends to an important degree on the flexibility that can be exercised in coordinating its development, communication, dissemination and administration. As we mentioned before, the AMC has appointed Lucille J. Cordero Ponce as Equal Employment Opportunity Program Officer. Ms. Cordero, will be responsible for carrying out the overall EEOP. She will also be in charge of providing guidance and assistance concerning EEO matters to top and mid-level management employees within the AMC. Ms. Cordero has shown serious commitment to the EEO program, its goals and objectives. She has extensive knowledge in the field of discrimination and the laws that protect civil rights and the policies, rules and regulations related to this topic. Also, her position as Human Resources Director provides her all the authority and ability to work, communicate and enforce the important components and tasks of the Affirmative Action Program.

Among the responsibilities entrusted to Ms. Cordero, are:

1. Develop and implement the EEO Plan and its components.
2. Assist the designated personnel in the recollection and analysis of the workforce data to comply with the EEO Plan guidelines and goals.



3. Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
4. Handle formal written complaints of discrimination;
5. Extend time limits for filing of complaints on an informal basis;
6. Resolve problems which have generated or could generate complaints;
7. Arrange for hearing on complaints;
8. Reporting periodically to the Mayor on progress of each unit in relation to the agency's goals;
9. Assuring that current legal information affecting affirmative action is disseminated to responsible officials;
10. Establishment of outreach sources to be used for hiring officials;
11. Processing employment discrimination complaints

As well, Directors will have the following responsibilities:

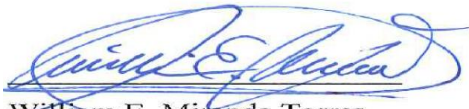
1. Reviewing the qualifications of all employees to assure that minorities, handicapped persons, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation;

If Ms. Cordero is not available to attend the matters related to the EEO Plan, the AMC has designated Ms. Mónica Y. Vega Conde to act as alternate EEOP Officer.

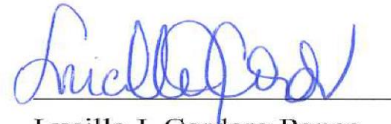


***Equal Employment Opportunity Committee***

The Officer of the Equal Employment Opportunity Program will chair the Municipality's Equal Employment Opportunity Committee. The members of this Committee consist of the Equal Employment Opportunity counselors, which represent the employees within the Municipal Government. The Committee members will assist the Equal Employment Opportunity Coordinator in carrying out the Equal Employment Opportunity Program and will report their activities to the Officer. Also, they will be assisting in the process of Monitoring and Reporting of the EEO practices.



William E. Miranda Torres,  
Mayor  
Autonomous Municipality of Caguas



Lucille J. Cordero Ponce  
EEOP Officer



**D. Identification of Problem Areas and Goals to be established**

In order to comply with the requirements of the EEOP, we have identified the job categories where women have been in sub utilization, which means that for those job categories, the percentages of working women are below the expected participation level. It is very important to note, that in several cases, the absence of women's adequate representation is due to external factors. Nevertheless, the AMC in its serious commitment with the provisions established by law, will enforce strategies to comply with the goals hereinafter set. It is important to note, that although our best efforts to achieve the goals to be mentioned below, Puerto Rico is going through one of the hardest financial predicaments of our time, and we must acknowledge that job opportunities had being limited because of the economic situation. Thus said, the goals we are establishing are as follows:

Job Group	Total Group	Female	Female Utilization	Availability Percentage	Undertutilized Yes/No	Goal
Officials and Managers	181	111	61%	55%	NO	---
Professionals	164	117	71%	66%	NO	---
Technicians	83	29	35%	43%	<b>YES</b>	<b>7</b>
Administrative Support Workers	343	268	78%	59%	NO	---
Operatives	71	2	3%	4%	<b>YES</b>	<b>1</b>
Craft Workers	69	2	3%	4%	<b>YES</b>	<b>1</b>
Service Workers	191	56	29%	37%	<b>YES</b>	<b>15</b>
Labors and Helpers	269	16	6%	12%	<b>YES</b>	<b>16</b>

**Total Employees                      1371          601          44%**



The goals established for the period of 2014-2015 were the following:

Job Group	Total Group	Female	Female Utilization	Availability Percentage	Underutilized Yes/No	Goal
Officials and Managers	185	111	60%	57%	NO	---
Professionals	157	114	82%	68%	NO	---
Technicians	72	25	42%	49%	<b>YES</b>	<b>8</b>
Administrative Support Workers	338	269	85%	76%	NO	---
Operatives	76	2	3%	8%	<b>YES</b>	<b>4</b>
Craft Workers	61	1	2%	3%	<b>YES</b>	<b>1</b>
Service Workers	196	56	46%	40%	NO	---
Labors and Helpers	281	14	6%	11%	<b>YES</b>	<b>17</b>

**Total Employees                      1366        592            54%**

As we can derive from the Goals set in the last period, we were able to reduce the gap or difference in the underutilization criterion for the Technicians, Operatives and Labors and Helpers Job Group. We will work towards attending the rest of the Groups, while we obtain the goals set for each one.

It is imperative that we mention that the Government of Puerto Rico is going through a very difficult situation. Recently, the United States Congress approved the Puerto Rico Oversight, Management, and Economic Stability Act, also known as PROMESA. This legislative piece ordained that a Board will oversight the economic and fiscal situation of Puerto Rico in order to ascertain and decide the actions to be taken with the government's finances. This Act was a Congress determination in response to the unsurmountable debt that Puerto Rico's Government has acquired. To this date, we don't know the extent of the regulations to be established and ordained for Puerto Rico and our Municipality. Thus, our recruitment policies could be easily impacted by this Legislation. Nevertheless, we affirm our commitment to promote a diverse work environment in which the minorities are welcome and the obstacles and underutilization they face are diminished to our best efforts.



## **E. Development and execution of action orientated programs**

The AMC has evaluated some practices that could be enhanced in order to fulfill the Affirmative Action requirements:

1. We will be vigilant in the process of recruitment and hiring to ensure that women are treated equal.
2. Our job announcements will mention the EEO clause.
3. We will continue to identify job positions within our organization that could be used to advance and promote women participation in our workforce.
4. In job positions where there exist underutilization, a special note will be included in the job announcement to invite women to participate in that recruitment.

Also we mention below several programs that have been part of the AMC's policy to avoid discrimination:

1. Complaints Procedures-Consists of an Administrative Procedure to attend complaints or grievances from employees or citizens, against the AMC.
2. Title VI Programs-Under the Title VI Federal provision, the Office of Human Resource receives complaints of discrimination from the public and makes sure that the proper measures are taken to avoid such actions and to solve the complaints that are presented.
3. Discrimination Policies- These policies intend to protect all employees against discrimination because of disability, age, race, color, sex, marriage, social condition, nation of origin and political and religious ideologies.
4. Domestic Violence Protocols- Describes the procedures to be followed in case a situation like this ensues and delimits the actions to be taken by the AMC, and all the protections and guarantees for the employees.
5. Sexual Harassment Policy- In accordance to our State Law of Sexual Harassment, Law Number 17, April 22, 1988, the AMC implemented a Policy to proscribe sexual harassment of any form. This Policy ensures that not such actions take place in the work environment, and if they happen, it describes the procedures and measures to be taken, which among them, includes termination of employment.



**F. Assessment of Employment Practices to Identify Causes of Underutilization:  
Affirmative Action to Remedy Problem Areas.**

**Recruitment**

The EEOP calls for reexamining skill requirements, personnel practices and the removal of artificial barriers for the employment and occupational advancement of the disadvantaged in a context which clearly affirms a policy of equal employment opportunity and an expression of special concern for women, minority groups, veterans, among others. The following steps are important aspects of recruitment practices that need to be reexamined to ensure that our Equal Employment Opportunity goals are met:

- We will develop an active effort to support and assist the Human Resources Office in the process of recruitment of qualified employees on a nondiscrimination basis;
- We will establish and maintain contacts with minority groups, female organizations, professional associations and other sources of candidates for technical, operatives, craft workers and labors and helpers level positions;
- We will ensure that recruitment literature is relevant to women and minority groups;
- Review and monitor recruitment procedures so as to assure that no discriminatory practices exist;
- We will establish and maintain special relations with agencies that have large numbers of women, veterans, and minorities;
- We will inform our applicants about the nature of the selection process and their chances of obtaining employment;
- We will provide career counseling to all our present employees to point-out promotional opportunities, identify training needs, and reduce reluctance to apply for better jobs;
- We will prepare our job announcements in such a way, that they will be readable and understandable for disadvantaged prospective applicants;
- The statement “An Equal Opportunity Employer” will be printed on outgoing correspondence, recruiting literature and advertising.
- We will assign additional points for Veterans and Handicapped applicants, to promote their participation and recruitment.



## **Selection, Appointment and Placement**

The goals and other considerations in the EEOP for minority groups, women and disadvantaged population, requires targeting the adequacy of selection, appointment, and placement efforts. Therefore, our Human Resources Office will take into considerations the following areas in order to establish and develop a selection, appointment, and placement program that will meet the provisions of federal regulations related to this matter.

- Develop a system that will assure that the appointment and certification procedures consider the best qualified candidate for appropriate positions without regard to race, color, sex, sexual orientation, age, religion, political affiliation, disability, etc.
- Implement job analysis of recruitment practices for preparation and validation purposes.
- Prepare appropriate guides and operating instructions for job recruitment process and procedures.
- Ensure that the job recruitment process provides equal opportunity in competition for all the job applicants.
- Establish specific written standards for the rating of education and experience.
- Keep records of individual test scores to facilitate follow-up of the correlations of achievement on the test to job performance.
- Analyze the applicant's record flow through selection and appointment procedures, including and analytical review of reasons for rejections.
- Monitor the placement of employees to ensure that the assignment of job responsibilities and work place is made on a non-discriminatory basis.
- We will maintain our strict adherence and enforcement to the Merit Principle established by Act 81-1991.

## **Training**

Education and training are essential elements of an effective personnel system. A well designed and executed training and career development Program can be very helpful in improving the quality of municipal service and serves as a strong recruitment incentive for high potential personnel.

We will develop a training program which will be formulated on the basis of the needs of our municipal employees.

The following are some training areas that we will consider:



- We will place emphasis on training programs and the development of opportunities for job advancement for all employees whose capacities are not being fully utilized, including woman, and minority persons;
- We will consider the attendance at on-the-job training program as attendance at work;
- Directors and top officers will receive a training course on the Affirmative Action Plan;
- For this period, we provided the employees with a Civil Rights Seminar and we promoted the special Project of the School of Life. This Project is designed to provide the employees with a number of tools to enhance their lives in physical, emotional and work related areas.

### **Upward Mobility**

Jobs are established basically to achieve the purpose and goals of any organization, as is the case with the AMC. But sometimes administrators have position-structuring-options available to obtain additional objectives. A principal concern of our Municipal Government is to assure that sufficiently motivated employees have a reasonable opportunity to compete within our systems for jobs appropriate to their backgrounds.

Therefore, recognition of individual efforts, talents, and achievements, must also be essential elements of our personnel system in order to facilitate upward movement of our employees. We plan to establish the following basic steps in order to assure that we implement an acceptable upward mobility program.

#### *Classification Plan Review*

- The AMC has an up to date classification plan that provides a scale for each job position and the correspondent range of salary each one entails.
- To ensure that classification plans do not contain factors which arbitrarily discriminate minority group members, older workers and woman, the Human Resources Office will establish and maintain periodical reviews.
- We will review and evaluate our job classifications to ensure that:
  - Entrance requirements are job related;
  - Requirements of experience, or restrictions on sex, age, or physical characteristics, are deleted unless they are proven to have a direct relationship with the job at hand;



### *Career Development and Advancement*

- We will develop career ladders to permit movement of capable lower level employees to higher positions solely through demonstrated merit and fitness, by eliminating unnecessary barriers in the form of non-related qualifications requirements for the highest level classes which cannot be obtained on the job in the lower levels.
- We will assist capable lower level employees in planning for career development by providing counseling and training necessary to qualify employees for promotions.
- We will evaluate our promotion patterns in order to broaden areas of consideration and basis for selection.

It is important for us to stress that in this area we have the utmost disposition to provide upward mobility opportunities for our employees. However, as we mentioned before, the economic situation of our Government compromises significantly the immediate upward mobility of all our employees, but we are directing our best efforts to provide them with viable alternatives to attend this matter.

### **Disciplinary Actions**

In 2004 the AMC established the Guidelines and Rules of Conduct and Disciplinary Actions for our employees, to promote and ensure a work environment of respect, discipline and order that guarantees the employees safety, productivity, and physical and emotional wellbeing. It is our statement that our employees are our most important resource and therefore, we provide an atmosphere of values, integrity and professionalism. As these Guidelines specify, the goal is to promote an outstanding behavior in the employee's conduct and workplace relationships, as well as to preserve the core values that our citizens expect from the public service.

We do not enforce our Guidelines in a lighthearted way because of the implications and repercussions that will ensue for the employee. However, we do take matters when an employee rejects the set of rules provided in the Guidelines, and throughout a system of progressive discipline, we enforce our disciplinary process with the sincerest intention of assuring the stability and order of our work environment, while correcting the infractions.



The implementation and enforcement of these Guidelines lies in the Directors and Supervisors of the employees, but the Mayor has the authority to ascertain the cases or infractions that will ensue disciplinary actions that interfere with the employee's rights, particularly the ones related to written reprimands, disciplinary suspension without pay, summary suspensions and dismissals. As we will note below, the Law requires that the AMC enforces or ascertains the right of the employee to a hearing where he will have the opportunity to defend himself before an administrative judge. This provisions apply only to the disciplinary actions which are different than corrective measures, since the last ones do not affect a proprietary interest of the employee.

As we mentioned above, the AMC addresses these situations throughout a process of progressive discipline, which means that our infractions and the correspondent disciplinary action, will be applied by phases. For example, if an employee infringes the rule that states the employee is not allowed to leave the workplace during working hours without the authorization of his supervisor, the Guideline provides for several corrective and disciplinary actions, that will range from a Verbal Warning, Written Warning or Disciplinary Action, as dictated. In the example given above, the process will start with the Verbal Warning, and if the employee persists in the conduct, the disciplinary process will continue throughout the phases we have mentioned, and could lead to the employee's destitution, if the employee does not amend his actions.

There are factors that could be considered when imposing a Corrective Measure or Disciplinary Action, in order to ascertain the magnitude of the measures or actions that could be taken. Aspects like productivity, job performance, attendance and punctuality, the nature of the infraction and the recurrence of the same or other infractions, among others, are consider when the final determination takes place. Also, if the conduct of the employee becomes repetitive, it could be an indicator that the employee is unable to follow the norms and rules of the AMC and therefore, it could give grounds for destitution. However, the measures that will be taken upon the employee's conduct will always be proportional to the nature of the conduct that was infringed.

This Guideline is divided in several sections. First, the Guideline provides the responsibility of the employee, Directors and Supervisors. For instance, the employee has the responsibility to uphold the parameters of conduct set in forth, while the Directors and Supervisors will ensure the employee's commitment with the set of norms and rules and will impose the corrective measures or disciplinary actions accordingly. The Human Resources



Office will channel the complaints of deviation to the norms of conduct and will assist in the formalization of the disciplinary process. As it is provided in the Guidelines, a Corrective Measure consists of a verbal warning and a written warning that will not be considered a disciplinary action. These measures will be applied by the Supervisor or Director, according to the infraction that is disrupted. The Verbal Warning is enforced when an employee violates a rule and it is not required to attend a disciplinary hearing, because the magnitude of the infraction does not consider that action. In this case, the employee's supervisor will speak with the employee privately to explain the reasons for the verbal warning, will encourage the employee to follow the rules and norms of conduct and will warn him of the consequences of future deviations. It is important to note that this warning will not be part of the employee's personnel file, but the Director or Supervisor will have a record of it. When the rule infringed by the employee requires a Written Warning, the employee's supervisor will prepare a written communication, using the form provided for this matter, which will specify the incident that brought the Corrective Measure, the norm or rule that was breach and he will meet with the employee to discuss the Warning and explain to him the reasons for the action. The document has to be signed by the employee, but if he refuses to, the Supervisor or Director will make note of this. As well, this will not be part of the employee's personnel file, but it will be kept in case further actions need to be taken. The Corrective Measures does not have to be referred to the Human Resources Office unless a formal referral needs to be made because of future deviations.

When a disciplinary action is necessary, the process that takes place is somehow different. It is important to note that in a disciplinary action, the employee has a proprietary interest involved, thus, the necessity of a disciplinary hearing and the due process warranties the law prescribes for these situations. This scenario takes place in the governmental branches since the laws and regulations for this sector are more severe and strict than for the private sector. Even more, the disciplinary actions throughout the referral of the Directors, have to be enforce by the Mayor.

There are three types of disciplinary actions: Written Reprimand, Disciplinary Suspension and Dismissal, all which will be included in the personnel file of the employee and provide the opportunity and right to a Disciplinary Hearing. The Written reprimand is a formal written sanction imposed to the employee that will be accounted in the employee's personnel file. This sanction will be rendered accordingly to the magnitude of the incident, as provided by the Guidelines. The Disciplinary Suspension is a temporary suspension



without pay, in which due to magnitude or length of the employee's conduct, it is necessary the enforcement of a more severe disciplinary action. A dismissal consists of the complete and permanent separation of the employee from his job.

The Disciplinary Action's implementation is divided in several stages and it involves the Director or Supervisor of the Employee, the Human Resources Office, the Legal Advisors Office and the Mayor's Office. When an employee infringes a rule that leads to a Disciplinary Action, the Director or Supervisor will conduct a preliminary investigation, within 10 workdays of the time he was informed of the incident. After 5 days of concluding the investigation, he will submit his findings to the Human Resource Office, using the form provided for that matter. The report will consist of a narrative of the facts that entail the Disciplinary Action, the rule that was violated, documental evidence that sustains the action recommended, names of eyewitnesses, if any, and evidence of previously Corrective Measures or Disciplinary Actions, if available. The Human Resources Office will review the report and the personnel file of the employee. This Office will set an investigation and will produce another report about the incident within 20 workdays. Afterwards, and if it is determined that the incident brought to the Office attention entails indeed a Disciplinary Action, they will send the employee a letter of intent, signed by the Mayor, in which the employee will be formally notified of the charges against him and the Disciplinary Action that will be taken. In this letter, the employee will be notified as well of his right to a Disciplinary Hearing. As we noted above, this Hearing is required by Law and protects the proprietary interest of the employee to be heard and to defend himself of the Disciplinary Action brought against him. The employee will have a term of 15 days to request this Hearing. If the employee requests the Hearing, the employee will be notified in writing of the date for the Hearing. This hearing will be informal and will consist of the notification of the administrative charges brought, a summary of the gather evidence and will provide the employee an opportunity to express himself about the incident.

The employee can attend the Hearing by himself or he could be assisted by a lawyer. Afterwards, the Administrative Judge will render his report and recommendation, and he will send it to the Mayor's Office, which will evaluate the Judge's determination and will conclude what determination proceeds. If the employee is deemed responsible, the Mayor's Office will prepare a letter formalizing the letter of intent, with the Disciplinary Action that will be enforced. This letter will contain a specific notation about the employee's right to appeal the determination taken, before the Public Service Appellate Commission, (PSAC)



during a jurisdictional term of 30 days. The Human Resources Office will be responsible to send this letter to the employee. The action taken will be official, regardless of the employee's decision to appeal. If the employee presents an appeal, the determination will still be upheld until the PSAC otherwise mandates a different action. If the employee does not request the appeal before the 30 days' term, the decision will be final and irrevocable.

There are instances that due to the nature of the infraction, is it necessary to suspend the employee because there is reasonable ground to believe that the employee poses a real and imminent threat to the health, security, life or moral of the employees, citizens, property or good standing of the AMC, or the misuse of public funds has been discovered. In these cases, the employee will be notified immediately of the action by a written document and then, the situation will be referred to the Human Resources Office for the appropriate proceedings. An investigation will take place to determine the scope or extent of the situation and after that, the corresponding actions will be taken. This type of suspension is a Summary Suspension, which means the employee will be suspended from work, but he will continue to receive salary payment.

All the infractions that ensues disciplinary actions and measures are meticulously detailed in our guidelines, with the appropriate corrective action. We provide as follows, several set of infractions delimited in our Guidelines and the disciplinary actions we take to correct them:



## Guideline of Infractions, Corrective Measures and Disciplinary Actions

Infractions	Corrective Actions		Disciplinary Actions		
	Verbal Admonishment	Written Admonishment	First Infraction	Second Infraction	Third Infraction
Abstain to register daily attendance.	X	X	Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
To alter the attendance registry of other employees.			Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.	
Incurring in a pattern of frequent tardiness. Frequent tardiness consists in late appearances of the employee of more than 20 times in a period of 12 months or less, whichever comes first.			Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
Incurring in absenteeism, were the employee sporadically absents from work more than 12 days in a period of 12 months or less, whichever comes first.			Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
Abandonment of Service. When an employee is absent from work for more than 5 consecutive working days, without authorization or fair reasons.			Destitution.		



Infractions	Corrective Actions		Disciplinary Actions		
	Verbal Admonishment	Written Admonishment	First Infraction	Second Infraction	Third Infraction
Leaving the workplace during working hours, without previous authorization of the Supervisor.	X	X	Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
Incurring in threatening acts, to use disrespectful language, indecent or obscene, to make written or verbal dishonest expressions towards other employees or Supervisors.			Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
To provoke squabbles or to harm physically an employee or citizen within the AMC's premises during working hours.			Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.		
Incurring in conduct that constitute sexual harassment.			Destitution		
Incurring in an inappropriate conduct in or outside the workplace, of such magnitude, that reflects poorly or brings discredit to the good name of the AMC or the Commonwealth of Puerto Rico.			Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
Disavow the norms or rules of conduct established in the Governmental Ethics Law and the Ethics Office of Puerto Rico			Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.		
Incurring in bribery, immoral conduct or acts of corruption.			Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.		



Infractions	Corrective Actions		Disciplinary Actions		
	Verbal Admonishment	Written Admonishment	First Infraction	Second Infraction	Third Infraction
Incurring in conflict of interest by an unlawful intervention in matters pertaining or involving a family member.			Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.		
Incurring in political activism during working hours and/or using official positions to fulfill goals or activities incompatibles with the public service.			Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
Producing deficient work in quantity or quality, or excessive delay in the fulfilment of the task and projects assigned.	X	X	Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
Insubordination		X	Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
Revealing confidential information pertaining to work related matters, without due authorization of a Director or Supervisor.		X	Written Reprimand or Disciplinary Suspension without pay for 1 day up to 30 days.	Disciplinary Suspension without pay for 30 days up to 60 days.	Disciplinary Suspension without pay for 60 days up to 90 days or Destitution.
Possession, sale, distribution and manufacture of controlled substances or alcohol, within the workplace or its premises.			Destitution.		
To be convicted of a major criminal offence that involves moral depravation or the misuse of official job duties.			Disciplinary Suspension without pay for 30 days up to 60 days.		
To work in other workplaces, while being reported to the State Insurance Fund Corporation.			Destitution.		



## **G. Monitoring and Reporting System**

We recognize that it is very important that our EEOP meets all of the requirements of the Equal Employment Opportunity Commission. We can assure that this occurs by developing and maintaining an accurate evaluation methodology. The EEO Officer and EEO Committee will be overseeing this Affirmative Action Program and all the reports will be discussed with them.

The following steps will be taken into consideration in analyzing and evaluating our EEOP.

- Identify the factors and problems bearing on Equal Employment Opportunity;
- Provide Directors with data and recommendations for future remedial action;
- Organize seminars and orientation meetings for Directors and Supervisors.
- Provide seminars and orientation meetings to the Recruitment division within the Human Resources Office.
- Reviews and evaluations of the Equal Employment Opportunity activities;
- Development of internal reports on Equal Employment Opportunity problems and progress, which will be informed to the EEO Officer and EEO committee.
- The evaluation will be directed toward results accomplished, not only at efforts made;
- The evaluation will focus attention on assessing the adequacy of problem identification in this EEOP to the extent to which the specific action in the plan provide solutions, rather than just identification of problems and recommendations for their solution;
- We will subscribe summaries and reports of the achievements and assessment of the Plan.
- We plan to review and revise this EEOP annually so we may adjust it to our economic and social changes, with emphasis on the status of minorities, the handicapped, veterans and women.
- The EEOC Officer will continuously inform the Mayor about the process of implementation and development of the Plan.

Monitoring reports will include:

- Summaries of recruitment process assessment.
- Summaries of EEOP assessment.



Documents pertaining to this evaluation will include:

- Timetable Log of the Compliance Division within the Human Resources Office.
- Timetable Log for the dates when a report or summary must be presented.
- Reports and summaries of the achievements and progress of the Plan.
- Cumulative records of hiring, training, transfer and promotion of the AMC and of areas of underutilization.



## Workforce Analysis

In this section, we will be presenting the workforce analysis of our Municipality, but first, we would like to make several remarks about the EEO categories and our job position descriptions.

According to the Guidelines provided by the EEOC, there are nine job categories: Officials and Managers, Professionals, Technicians, Sales, Office and Clerical, Craft workers, Operatives, Laborers and Service workers. The EEOC describes each category as follows<sup>1</sup>:

Officials and managers: Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations.

Professionals: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Sales: Occupations engaging wholly or primarily in direct selling. (This occupation is not related to the employees of the AMC).

Office and clerical: Includes all clerical-type work regard-less of lever of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included.

Craft Workers (skilled): Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.

Operatives: 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.

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<sup>1</sup> Information obtained in: <https://www.eeoc.gov/eeoc/statistics/employment/jobpat-eeo1/glossary.cfm>



Laborers: Worker in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

Service workers: Workers in both protective and non-protective service occupations.

For the current term, the AMC has 14 job positions for the appointed service and 155 for the career service that gathers our whole workforce of one thousand three hundred and sixty six employees. In terms of Job Categories, we have 28 officials and manager's positions, 52 professionals, 27 technicians, 12 administrative support workers, 7 operatives, 15 service workers, 11 craft workers and 6 labors and helpers. In the Service Worker Group, the positions pertaining to the Municipal Police, belong to the rank services, which encompasses this Division of the AMC.

We divided our job categories as follow:

Officials and managers:

1. Abatement and Planning Supervisor
2. Application Development Supervisor
3. Art Workshop Supervisor
4. Auditor Specialist
5. Document Administrator
6. Executive I
7. Executive II
8. Human Resources Manager
9. Human Resources Specialist II
10. Integral Welfare Administrator
11. Internal Revenue Executive
12. Purchasing Agent
13. Recycling Coordinator
14. Social and Community Services Coordinator
15. Social and Community Services Supervisor
16. Subdirector
17. Supervisor of Operations
18. Advisor's Office Director
19. Auxiliary Commissioner



20. Commissioner of Security and Public Protection
21. Deputy Secretary
22. Director
23. Executive Advisor
24. Finances Manager
25. Media Manager
26. Senior Advisor
27. Special Advisor
28. Vice-mayor

#### Professionals

1. Accountant I
2. Accountant II
3. Agronomist
4. Architect
5. Architect in Training
6. Auditor
7. Communications and Media Worker
8. Computer Systems Analyst
9. Curator
10. Digital Education Service Coordinator
11. Economic Development Specialist
12. Engineer
13. Engineer in Training
14. Engineer Technician
15. Environmental Educator
16. Environmental Specialist
17. Environmental Technician
18. Executive Secretary I
19. Executive Secretary II
20. Geographer
21. Historian
22. Housing Monitor



23. Housing Officer
24. Housing Technician
25. Human Resources Analyst
26. Human Resources Specialist I
27. Information System's Auditor
28. Integral Welfare Coordinator
29. Lawyer
30. Legal Technician
31. Management and Budget Analyst
32. Management and Budget Specialist
33. Municipal Taxes Analyst
34. Municipal Taxes Specialist
35. Network and Computer Systems Administrator
36. Network and Computer Systems Programmer
37. Occupational Health and Safety Specialist
38. Public Housing Administrator
39. Registered Nurse
40. Social Development Promoter I
41. Social Development Promoter II
42. Social Development Promoter III
43. Social Services Technician
44. Social Worker
45. Strategic Planning Analyst
46. Strategic Planning Specialist
47. Surveyor in training
48. Urban and Regional Planner
49. Urban and Regional Planner Technician
50. Chief Engineer
51. Chief Magistrate
52. Confidential Secretary

Technicians:

1. Art Instructor I
2. Art Instructor II



3. Audio-Visual Services Coordinator
4. Civil Drafter
5. Coordinator of Activities
6. Emergency Services Assistant II
7. Emergency Technician
8. Engineer Auxiliar
9. Handcraft Instructor
10. Internal Revenue Agent
11. Leader of Recreational Activities
12. Licensing Inspector
13. Master Craftsman
14. Network and Computer Services Technician
15. Network Systems Technician
16. Nurse Practitioner
17. Paramedic
18. Photographer
19. Recreation and Sports Supervisor
20. Spectacles and Events Technician
21. Special Licensing and Services Official
22. Special Licensing and Services Technician
23. Special Events Officer
24. Sports Instructor
25. Surveillance Systems Technician
26. Tobacco Artisan
27. Touristic Development Promoter

#### Administrative Support Workers (Office and Clerical)

1. Accounting Clerk
2. Administrative Assistant I
3. Administrative Assistant II
4. Administrative Official I
5. Administrative Official II
6. Administrative Secretary I



7. Administrative Secretary II
8. Buyer
9. Community and Faith Organization's Coordinator
10. Customer Service Representative
11. Insurance Clerk
12. Office Assistant

#### Operatives

1. Brigade Supervisor
2. Chauffer
3. Delivery Services Driver
4. Heavy Equipment Operator
5. Heavy Equipment Operator Supervisor
6. Truck Drivers
7. Welders

#### Service Workers

1. Cook
2. Emergency Services Assistant I
3. Emergency Services Inspector
4. Food Services Attendant
5. Janitor
6. Janitors Supervisor
7. Landscaping Worker
8. Maintenance Supervisor
9. Museum Guide
10. Security Cameras Operator
11. Security Guard
12. Food Services Assistant
13. Municipal Police Officer
14. Sergeant
15. Lieutenant

#### Craft Worker



1. Brick Mason
2. Transportation Assistant
3. Craft Worker Auxiliar
4. Carpenter
5. Electrician
6. Home Inspector
7. Construction Supervisor
8. Automotive Service Technician
9. Refrigeration Technician
10. Automotive Service Worker
11. Group Leader

#### Labors and Helpers

1. Electrician Assistant
2. Pruner Team Leader
3. Warehouse Worker
4. Worker
5. Worker's Supervisor
6. Zone Inspector

According to Law 81-1991, it is mandatory for the AMC to have job descriptions for each position that belong to our Classification Plan.

We present below a general summary of each job description for the positions we mentioned beforehand.

### **Officials and managers:**

#### **Abatement and Planning Supervisor**

This position is responsible for the supervision and direction of the Abatement and Planning Division. Some of the job tasks are:

- Provides counseling to the Director and the Emergency Committee, related to the implantation of the contingency plan for emergencies.
- Promotes mitigation remedies to avoid or minimize damages to the public or private property.



- Developing and coordination of emergency drills, in order to verify and ensure the contingency plan of the AMC.
- Provides counseling and technical assistance to other municipalities and private sector, about emergency contingency plans.
- Prepares strategic responses according to the National Incident Management System.

The position requires knowledge about techniques and methods pertaining to the preparation and implantation of mitigation plans and knowledge of laws related to the field, among others. Also it is necessary to poses a Bachelor's degree and three years of experience within the field.

### **Application Development Supervisor**

This job is a professional and skilled position in the field of information systems. Consists of the direction, coordination and supervision of the development and management of applications and computer science. Some of the job tasks are:

- Collaborates in the direction of the Information Technology Office, in particular, projects related to computer science and application development.
- Direction, coordination and supervision of projects and procedures related to multimedia application.
- Development and implementation of norms and procedures related to applications and Information Technology systems (IT).
- Provides assistance in the development and design of work methods and quality controls for the development of IT in order to achieve the Office objectives.

This position requires knowledge of administration, management and supervision principles, knowledge of IT standards and practices, knowledge of application development and implementation. This position requires a Bachelor's degree in Business Administration, 6 years of experience in executive positions or supervision and 2 years of experience in IT.



**Art Workshop Supervisor**

This position has the responsibility of coordinating, supervising and planning the activities of the Fine Arts Workshop. Some of the job tasks are:

- Coordinate, develop, evaluates and supervises the workload of the Fine Arts Workshops.
- Evaluates and provides monitoring to the work schedule, courses and cultural and artistic activities.
- Assigns and supervises the employee's job schedules or tasks.
- Coordinates with the Art Instructors the activities that will be performed during the opening and closing of classes.
- Provides training to the personnel about the modern technics of teaching and discipline.

The occupant of this position must have knowledge in teaching technics, art techinics and principles, supervision skills, among others. Also, it is a requisite a high school degree, supplemented by a course of arts and information systems. Aswell, the employee must have a 4 years of expirience in fields related to arts, 1 of them, in supervision.

**Auditor Specialist**

This job position coordinates, supervises and preforms audits to the fiscal and administrative operation. Some of the job tasks are:

- Collaborates in the coordination and supervision of activities within the Internal Audit Office.
- Performs complex audits for the operational, fiscal and administrative activities of the municipal dependencies, to determine the correction and legality of the transactions and operations.
- Performs compliance audits in areas related to federal funds, among others.
- Prepares reports about the findings of the investigations and operational audits.

The occupant of this position must have knowledge of the practices, technics and procedures of fiscal interventions, laws and regulations of fiscal operations and



principles of public administration. The employee must have a Bachelor's degree in Business Administration, with a major in accounting; a course in auditing and information systems, and 4 years of experience in the field.

### **Document Administrator**

This job position is in charge of the administration and safeguard of the public documents. Some of the job tasks are:

- Establishes norms and procedures for the Administration of Public Documents.
- Coordinates the workload of the Administration of the Public Documents.
- Provides assistance and counsel to directors, executives and supervisors about the norms and procedures for public document administration.
- Responsible for the safeguard, custody, conservation, maintenance and disposition of the public documents.
- Provides training to designated personnel.

This position requires knowledge of norms, laws and procedures of the administration of public documents and a Bachelor's Degree.

### **Executive I**

This job position manages aspects of governmental administration of a unit, division or area and provides coordination and supervision, accordingly. Some of the job tasks are:

- Coordinates, supervises and plans the workload of a unit, division or activity.
- Develops control procedures for the work area.
- Develops, establishes and contributes in the development and implementation of norms and procedures.
- Contributes and participates in organizational studies about the programs or activities under his charge.
- Performs evaluations of current procedures and submits recommendations for the improvement of those procedures.
- Provides training for his employees and staff.



An Executive I must have knowledge of the common principles of modern public administration, laws and regulations related to the division, a Bachelor's Degree and 2 years of experience in administrative, professional or executive fields, including supervision.

## **Executive II**

This job position manages aspects of governmental administration of one or more units, divisions or areas and provides coordination and supervision, accordingly. Some of the job tasks are:

- Coordinates, supervises and plans the workload of a unit, division or activity.
- Develops control procedures for the work area.
- Develops, establishes and contributes in the development and implementation of norms and procedures.
- Contributes and participates in organizational studies about the programs or activities under his charge.
- Performs evaluations of current procedures and submits recommendations for the improvement of those procedures.
- Provides training for his employees and staff.

Tough this position is similar to an Executive I, the Executive II must have knowledge of the common principles of modern public administration, laws and regulations related to the division, a Bachelor's Degree but instead of the 2 years of experience, a minimum of 3 years must be in administrative, professional or executive fields, including supervision.

## **Human Resources Manager**

This position has the responsibility of the direction, supervision and coordination of the activities and task of a division or unit within the Human Resources Office. Some of the job tasks are:

- Supervises, directs and coordinates the activities of a Division of the Human Resources Office.



- Provides counsel to the Human Resources Director, other directors and supervisors, about aspects related to the Human Resources Administration.
- Provides counsel for the maximization of personnel resources within the offices.
- Provides recommendations for organizational changes, according to studies evaluations, and changes in labor legislation.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of Human Resources and labor law. Also, it requires a Bachelor's Degree, 1 course or class of information systems and 5 years of experience in the Human Resource's field, complemented by 1 year of supervision.

### **Human Resources Specialist II**

This job position performs various tasks related to the Human Resources field. Some of those tasks are:

- Supervision of employees
- Performs complex studies in areas of job compensation, job classification, audits of job position, creation, modification and transfers of employees, among others.
- Development of criteria of evaluation for job performance; performs job interviews,
- Provides counsel in areas related to Human Resources practices and principles.
- Recommends and prepares job studies for promotions.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of Human Resources and labor law. Also, it requires a Bachelor's Degree, 1 course or class of information systems and 3 years of experience in the Human Resource's field. One of those years must be in a similar position as the Human Resources Specialist I.



**Wellness Administrator**

This job position has the responsibility of the administration, supervision, coordination and development of the Wellness and Safety Division. Some of those responsibilities are:

- Supervision, coordination and strategic planning of services and programs to enhance and improve the physical, emotional and social conditions of the employees and their immediate family. This includes programs of alcohol and drug detection, occupational medicine, occupational safety and emotional wellbeing.
- Provides assistance to Directors, Supervisors and employees, to detect and resolve job performance difficulties, related to labor and emotional hardships.
- Study of the laws and regulations pertaining to the field and provides recommendations along.
- Development, administration and recommendation of policies and procedures related to the Division
- Development, supervision and enforcement of job schedules and strategic planning.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of employee's safety and wellness. Also, it requires a Master's Degree in Behavioral Science, Social Work, Psychology or Professional Counseling. For the last three academic backgrounds, the person must have the required State license. Furthermore, this employee must have 3 years of experience in the field, including supervision.

**Internal Revenue Executive**

This position entails the direction, supervision and coordination of the activities of the Internal Revenue Division. Some of the responsibilities of this position are:

- Direction, coordination, supervision and evaluation of the billing and tax revenues of the Internal Revenue Division.



- Study and analysis of the laws, norms and regulations related to the municipal tax revenues.
- Analysis of the recommendations provided by the summaries of investigations related to tax revenue subjects.
- Provides orientation to visitors and tax payers about tax revenues.
- Prepares municipal ordinances.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of tax revenues and accounting. Also, it requires a Bachelor's Degree in Accounting, Management or Finance and 4 years of professional experience in the field, with practice in supervision.

### **Purchasing Agent**

This position has the responsibility of supervising the different activities related to the acquisition of services, property and artifacts for the AMC. Some of the tasks are:

- Supervision and evaluation of performance of the Buyers.
- Provides assistance in the development of the budget of the Department.
- Provides recommendations and evaluations of the procedures and practices of the area.
- Study and analysis of the laws, norms and regulations related to the area.
- Exercises control of purchase's budget assigned for of each dependency.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of public and governmental purchases. Also, it requires a Bachelor's Degree and 4 years of professional experience in the field.

### **Recycling Coordinator**

This position has the responsibility of supervising the Recycling Program of the AMC. Some of the tasks are:

- Coordination and development of educational activities and programs that promotes the participation of the citizenship in recycling.
- Coordination of activities and lectures about recycling.



- Coordination and organization of recycling plans that fulfill the objectives of the Law of Recycling.
- Serving as liaison between the AMC and the Solid Waste Authority.
- Supervision and coordination of the Recycling Program of the AMC.

This position requires knowledge of laws, regulations, principles and practices pertaining to this field, 60 academic credits of a University and 1 year of experience in administrative areas.

### **Social and Community Services Coordinator**

This position provides assistance in the coordination and supervision of social projects and programs for elderlies, students and citizens. Some of the responsibilities entailed are:

- Development and coordination of projects for elderlies, students and citizens.
- Ensuring that the projects and their operations are conducted according to the corresponding laws and regulations.
- Coordination and monitoring of the operations.
- Performs investigations to ensure that the services are being provided accordingly to the goals and objectives of the programs and that the population groups served are the ones indicated in the proposals and projects.
- Collaboration in the development of practices and procedures for the projects.

This position requires knowledge of the principles and practices pertaining to the field of social investigation and research. Also, it requires a High School Diploma and 5 years of professional experience in the field.

### **Social and Community Services Supervisor**

This position coordinates and supervises social projects and programs that promote the participation of the citizens and communities in social development and self-sustainment. Some of the responsibilities entailed are:



- Supervision and coordination of the activities and functions of divisions in the Social Development Department.
- Assigns job chores to the employees and supervises them.
- Prepares strategic plans for its division.
- Develops and implements strategies to promote and enhance the participation of the communities.
- Studies and presents recommendations to promote the development of the collaborative movement “Government-Citizenship”.

This position requires knowledge of the principles and practices pertaining to the field of social development of community groups, a Bachelor’s Degree and 5 years of professional experience in the field. One of those years must in a job position similar to the Social Development Promoter III.

### **Subdirector**

This position consists in the direction of a program or project or the assistance and collaboration provided to a Director in the management of a Department or project. Some of the responsibilities entailed are:

- Collaborates in the direction of a department or office.
- Provides assistance in the revision of norms, regulations and procedures related to the department or office.
- Study of the laws and regulations pertaining to the field and provides recommendations along.
- Provides assistance in the development and implementation of the methods and work systems in order to achieve the objectives and goals of the office or department.
- Serves as Interim Director in the absence of the Director of the department or office.

This position requires knowledge of laws, principles and practices pertaining to the field of administration, supervision and management, a Bachelor’s Degree and 6 years of professional executive experience, one of them in supervision.

### **Supervisor of Operations**



This position consists in the direction and supervision of the Operations Division of OMME. Some of the responsibilities entailed are:

- Planning and direction of efforts to provide assistance during emergency situations where life or property is in danger.
- Coordinates, supervises and identifies the allocation of equipment and human resources to assist in various natural disasters or emergencies.
- Provides counsel to the Director in matters related to operational actions and procedures.
- Provides assistance to the Director of OMME in the establishment of a Center of Operations in case of emergencies.
- Compiles information during incidents and emergencies and provides strategies of logistics to sustain operations indefinitely.

This position requires knowledge of laws, principles and practices pertaining to the field of emergency management, a Bachelor's Degree supplemented with a course of Medical Emergency Technician and 3 years of experience, one of them in supervision.

### **Advisor Office Director**

This job position belongs to the confidential service of the AMC and has the responsibility of directing, coordinating and supervising an Advisor Office. Some of the tasks performed by this employee are:

- Direction, coordination, planification and supervision of the Office.
- Provides advice and counsel to the Mayor in areas related to the Advisor Office.
- Develops, recommends and implants public policy.
- Provides advice and counsel to the Mayor, Vicemayor and Deputy Secretaries, related to biding laws and regulations and the development of strategies and internal controls, to improve the performance of the Offices and the AMC.
- Implants diverse mechanisms like reports and statistics to fulfill the achievements of strategic goals and work plans.



This position requires knowledge of laws, principles and practices pertaining to the field of management and supervision, a Bachelor's Degree (BA) and 4 years of administrative, executive or management experience, one of them in supervision. For the Director of the Internal Audit Office, the BA must be in Business Administration with a major in accounting and at least, 3 years of experience, 2 of them in auditing. For the Director of the Licensing and Regulations Office, the occupant must have an academic preparation and license of Engineer.

### **Auxiliary Commissioner**

This job position belongs to the confidential service of the AMC and has the responsibility of the direction, planning and supervision of the administrative and operational activities, related to the Municipal Police. Some of the responsibilities of an Auxiliary Commissioner are:

- Collaborates in the planning, direction and supervision of the administrative and operational aspects.
- Acts as Interim Commissioner in the absence of the Commissioner.
- Provides assistance to the Commissioner in the elaboration and monitoring of the strategic plan for the administrative and operational aspects of the Municipal Police.
- Participates in the aspects related to public policy decisions about safety and security of the AMC.
- Supervises administrative, professional and technical personnel.

This position requires knowledge of laws, principles and practices pertaining to the field of public administration and safety and security of life and property. As well, it is necessary a Bachelor's Degree and 3 years of administrative or executive experience, one of them in supervision.

### **Commissioner of Security and Public Protection**

This job position belongs to the appointed service of the AMC and has the responsibility of the direction, planning and supervision of the Municipal Police and OMME. Some of the responsibilities of the Commissioner are:

- Planning, direction, organization and supervision of the Municipal Police and OMME.



- Development and strategic planning of methods and alternatives to tackle criminality and presents them to the Mayor.
- Provides counsel and advice to the Mayor in public policy matters related to emergency and safety provisions.
- Presents recommendations for the establishment of liaisons agreements between the AMC, the central Government and the Federal Government.
- Coordinates with the Superintendent of the Puerto Rico Police, diverse actions.

This position requires knowledge of laws, principles and practices pertaining to the field of public administration and public safety and protection. As well, it is necessary a Bachelor's Degree, a course in training of a Police Academy or experience as a police or military officer and 5 years of administrative or executive experience, one of them in supervision.

### **Deputy Secretary**

This job position belongs to the appointed service of the AMC and has the responsibility of the planning, direction and supervision of the departments or offices delegated to him. Some of the job responsibilities are:

- Planning, direction and supervision of the departments or offices delegated.
- Provides advice and counsel to the Mayor and Vicemayor in the areas related to his position.
- Develops, recommends and implants public policy.
- Provides monitoring to the Directors in matters pertaining to strategic plans, objectives, goals and special assignments; and implants diverse mechanisms like reports and statistics to fulfill the achievements of strategic goals and work plans.
- Coordinates and monitors the work plans, budgets and administrative plans of the areas under his position.

This position requires knowledge of laws, principles and practices pertaining to the field of management and supervision, a Bachelor's Degree and 5 years of administrative, executive or management experience, one of them in supervision.



### **Director**

This job position belongs to the appointed service of the AMC and has the responsibility of the direction, planning and supervision of the departments or offices delegated to him. Some of the job responsibilities are:

- Direction, planning and supervision of the departments or offices delegated.
- Provides advice and counsel to the Mayor in the areas related to his position and the Office assigned to his charge.
- Develops, recommends and implants public policy.
- Provides advice and counsel to the Mayor, Vicemayor and Deputy Secretaries in the areas related to his position.
- Provides general administrative and technical instructions for the activities of the office.

This position requires knowledge of laws, principles and practices pertaining to the field, a Bachelor's Degree and 3 years of administrative, management or professional experience, one of them in supervision. For the position of Director of Finances, the Bachelor's Degree must be in that academic field.

### **Executive Advisor**

This job position belongs to the appointed service of the AMC and has the responsibility of directing, coordinating and supervising of the Advisor's Offices of



the organization and provides direct counseling and advice to the Mayor. Some of the tasks performed by this employee are:

- Direction, coordination and supervision of the Advisor's Offices.
- Provides advice and counsel to the Mayor and Vicemayor.
- Develops, recommends and implants public policy.
- Provides monitoring to the Directors of the Advisor's Offices in matters pertaining to strategic plans, objectives, goals and special assignments.
- Implants diverse mechanisms like reports and statistics to fulfill the achievements of strategic goals and work plans.

This position requires knowledge of laws, principles and practices pertaining to the field of management and supervision, a Bachelor's Degree and 6 years of administrative, executive or management experience, one of them in supervision.

### **Finances Manager**

This job position belongs to the appointed service of the AMC and provides assistance in directing, coordinating and supervising the affairs of the Finances Office. Some of the tasks performed by this employee are:

- Provides assistance in the direction, coordination, planning and supervision of the operational activities of Office.
- Provides advice and counsel to the Mayor in areas related to the Advisor Office.
- Develops, recommends and implants public policy.
- Provides advice and counsel to the Mayor, Vicemayor and Deputy Secretaries, related to bidding laws and regulations related to his area.
- Serves as Interim Director in the absence of the Director of the office.

This position requires knowledge of laws, principles and practices pertaining to the field of public administration and supervision, a Bachelor's Degree in Business Administration, 3 years of experience in accounting or finances, 1 of them in supervision and administrative, executive or management experience.

### **Communications Manager**



This job position belongs to the appointed service of the AMC and has the responsibility of directing, coordinating and supervising the Communications Office. Some of the tasks performed by this employee are:

- Direction, planning and supervision of the departments or offices delegated.
- Provides advice and counsel to the Mayor in the areas related to media and public relations.
- Develops, recommends and implants public policy.
- Provides advice and counsel to the Mayor, Vicemayor and Deputy Secretaries in the areas related to his position.
- Provides general administrative and technical instructions for the activities of the office.

This position requires knowledge of principles and practices pertaining to the field of public relations, administration and supervision, a Bachelor's Degree, 3 years of administrative, managerial or professional experience and communications, one of them in supervision.

### **Senior Advisor**

This job position belongs to the appointed service of the AMC and has the responsibility of developing, coordinating and supervising special projects and assignments. Some of the tasks performed by this employee are:

- Provides advice and counsel to the Mayor and other functionaries in the areas related to his position.
- Continually monitors the projects and specials assignments delegated.
- Analyses and evaluates problems related to the projects assigned and provides recommendation and alternatives to tackle them.
- Provides supervision and direction to special assignments delegated by the Mayor.
- Prepares narrative and statistical reports about the projects and activities under his charge.



This position requires knowledge of laws, principles and practices pertaining to administration and supervision, a Bachelor's Degree, 3 years of administrative or executive experience, one of them in supervision.

### **Special Advisor**

This job position belongs to the appointed service of the AMC and has the responsibility of assisting in administrative and operational activities. Some of the tasks performed by this employee are:

- Provides orientation to the public and citizens that visit the Mayor's Office in order to channel their request and petitions, throughout other municipal dependencies and governmental or private agencies.
- Receives and process the citizen's petitions about hardships in the communities.
- Collaborates with the Mayor in the coordination, attention and solution of administrative and operational affairs of the AMC.
- Provides advice and counsel to the Mayor in aspects related to the implantation of laws, regulations, ordinances, norms and administrative and operational procedures.
- Coordinate activities and services from diverse municipal dependencies and provides solution to the problems that may arise.

This position requires knowledge of laws, principles and practices pertaining to the area of management, an Associate's Degree, 4 years of administrative experience, one of them in supervision.

### **Vice-mayor**

This job position belongs to the appointed service of the AMC and assists and collaborates directly with the Mayor promoting productive relationships of the AMC with the Central Government, Federal Government and other local and foreign entities. Also collaborates in the direction, coordination and supervision of all the aspects of the AMC. Some of the tasks performed by this employee are:

- Supports the Mayor in the coordination of the official relationships of the AMC with the Central Government, Federal Government and other local and foreign entities



- Coordinates and monitors aspects related to intergovernmental projects for the AMC, as designated by the Mayor.
- Collaborates with the Mayor in the direction, coordination and supervision of the administrative and operational aspects of the AMC.
- Provides advice and counsel to the Mayor in the development and implementation of public policy.
- Collaborates with the Mayor in monitoring the work performance of the Deputy Secretaries and Directors, as designated.

This position requires knowledge of laws, principles and practices pertaining to the field of administration, supervision and management, a Bachelor's Degree and 6 years of professional executive experience, one of them in supervision.

## **Professionals**

### **Accountant I**

This professional position consists in the verification, registry, conciliation and intervention of the fiscal transactions in the computerized accountancy system.

Some of the job tasks are:

- The opening of the book-accounts corresponding for each fiscal year.
- The conciliation of the registry and internal control of accounts, bank statements and the revision of other documents related with the fiscal functions of the Autonomous Municipality of Caguas.
- Prepares requisitions of necessary funds for the development of the programs and activities that are administered by the division on which it's specialized.
- Participates in the development and the revision of the operational norms and procedures of accounting nature, conforming to the accounting practices, techniques and principles.
- Collects the necessary data for the preparation of the fund inquires for the federal programs administered by the Municipality.

This position requires knowledge of laws, principles and practices pertaining to the field of accounting and a Bachelor's Degree in Business Administration.



## **Accountant II**

This professional position consists in the verification, registry, conciliation and intervention of the fiscal transactions in the computerized accountancy system.

Some of the job tasks are:

- Verify and sign credit applications and purchase orders of the different municipal dependencies.
- Processes the payments by service contract concept and ensures of the correction and legality of all submitted documents.
- Revise the payment registry by contract concept to ensure the disbursement of them and the authorization for the corresponding payment.
- Responsible of effectuate the transactions and accounting processes, as well as the situation status of the assigned dependency.
- Collaborates in the development and revision of the procedures and operational norms of accounting indole conforming the practices, techniques and principles of accounting

This position requires knowledge of laws, principles and practices pertaining to the field of accounting, a Bachelor's Degree in Business Administration, with a Major in Accounting and 2 years of experience.

## **Agronomist**

Professional job position in the agronomy area that consists in the planning, coordination, orientation, evaluation and supervision of the Ornamentation and Conservation of terrains and urban forests.

Some of the job tasks are:

- Plans, coordinates, orientates, evaluates and supervises technically the program of ornamentation and conservation of terrains in the different assigned units to the ornamental horticulture area and landscape.
- Offers advice for the adequate selection of decoration materials, the conservation of the terrains, and highly specialized chemical products, tools and machinery.



- Coordinates the beautification and decoration program with different dependencies of the Municipality.
- Performs technical demonstrations about the preparation, management and use of the professional fumigation and aspersion equipment.
- Performs an inventory of public and private terrains apt for the creation, beautification, management, restauration and conservation of the urban forests.

The position requires knowledge of the laws and regulations that governs the ornamental and landscape horticulture and the tree culture in Puerto Rico and the knowledge of the norms and procedures that governs the agriculture in Puerto Rico. It is also required a License expedited by the Examiners Joint of the Agronomist College of Puerto Rico.

### **Architect**

Professional licensed level job in the architectural area.

Some of the job tasks are:

- Performs professional architecture work such as the confection of designs, plans and structural ornaments.
- Effectuate designs of architectonic proposals and analyze others that are presented to Municipality for his consideration.
- Coordinates with diverse dependencies, organizations, agencies and public and private municipal or state offices, for the realization of their functions and to meet the requisites by the regulating agencies.
- Supervises employees of less hierarchy that are assigned for the realization of technical and professional work in the architecture field.
- Prepares and inventory and design of facades of structures to be made.

This position requires knowledge of the techniques, principles, practices and moderns methods of architecture as well as the laws, norms, rules and codes that govern the architecture profession. An architect license expedited by the Examiners Joint of Architects and landscape Architects of Puerto Rico is required.

### **Architect in Training**



Professional training level job in the architecture field.

Some of the job tasks are:

- Participates in training level in the realization of professional architecture work such as the confection of designs, plans, and structural ornaments and also the inspection of projects and public works in the Municipality.
- Participates in the presentation of architectonic designs and the analysis of others that are presented into the Municipality consideration.
- Visits the Municipal projects to determine their progress.
- Participates in the specific preparation and estimated cost proposed.
- Participates in the studies and the planning of the construction programs aimed to the Territorial Order of the Municipality.

This position requires knowledge of the techniques principles, practices and modern methods of architecture as well as knowing the laws, rules, norms, regulations and codes that govern the architecture profession. An Architect in Training Certificate expedited by the Examiners Joint of Architects and landscape Architects of Puerto Rico is required.

### **Auditor**

Professional job that consist in the intervention and overseeing of the fiscal and administrative operations to determine property, exactitude and fulfillment with the laws, regulations and applicable procedures.

Some of the job tasks are:

- Audit the fiscal, administrative and operational operations realized by all the different dependencies of the Municipal Government to determine property, legality and correction of them conforming to the applicable federal, state and municipal regulations.
- Visits the municipal offices and dependencies to realize the assigned interventions.
- Studies, analyzes and applies the laws, regulations, norms, procedures, memos and municipal ordinances related to the fiscal and administrative operations in the interventions that he/she realizes.
- Makes reports of the encounters from the effectuated interventions including the deficiencies found and the recommendations that permit correct them.



- Participates in the tracing of the intern audit reports and those who affects the Comptroller Office.

This position requires knowledge of the principles, practices, techniques and procedures related with fiscal interventions as well as the laws, regulations, norms, procedures and ordinances that regulate the fiscal operations. A bachelor's degree in Business Administration with a Major in Accounting from an accredited college or university is required.

### **Communications and Media Worker**

Professional field job that consist in the compilation, preparation, divulgation of information, events or activities via the media.

Some of the job tasks are:

- Prepares press releases and any other informative material related with activities, negotiations, achievements and emergency situations that arise in the Municipality, applying the laws, principles, norms, codes, professionals and modern techniques related to the communications field.
- Maintain effective relations with the local and national media for the publication of communications, articles and the radial or television diffusion of events or any other information.
- Revise the local, national and in occasions the United States to cut, archive, answer or clarify any related information with the Municipality.
- Collects information and develops informative articles.
- Covers the municipal activities in or out of labor hours and make notes of the events to write the information and provide it to the media.

This position requires knowledge of the laws, norms and professional codes related with the media as well as the knowledge of principles, techniques and modern practices utilized in the communications field. A Bachelor in Communications from an accredited college or university is required.

### **Computer System Analyst**

Professional and technical job in the computer field that consists in the analyses of methods and procedures of work for its mechanization via the use of the information systems of the Autonomous Municipality of Caguas.



Some of the job tasks are:

- Studies and analyze administrative and operational procedures with the purpose to develop and implement information systems.
- Evaluates, develop and offers technical assistance insomuch as information systems.
- Orientates users about the technical application and methods related with information systems.
- Coordinates with the users and programmers of systems the implantation of systems once they are prepared for programing.
- Recommends improvements to the established systems for a better functionality and carries them out as required.

This job requires knowledge of modern methods and the modern mechanized systems as well as knowledge of technical language utilized in the programing of the mechanized systems. A bachelor in Information Systems or in Computers from an accredited college or university is required as well as two years of experience in the field.

### **Curator**

Professional and specialized job that consists in the study, investigation, design and coordination of the montage of expositions of art pieces.

Some of the job tasks are:

- Performs studies, analyses and investigations of collections, pieces, objects and documents with historic and artistic value, with the purpose to present expositions.
- Create and develops expositions concepts.
- Designs the exposition in content and montage terms.
- Develops and prepare the exposition catalogs.
- Maintain exchange relations of catalogs, correspondence and communications with museums, plastics artists, galleries and cultural institutions.

This position requires knowledge of art and its branches as well as knowing of the organization and functionality of a museum. A bachelor's degree in Arts from an accredited college or university is required as well as two years of experience in collection investigation, design and montage of expositions.



### **Digital Educational Services Coordinator**

Professional job that consist in the coordination and supervision of the digital educational services that are offered via the circuit of library services.

Some of the job tasks are:

- Prepares the work plan of the center that he/she is in charge of.
- Evaluates the existing norms and procedures and submit recommendations for their modification.
- Participates in the preparation of the program budget.
- Responsible that every center have the necessary equipment, materials and staff needed to attend the communities' necessities.
- Supervise the work that is made in every center under his command.

This job requires knowledge of the techniques and procedures related with the technologic educational services as well as the knowledge of the educational services through the use of electronic systems. A bachelor from an accredited college or university and a minimum of four years of administrative or supervision experience of an electronic library is required.

### **Economic Development Specialist**

Professional job that consists in identification, design, apply and promotion of the business, urban, touristic and economic development program with a global vision of the Autonomous Municipality of Caguas.

Some of the job tasks are:

- Promotes the establishment of commercial, industrial, agriculture and touristic new businesses.
- Coordinates and participates in meetings with entrepreneurs, investors and local and foreign industrials to offer them the advantages of Caguas as an investment and orientate them about the benefits of the industrial promotion program.
- Manages and recommends the concession of Caguas incentives for projects as eligible.



- Coordinate technical help of engineering, marketing, viability studies and new products with the corresponding areas of the administration economic promotion, to facilitate the industrials an obtaining of buildings and industrial terrains.

This position requires knowledge of the public governmental policy of the industrial development in Puerto Rico and the knowledge of the industrial development programs and of the agencies or responsible entities that administer them. A bachelor in Business Administration from an accredited college or university plus two years of experience in planning, promotion and economic development is required.

### **Engineer**

Professional licensed job in the engineering filed.

Some of the job tasks are:

- Performs professional engineering job related with one of the branches of civil, mechanical, electric, industrial, environment or any other engineering field.
- Supervises employees of lower hierarchy that are assigned to the realization of technical and professional work in the engineering field.
- Coordinates with different dependencies, organizations, agencies and municipal or state public and private offices for the realization of their functions and to comply with the requisites by the regulating agencies.
- Receive, attend and canalize complaints and orientation applications related with the projects and public and private works or with municipal properties.
- Studies projects to attend municipal services to improvement and construction or public works such as roads, paths, courts, parks and others.

This position requires having knowledge or the techniques, principles, practices and modern methods or engineering and of the laws, rules, norms, regulations and odes that governs the engineering profession. A license of Engineer expedited by the Examiners Joint of Engineers and Surveyors of Puerto Rico is required.

### **Engineer in Training**

Professional training level job in the engineering field.

Some of the job tasks are:



- Performs professional training level work of one of the branches of the engineering field.
- Collaborates in the coordination with different dependencies, organizations, agencies and municipal or state public and private offices for the realization of their functions and to comply with the requisites by the regulating agencies.
- Collaborates in the receiving, attending and canalization of complaints and orientation applications related with the projects and public and private works or with municipal properties.
- Prepares studies projects to assess viability for the improvement and construction or public works such as roads, paths, courts, parks and others.

This position requires knowledge of the techniques, principles, practices and modern methods of engineering and knowledge of the rules, regulations and requisites of the regulating agencies. A Certification of Engineer in Training by the Examiners Joint of Engineers of Puerto Rico is required.

### **Engineer Technician**

Professional job in the engineering field that consists in collaborating in the construction, conservation and supervision of public and private projects.

Some of the job tasks are:

- Participates in the realization of engineering work in any of its branches.
- Assist in the attention and canalization of applications or complaints related with the projects and public and private works or with municipal priorities.
- Assist in the projects to assess viability of improvements and construction of public works such as: paths, roads, courts, parks and others.
- Assists in the technical viability study for projects and public and private works to be done in the Municipality.

This position requires knowledge of the techniques, principles, practices, and modern methods of engineering as well as knowing the laws, rules, norms, regulations and codes that govern the profession of engineering. A bachelor in Engineering Sciences or Architecture of an accredited college or university is required.



**Environment Educator**

Professional job in the environment field that consist in offer orientations, educative presentations and technical advice about environment matters.

Some of the job tasks are:

- Designs and serves as a resource in environmental educational activities for the state government in Caguas, private businesses, schools and communities.
- Coordinates with schools, communities, commerce, industries and municipal dependencies and state agencies all the related to the educational environment activities that are celebrated.
- Develops, evaluates and revises educative for the development of workshops, seminars and conferences.
- Evaluates proposals related with environment educational programs submitted by the state government in Caguas, private businesses, schools and communities.
- Coordinates with other municipal and state dependencies the update of environment educational programs.

This position requires knowledge of the principles, practices, methods and modern techniques about environmental matters as well as the laws, norms, municipal and state regulations related with environment. A bachelor in Natural Sciences or Environment from an accredited college or university and two years of experience in environment education are required.

**Environmental Specialist**

Professional and specialized job in the environmental sciences field.

Some of the job tasks are:

- Orientates citizens about the compliance of the municipal, state and federal environment regulations.
- Performs analysis, study, technical advice and considerable complex inspections related with the conservation and protection of the environment.
- Issues administrative fines to the citizen that violates the applicable regulation to the Public Order Code of the City of Caguas.



- Participates in interagency operations to corroborate the compliance with the laws, regulations or ordinances related with the environment conservation.
- Recommends referred to other municipal dependencies or state or federal agencies when the municipality lacks of jurisdiction and it's responsible of the follow-up of the referred.

This position requires considerable knowledge of methods, modern techniques and prevention actions, mitigation, preparation, response and recuperation unto environmental emergencies or natural disasters as well as knowing of the laws, norms, regulations and procedures related with the state and federal environment field. A bachelor in Natural Sciences or Environment of an accredited college or university and four years of experience in the Natural Sciences field is required.

### **Environmental Technician**

Professional and technical job in the field of the environmental sciences.

Some of the job tasks are:

- Orientates citizens about the compliance of the municipal, state and federal environment regulations.
- Performs analysis, study, technical advice and considerable complex inspections related with the conservation and protection of the environment.
- Issues administrative fines to the citizen that violates the applicable regulation to the Public Order Code of the City of Caguas.
  - Redacts reports with encounters and recommendations.
  - Prepares, revises and/or updates environment documents of moderate complexity such as: contingency plans, plans for the control and prevention of spills, operational plans for environment permits and others.

This position requires moderate knowledge of the principles, practices, methods and techniques related with the environmental field as well as knowing the laws, norms, regulations and related procedures within the environmental field of the state and federal sectors. A bachelor in Natural Sciences or Environment from an accredited college or university supplemented by an information system class and one year of experience is required.



### **Executive Secretary I**

Secretarial and administrative job that consists in the take and transcription of the shorthanded sings or of rapid writing and the use of modern office equipment such as: computer and the organization of the office systems.

Some of the job tasks are:

- Takes and transcribe dictates in shorthanded sings or rapid writing of letters, memorandums, reports and others.
- Transcribe in computer documents such as memorandums, certifications, statistic tables, circulars, ordinances projects and of resolutions, motions for the administrative and judicial forums, administrative orders, declarations for oaths and other documents.
- Transcribe in computer different monthly and annual narrative reports of the realized labor, work plans, expense projections, transfers, petitions and budget assignments, explicative memorials, regulations and others.
- Prepares tables, forms, brochures and graphics utilizing mechanized systems available.

This position requires knowledge of the principles, practices and modern techniques of shorthanded writing and typing of the secretarial work. A bachelors degree in Office Administration of an accredited college or university is required.

### **Executive Secretary II**

Secretarial and administrative job that consists in the take and transcription of the shorthanded sings or of rapid writing and the use of modern office equipment such as: computer and the organization of the office systems.

Some of the job tasks are:

- Takes and transcribes dictates in shorthanded writing or minutes of different reunions related with the matters that are processed in the work area.
- Transcribe in computer documents such as memorandums, certifications, statistic tables, circulars, ordinances projects and of resolutions, motions for the administrative and judicial forums, administrative orders, declarations for oaths and other documents.



- Transcribe in computer different monthly and annual narrative reports of the realized labor, work plans, expense projections, transfers, petitions and budget assignments, explicative memorials, regulations and others.
- Assigns, revise and evaluates the office and secretarial staff of lower hierarchy on his command.

This position requires considerable knowledge of the principles, practices and shorthanded modern techniques and typing of the secretarial and office work. A bachelor in Office Administration of an accredited college or university and two years of experience is required.

### **Geographer**

Professional and specialized job that consists in the management of the graphic information systems.

Some of the job tasks are:

- Analyzes and evaluates the data bases of the geographic information systems to update it.
- Recommends new procedures, modifications and techniques for the graphic or non-graphic data entry or editing.
- Recompile CRIM data and of other state and federal agencies to maintain up to date the geographic information system.
- Interpret data and offers recommendations based on the encounters.
- Designs digital maps to represent data with geographic base.

This position requires knowledge of the principles, practices and modern techniques of the computerized geography field and of the materials, equipment and instruments utilized for the realization of the jobs in the geographic systems. A bachelor in Geography supplemented with a course in Cartography and Geographic Information Systems (GIS) from an accredited college or university and two years of experience is required.

### **Historian**

Professional job for the cultural and historical patrimony preservation of the Municipality.

Some of the job tasks are:



- Advisor to the different officials in cultural related matters with the history of Caguas and the conservation and restauration of the built history patrimony.
- Performs historic level investigations about different topics and cultural aspects.
- Prepares written work about the historical foundlings for diverse publications.
- Offers workshops and conferences about historical materials.
- Analyzes the historical material with the purpose of raising theories.

This position requires knowledge of the history of Puerto Rico and Caguas as well as the knowledge of the methods and practices of the historic investigation. A master in History or Puertorican studies of an accredited college or university is required.

### **Hosing Monitor**

Professional job that consists in revising the determination of eligibility for the municipal housing programs.

Some of the job tasks are:

- Study, interpret and applies the federal laws and regulations about eligibility criteria for benefits from the municipal housing programs.
- Revises all documentation concerning every applicant or participant to corroborate if he/she meets the procedure, federal and local regulations applicable to the municipal housing program.
- Discuss the cases that have doubt with by the Housing Technician and Housing Inspector.
- Prepares and submits recommendations about the foundlings of the realized revision.
- Studies and recommends help alternatives for the citizens that apply for the second time, benefits of the municipal housing program.

This position requires knowledge of the laws, norms, rules, and procedures related with the eligibility criteria to the housing programs benefits and knowledge of the principles



and modern office techniques. A bachelor from an accredited college or university and two years of experience is required.

### **Housing Officer**

Professional office job that consists in the evaluation and recommendation of eligibility of the applicant to acquire social interest housing.

Some of the job tasks are:

- Orientates the interested about the eligibility criteria to acquire a state and federal property.
- Studies the documents submitted by the applicant conforming to the established criteria by the state and federal government.
- Analyzes the documents related with income and expenses of the applicant, credit information and others to determine eligibility.
- Recommends the approbation or denial of the applicant.
- Has a registry of the interested persons in the acquisition and rental of a house.

This position requires knowledge of the principles, practices and financial and credit technical analysis and the knowledge of products and mortgages services available in the market of the bank institutions. A bachelor from an accredited college or university and two years of experience is required.

### **Hosing Technician**

Professional and technical job that consist in study and determine the eligibility to acquire the benefits from the municipal housing program.

Some of the job tasks are:

- Interviews and orientates the public that apply for the municipal housing programs.
- Fill the applications and determine the tentative rent, priority of the application for admission and classify according to the norms, rules and procedures.
- Interpret and apply the valid regulations in the eligibility determination.
- Prepares a file for every applicant and gives a copy of the application to applicant.



- Visits the applicants to corroborate the provided information in the application and interview.

This position requires knowledge of the human dynamic and the principles and modern techniques of interviewing. A bachelor from an accredited college or university is required.

### **Human Resources Analyst**

Professional and specialized job at entry level that consists in a variety of tasks in the administration of human resources field.

Some of the job tasks are:

- Participates in the realization of studies of some complexity inherently to a classification of positions, retribution, compensations, recruitment and selection, training and capacitation, promotions, help and service to the employees, severances, variety staff actions, employee evaluations, compliance and corrective actions.
- Analyzes petitions of some complexity such as: promotions without opposition, classification of positions of new creation, transfers and decreases, experiences accreditations, formal and experience education evaluations, recommendations about corrective actions, status, category and salary changes, reinstallations and others.
- Studies, interpret and applies the norms, laws, rules and ordinances related with the human resources administration.
- Participates in the classification and retributions studies of positions to actualize the Classifications and Retributions of Career, Appointed and Range Service Plans.

This position requires knowledge of the norms and principles that govern the human resources administration and knowledge of the principles, techniques, norms and procedures utilized in the Human Resources Administration. A bachelor in Human Resources Administration or Public Administration and a course in information systems from an accredited college or university is required.

### **Human Resources Specialist I**



Professional and specialized job that consists in a variety of tasks in the human resources administration field.

Some of the job tasks are:

- Studies, interpret and apply the norms, laws, regulations and ordinances related with the human resources administration.
- Realizes studies of moderate complexity related with the classification and retribution of positions to actualize the Classifications and Retributions of Career, Trust and Range Service Plans.
- Prepares and revises class specifications for the career service, trust and range system.
- Realizes audits of positions in the Municipality and its dependencies.
- Analyzes petitions of reclassifications of positions and submits recommendations.

This position requires moderate knowledge of the laws, rules, norms, memos and opinions related with the human resources administration to state and federal level as well as knowing the principles, techniques, norms and procedures utilized in the human resources administration. A bachelor from an accredited college or university is required.

### **Information System's Auditor**

This job position evaluates the design, efficiency and adequacy of the controls and parameters of the Information Systems (IS), according to the policies, strategies, standards and procedures. Some of those responsibilities are:

- Provides auditing to the information, platform and procedures, according to the guidelines of efficiency, precision and security.
- Provides attention and services to Offices and Departments.
- Studies, analyzes and applies the laws, regulations, norms, procedures, memos and municipal ordinances related to security controls and privacy.
- Analyses security and ambience logistic in the infrastructure of IT.
- Evaluates the development, acquisition, implementation and maintenance of applications, systems and procedures and prepares reports and reviews about his findings and recommendations.



This position requires knowledge of regulations, principles and practices pertaining to the field of IS. Also, it requires a Bachelor's Degree in Computer Science, supplemented by 6 credits in Accounting and 3 credits in Auditing. Furthermore, this employee must have 2 years of experience in the field, one of them, in related job activities to auditing or IS auditing. This last criterion can be substituted by CISA, CRISC or CIA certifications from the Institute of Internal Auditors.

### **Integral Welfare Coordinator**

This job position collaborates with improvement of social, physical and emotional conditions of the employees and their immediate relatives, in order to enhance the employee's productivity. Some of those responsibilities are:

- Provides assistance in the development and implementation of the activities pertaining to the Division, to enhance and improve the physical, emotional and social conditions of the employees and their immediate family.
- Assists in the study and interpretation of the laws and regulations pertaining to the field and provides recommendations along.
- Designs, develops and coordinates educational activities related to the integral welfare of the employees, to enhance their productivity.
- Prepares and disseminates throughout audiovisual and informative channels, the regulations related to the Division and other important information related to the integral wellbeing of the employees.
- Prepares presentations and serves as speaker in seminars and workshops about the integral wellbeing of employees and their immediate relatives.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of employee's safety and wellbeing and Social Work, Psychology and Professional Counseling. Also, it requires a Master's Degree in Behavioral Science, Social Work, Psychology or Professional Counseling.

### **Lawyer**

This is a professional job position in the legal field. The lawyer performs the following activities:



- Provides legal representation for the AMC in civil and criminal lawsuits or procedures before the Courts of Puerto Rico, Federal District Court and the Bankruptcy Court.
- Provides legal representation for the AMC in appellate civil and criminal lawsuits or procedures.
- Analysis, studies and legal research.
- Compiles documental or testimonial evidence.
- Collaborates and prepares legal opinions and analysis of legal aspects.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of the practice of Law and the Bar of the Supreme Court of Puerto Rico.

### **Legal Technician**

This is a professional job position in the legal field that consists of the study, research, investigation and analysis of legal aspects. This professional performs the following activities:

- Analysis, studies, legal research and compilation of documental or testimonial evidence for an adequate legal defense or the evaluation of proposed legislation.
- Prepares studies, legal opinions and analysis of legal aspects.
- Provides assistance and recommendations in the revision of proposed legislation.
- Collaborates in the submission of legal complaints.
- Address the complaints of citizens.

This position requires knowledge of administrative, statutory, federal and state laws, jurisprudence, legal sources and the modern principles of legal research. Also a Juris Doctor Degree is necessary.

### **Licensing Inspector**

Technical and field job that consists in the performance of inspections and reports, issues paralysis orders, issues fines and investigates complaints presented to the Licensing Office.

Some of the job tasks are:



- Performs field inspections and reports about licensing applications, construction permits, segregations, ambulant businesses, construction complaints, uses, public hindrance, closing application, pedestrian path sales, closed roads, control access applications, signs and ads.
- Verifies and checks that the construction, use and other permit's final determinations or authorizations, meet the norms, laws, rules, ordinances established and applicable to valid procedure.
- Emits administrative fines and orders the paralysis of construction works or uses because of violations of rules.
- Revises segregation project plans, simple allotment, developments or consultation or other previous requirement to the approbation.

This position requires some knowledge of the principles, methods and basic techniques of engineering, architecture or surveyor. An associate degree in Engineering, Architecture or Surveyor from an accredited institution is required.

### **Management and Budget Analyst**

This job position within the public administration branch consists in the analysis, formulation and administration of the Municipal budget. Among its responsibilities are:

- Evaluation of fund petitions submitted by Offices and coordination of several tasks during the formulation of the Municipal Budget.
- Prepares written drafts of programmatic aspects, budget reports and consolidations.
- Analysis of budget transaction requests to authorize and transfer funds, determination of its legality and correction, and proper registration.
- Identifies situations that could compromise the AMC's budget and provides solutions or remedies to tackle them.
- Updates data and budget information, prepares analysis and reports of financial situations.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of public administration, fiscal administration and governmental



programs. Also, it requires a Bachelor's Degree, 2 years of experience and 1 course in information systems.

### **Management and Budget Specialist**

This job position within the public administration branch consists in the analysis, supervision and monitoring of the Municipal budget. Among its responsibilities are:

- Analysis of fund petitions submitted by Offices and direct participation of the formulation of the annual budget of the AMC.
- Reviews written narratives about programmatic aspects and budget reports.
- Analysis of fund requests, funds allocation and control of expenditures of the Offices of the AMC.
- Analysis of budget transaction requests, as provided by other employees, to determine its legality, correction and proper registration and provides recommendations along.
- Evaluation of budget and fiscal operations, provides recommendations for funds allocation, and controls special accounts.

This position requires knowledge of principles and practices pertaining to the field of public administration, fiscal administration and governmental programs. Also, it requires a Bachelor's Degree, 4 years of professional, specialized or executive experience within the field of business administration and 1 course in information systems.

### **Municipal Taxes Analyst**

This job position consists in the analysis of Municipal tax revenues and provides technical assistance and guidance to taxpayers and revenue agents. Among its responsibilities are:

- Study and application of the norms, ordinances and laws pertaining to the field of municipal tax revenues.
- Provides counseling to taxpayers and revenue agents, about norms, ordinances and laws of this field.
- Provides assistance to taxpayers and revenue agents with the filling and revision of applicable formularies.



- Analysis of accounting books, financial statements and other documents of taxpayers and revenue agents, to identify deficiencies or tax evasion.
- Identifies and investigates possible taxpayers or revenue agents that are incurring in deficiencies against the municipal government.

This position requires knowledge of principles and technics of modern accounting. Also, it requires a Bachelor's Degree in Business Administration with a major in accounting, management or finances.

### **Municipal Taxes Specialist**

Professional job position that analyses all municipal tax revenues and provides technical assistance to taxpayers and revenue agents. Some of the job task includes:

- Study and application of the norms, ordinances and laws pertaining to the field of municipal tax revenues.
- Analysis and investigation of the remittances, declarations and payment of taxes from citizens and revenue agents from big commerce or of fraud or significant errors.
- Acts as group leader or participates in special projects.
- Analysis of the investigative reports presented by Municipal Taxes Agents, provides recommendations in order to tackle evasion.
- Solves complex cases.

This position requires knowledge of laws, ordinances, principles and technics of modern accounting, tax revenues and retention. Also, it requires a Bachelor's Degree in Business Administration with a major in accounting, management or finances, 3 years of experience in financial statements and tax revenues, 1 of them in functions related to Municipal Taxes Analyst.

### **Network and Computer Systems Administrator**

This professional position in the computer science field consists of the planning, coordination and direction of the Network and Computer Systems of the AMC. Some of the responsibilities are:

- Planning, coordinating and directing the Network and Computer System.
- Responsible of the appropriate use of the Network and Computer System.



- Responsible of the appropriate use of programs and equipment related to the Network and Computer System.
- Assigns level of access and appropriate distribution of resources.
- Corrects problems related to the communication of the equipment.

This position requires knowledge of principles, practices and technics of network systems. Also, it requires a Bachelor's Degree in Information Systems or Computer Science and 2 years of experience in related fields.

### **Network and Computer Systems Programmer**

This professional position in the IT field consists of the programming of systems for data processing in electronic equipment. Some of the responsibilities are:

- Performs logic development, design, codification and training for the systems to be installed in Offices or Departments.
- Prepares guidelines and instructions for the codification programs.
- Studies the information requirements of Offices or Departments for the development of the programs.
- Selection of language for programs.
- Development of new programs and provides maintenance.

This position requires knowledge of principles, practices and technics in the development of the designs, elaboration, correction and maintenance of the programs for data processing and electronic equipment. Also, it requires a Bachelor's Degree in Information Systems or Computer Science.

### **Occupational Health and Safety Specialist**

Professional, specialized, field and office job that consist in inspections, study and orientation related with the health and security in the workplace.

Some of the job tasks are:

- Studies, analyzes and applies norms and security and occupational health measures as instructed by the state, federal and municipal government.
- Evaluates procedures, physical facilities and equipment to identify possible risks and recommends the action to be taken.



- Performs inspections and studies about the conditions and work environment, organizational hygiene, electrical installations, machineries and security equipment to verify if the Autonomous Municipality of Caguas meets the norms, rules and health and security regulations.
- Orientates the managerial staff and employees about this regulations and their application.

This position requires knowledge of the norms, laws, security and health rules in the work environment, as well as knowledge of the inspection methods and techniques. A Bachelor's Degree in Sciences with major in Biology; Physics; Chemistry; Environmental Sciences; Natural Sciences; Engineering or related fields, is required as well as three years of experience related with inspections, research and advice in health and workplace security.

### **Registered Nurse**

This is a professional position that consists in the supervision of nursing personnel in health clinics and elderly homes. Among the position responsibilities are:

- Preparation and implementation of plans and work programs for patient care, according to their diagnosis.
- Assigns, coordinates, reviews, supervises and performs inspections of the work carry out by the nurses under his supervision.
- Provides guidance and training to subaltern employees.
- Verifies the correctness of patients' diet.
- Notifies to his superiors medical cases that could be contagious.

This position requires knowledge of laws, modern principles, practices and technics in the field of Registered Nursing. Also, it requires a License from the Board of Nurses of Puerto Rico.

### **Social Development Promoter I**

This job position promotes the participation of the citizens and communities in a social development and self-sustainment context. Some of the responsibilities entailed are:

- Provides orientation to the communities about the design, development, implementation and monitoring of the strategic plan to promote and enhance their participation.



- Promotes the development of the collaborative movement “Government-Citizenship”.
- Promotes citizen’s participation for the identification and solution of problems.
- Collaborates in the collection of data about the necessities of the community and the development of their social profiles.
- Provides and keeps an electronic network of information and education of the services that the Government offers to the community.

This position requires knowledge of the principles and practices pertaining to the field of social development of community groups and a Bachelor’s Degree.

### **Social Development Promoter II**

This job position promotes the participation of the citizens and communities in a social development and self-sustainment context. Some of the responsibilities entailed are:

- Provides orientation to the communities about the design, development, implementation and monitoring of the strategic plan to promote and enhance their participation.
- Promotes the development of the collaborative movement “Government-Citizenship”.
- Promotes citizen’s participation for the identification and solution of problems.
- Collaborates in the collection of data about the necessities of the community and the development of their social profiles.
- Provides and keeps an electronic network of information and education of the services that the Government offers to the community.

This position requires knowledge of the principles and practices pertaining to the field of social development of community groups, a Bachelor’s Degree and 2 years of experience in functions related to the position of Social Development Promoter I.

### **Social Development Promoter III**

This job position promotes the participation of the citizens and communities in a social development and self-sustainment context. Some of the responsibilities entailed are:



- Leads a group of employees or citizens in the development of special projects.
- Accountable of studies and projects of more complexity.
- Identifies the necessities of the Social Development Promoters, related to projects, proposals, among others.
- Provides training to the Social Development Promoters.
- Collaborates in the coordination, planning and development of the task and work duties of the Unit assigned.

This position requires knowledge of the principles and practices pertaining to the field of social development of community groups, a Bachelor's Degree, 4 years of experience in the field, 2 of them in functions related to the position of Social Development Promoter II.

### **Social Services Technician**

This job position provides services related to the social wellbeing of families and individuals of limited resources. Some of the responsibilities entailed are:

- Examines and evaluates social and economic conditions of families or individuals that are requesting services, to determine their eligibility for the services to be provided.
- Provides orientation about the prerequisites and benefits of the entities that provided the services requested.
- Establishes a network of agencies and institution that provides services, in order to make referrals, when needed.
- Prepares and keeps records or files of the cases he is investigating.
- Confers with the Social Worker about the findings of the investigations.

This position requires knowledge of laws, norms, rules, principles and practices pertaining to the field of social services. As well, a Bachelor's Degree in Social Sciences is mandatory.

### **Social Worker**

This job position in the social science field provides psychological and social services to families, individuals, communities and school population. Some of the responsibilities entailed are:



- Examines, investigates and evaluates social and economic conditions of families or individuals that are requesting services, to determine their eligibility for the services to be provided.
- Determines the eligibility of the individuals asking for services.
- Performs studies and diagnosis of different situations to identify the causes and extent of the cases he is working.
- Determines the required treatment and provides follow up of the cases under his responsibility, using the practices and principles of social work.
- Refers and coordinate services for the cases he is looking after.
- Confers with the Social Worker about the findings of the investigations.

This position requires knowledge of laws, norms, rules, principles and practices pertaining to the field of social services and permanent License of the Puerto Rico's Board of Social Workers.

### **Strategic Planning Analyst**

This is a professional position in the field of public management that consists in the evaluation and execution of the programmatic compromises, strategic objectives and public policy of the model of sustainable development of Caguas. Some of the responsibilities entailed are:

- Collaborates with the design of surveys for the compilation of information about the services provided by the Departments or Offices, writes reports and provides recommendations and conclusions.
- Compiles data about the social, economic and environmental development of the City, throughout research of magazines, journals and publications.
- Compiles data and performs analysis of the efficiency and productivity of the Municipal Programs in contraposition with similar services provided in other jurisdictions.
- Collaborates in the development of organizational studies about the efficiency of units, divisions or programs.
- Coordinates and participates in meetings with directors and other functionaries to discuss and confer about aspects related to the field.



This position requires knowledge of principles and practices pertaining to the field of public administration, budget administration and evaluation of programs. As well, a Bachelor's Degree and 1 year of experience is mandatory.

### **Strategic Planning Specialist**

This is a professional position in the field of public management that consists in the evaluation and execution of the programmatic compromises, strategic objectives and public policy of the model of sustainable development of Caguas. Some of the responsibilities entailed are:

- Prepares specialized studies about the social, economic and environmental development of the City, throughout research of magazines, journals and publications.
- Analyses and evaluates quantitative and qualitative data, the effectivity of the Municipal Programs in reaching the goals and objectives of the strategic plan and public policy.
- Analyses economic and social data, coordinates specialized studies to detect the necessities of the population and recommend projects to tend for those necessities.
- Analyses the work plans of the departments to determine the proposals, indicators, activities and goals, and to ensure the fulfilment of the Strategic Plan of the AMC.
- Analyses financial data and projections of the AMC and provides reports along.

This position requires knowledge of principles and practices pertaining to the field of public administration, budget administration and evaluation of programs. As well, it is necessary an academic Bachelor's Degree, 4 years of administrative, professional or executive experience in public management, one of them in a similar position as a Strategic Planning Analyst.

### **Urban and Regional Planner**

This job position consists in the study, proposal development and reporting of planning for the development of programs and projects of social, economic and urban reach. Some of the responsibilities entailed are:



- Analyses social and economic information and coordinates investigations to determine the needs of the population for the purpose of the development of programs or projects to satisfy those needs.
- Prepares specialized studies about the social, economic and environmental to define patterns and problems that arise from the increase in population.
- Provides orientation and technical assistance in the preparation of construction plans, surveys, studies, analysis and tabulation of statistical data, required by the Programs of the AMC.
- Provides orientation and counsel in areas of social, environmental, urban and economic planning.
- Performs field trips to obtain and verify data, for necessities studies.

This position requires knowledge of principles and practices pertaining to the field of social, environmental, urban and economic planning. As well, it is necessary a Master's Degree in Planning, supplemented by a course in Geographic Information System, the License provided by the Board of Planners of Puerto Rico and 1 year of experience in the field of planning.

### **Urban and Regional Planner Technician**

This job position obtains statistical data and performs studies, research, investigation and analysis of economic, financial, social and urban information. Some of the responsibilities entailed are:

- Compiles statistical data that will aid the Urban and Regional Planner in their studies of planning and the proposals for of social, economic and urban development of the City.
- Collaborates in the study, analysis and compilation of statistical information obtained from reports and publications of state and federal agencies, and the private sector, to be used in the studies of planning.
- Participates in the study of laws, norms, rules and procedures and ordinances related to urban planning.
- Collaborates in the drafting of ordinances, resolutions, regulations and procedures related to the public policy of the planning of social, economic and urban development of the City.



- Collaborates in the study, evaluation and suggested recommendations about the urban developments in the City's jurisdiction.

This position requires knowledge of laws, principles, practices and technics pertaining to the field of public planning. As well, it is necessary a Bachelor's Degree in Social Science.

### **Chief Engineer**

This job position belongs to the confidential service of the AMC and has the responsibility of directing, coordinating and supervising the Project Development Department. Some of the tasks performed by this employee are:

- Direction, coordination, planning and supervision of the Office.
- Provides advice and counsel to the Mayor in areas related to the field of Engineering.
- Develops, recommends and implants public policy.
- Provides advice and counsel to the Mayor in aspects related to the implantation of laws, regulations, ordinances, norms and administrative and operational procedures.
- Supervises and recommends changes in the design of building and construction plans.

This position requires knowledge of the principles and practices of engineering and supervision. It's also mandatory a the corresponding license for the practice of engineering and 3 years of experience in the field, 1 of them including supervision of personnel.

### **Chief Magistrate**

This job position belongs to the confidential service of the AMC and has the responsibility of directing, coordinating and supervising the Administrative Court of the AMC. Some of the tasks performed by this employee are:

- Direction, coordination and supervision of the Administrative Court.
- Presides administrative court hearings related to infractions of the laws, rules and municipal ordinances.



- Provides advice and counsel to the Mayor about the operations and administration of the Municipal Court.
- Provides evaluation of the controversies presented at the Court in order to obtain agreements and to simplify the procedures, to assert stipulations.
- Compels the participation of witnesses before the court and the presentation of evidence and documents.

This position requires knowledge of laws, regulations, principles and practices of the Courts, the Bar of the Supreme Court of Puerto Rico, Notary License and 3 years of experience in the field.

### **Confidential Secretary**

This job position belongs to the confidential service of the AMC and supervises, coordinates and assigns the work of the secretaries of the Mayor's Office. Some of the tasks performed by this employee are:

- Planning and supervision of the administrative task of the Mayor's Office.
- Coordinates with public and private organizations or agencies, meetings with the Mayor.
- Coordinates meetings, interviews and official appointments for the Mayor.
- Provides monitoring of confidential aspects of with Directors.
- Receives and makes phone calls for the Mayor.

This position requires knowledge of principles and practices of the administrative and secretarial work. Also it is necessary a Bachelor's Degree in Office Systems, supplemented by a course in speed writing and 5 years of experience in this field.

### **Technicians:**

#### **Art Instructor I**

This position has the responsibility of art instruction for students. Some of the tasks performed are:

- Teaches students in various disciplines.
- Designs teaching strategies according to his specialty and adapts them to new tendencies.



- Organizes and coordinates activities in which students can demonstrate their artistic knowledge and abilities.
- Evaluates the student's learning achievements throughout exams and notifies the parents about his progress.
- Evaluates the students periodically, to promote them within the learning levels.

This position requires knowledge of history, theory and practice of the discipline and its principles and techniques. Also it is necessary a High School Diploma supplemented with an art course and 1 year of experience in the field or areas related.

### **Art Instructor II**

This position has the teaching and administrative responsibility of art instruction for students and the coordination, planning and supervision of related activities. Some of the tasks performed are:

- Designs teaching strategies and adapts them to the new tendencies.
- Provides teaching in various disciplines.
- Provides training and orientation to subaltern employees about the norms and procedures of the job position.
- Develops, designs, plans, and supervises the assembly of the activities of the discipline he teaches.
- Collaborates in the supervision of the preparation of work plans of the teaching disciplines.

This position requires knowledge of history, theory and practice of the discipline and its principles and techniques. Also it is necessary a High School Diploma supplemented with an art course and 4 years of experience in the field or areas related.

### **Civil Drafter**

This job position performs urban or engineering plans, sketches and segregation maps, municipal developments and construction plans with computers. Some of the tasks performed are:

- Drafts plans, sketches, segregation maps, municipal developments and construction plans with a computer system.



- Drawing of graphics, diagrams, tables, posters and billboards for the Offices of the AMC, using a computer system.
- Determines and distributes the quantity of details to be inserted in a sheet and provides the corresponding scale.
- Performs field trips to ascertain the correction of the plans and sketches.
- Prepares letter templates.

This position requires knowledge of principles, practices and technical terms of drawing and computer drawing. Also it is necessary the corresponding License of the Civil Drafters Board.

### **Coordinator of Activities**

This job position coordinates, organizes and directs activities of social, cultural and educational nature for the citizens. Some of the tasks performed are:

- Coordinates, organizes and directs activities of social, cultural and educational nature that promotes and strengthens the family and cultural values of the communities.
- Coordinates with Offices and Agencies the supply of technical equipment and sponsorships for the activities.
- Coordinates the recruitment of artists and personnel to achieve the goals of the activities.
- Promotes the activities in media communication and with the sponsors.
- Writes communications and reminders of the activities.

This position requires knowledge of the protocols established for governmental activities and media promotion techniques. Also it is necessary a High School Diploma supplemented with a protocol training of the State Department and 2 years of experience in this field.

### **Emergency Services Assistant II**

This job position provides assistance in emergency situations and disasters. Some of the tasks performed are:

- Provides assistance to the Emergency Technician in the management of emergency situations.



- Drives emergency motor vehicles for the transportation of the Emergency Technician and auxiliary personnel.
- Provides orientation to the community about the services provided by OMME.
- Compiles data about statistical reports, progress reports and work performed for the services provided by OMME.
- Collaborates in conferences, informative talks and drills.

This position requires knowledge of the protocols of the emergency communication system of the FCC and of the practices and procedures of the field. Also it is necessary a High School Diploma supplemented with a 40 hours course of First Responder and 1 year of experience in functions related to an Emergency Services Assistant I.

### **Emergency Technician**

This job position provides assistance in cases of natural disasters, search and rescue, vehicle collisions and other emergencies. Some of the tasks performed are:

- Intervenes in any kind of emergency where life or property is in danger.
- Collaborates with several agencies like State Police, Municipal Police, Firefighter Stations, 911, among others, in emergency situations.
- When necessary, provides first aid services to stabilize a patient.
- In case of fire, provides assistance in the evacuation of citizens.
- Performs visual inspection of the scenes to identify dangers and risks, such as toxic, explosives, among others, and if necessary, coordinates assistance with other emergency agencies.

This position requires knowledge of the protocols of the emergency communication system of the FCC and of the practices and procedures of the field. Also it is necessary a course in Emergency Technician and 2 years of experience in functions related to an Emergency Services Assistant II.

### **Engineer Auxiliar**

This job position provides assistance in the engineering field. Some of the job tasks are:



- Collaborates in studies and field inspections related to segregations, constructions, use of land, land permits and location consults.
- Field inspections of rural areas and lands.
- Field inspections by requests.
- Collaborates in the inspection of construction projects, installations, plumbing and sanitary services and retaining walls.
- Takes measures and performs investigations to determine velocity for the installation of speed reducers

This position requires knowledge of the techniques, principles, of engineering and an Associate Degree in Engineering Science.

### **Handcraft Instructor**

This job position has the responsibility of teaching Handcraft Arts. Some of the job tasks are:

- Provides teaching about theory, practices, techniques, methods and procedures for handcraft works like ceramics, pottery, plaster sculptures, paintings and others.
- Provides assistance in the preparation of work plans for classes.
- Teaches about the use and maintenance of instruments, materials and equipment.
- Organizes groups of persons interested in the field in order to teach them and prepare them for artistic exhibitions.
- Coordinates activities of artistic exhibitions in which the students could demonstrate their work and abilities.

This position requires knowledge of the theory, principles and practices of Handcraft Arts and a High School Diploma supplemented by a course in arts.

### **Internal Revenue Agent**

This job position provides orientation and performs tax collection according to the municipal and state regulations. Some of the job task includes:



- Study and application of the norms, ordinances and laws pertaining to the field of municipal tax revenues.
- Visits commerce to provide orientation about the implementation and procedures of regulations pertaining to tax collection.
- Prepares and emits citations to commerce that are violating the applicable regulations.
- Collaborates in interagency operatives to validate the fulfilment of the regulations, norms and ordinances.
- Provides orientation to commerce about forms, tax reimbursement among others.

This position requires knowledge of principles, practices and technics of modern accounting. Also, it requires 60 University credits, supplemented by 3 credits in accounting and 1 year of experience in tax collection and customer service.

### **Leader of Recreational Activities**

This job position consists in the organization, development and promotion of recreational, cultural and sport activities. Some of the job task includes:

- Organizes, promotes, develops and coordinate recreational, cultural and sport activities.
- Collaborates with schools and civic organizations in the development and coordination of recreational activities.
- Provides orientation to community leaders and general public about recreational and sport activities.
- Collaborates with schools in the organization of interscholastic tournaments.
- Coordinates maintenance for the equipment and recreational structures.

This position requires knowledge of principles, practices and technics use in recreational activities, sports and team work, a **High School Diploma and 1 year of experience in coordination and organization of sports and recreational activities.**

### **Network and Computer Services Technician**



This position consists in the installation and maintenance of electronic equipment.

Some of the job task includes:

- Installation and maintenance of electronic equipment.
- Data backup in hard drives and other storage spaces.
- Preventive maintenance of the equipment under his charge.
- Detection of errors and equipment failures.
- Collaborates in the access control and security of operations.

This position requires knowledge of principles, practices and techniques of clerical and computer work and 15 university or college credits in information systems.

### **Network Systems Technician**

This position consists in the installation and maintenance of communication systems.

Some of the job task includes:

- Installation and maintenance of phone equipment.
- Preventive maintenance of the equipment under his charge.
- Addresses incidents and investigates problems of the communication system in order to correct them or provide recommendations.
- Manage and control of routing throughout the communication system's program.
- Provides monitoring for the telephone network

This position requires knowledge about information systems like word or excel, occupational risk, security measures, High School Diploma and 2 years of experience in tasks related to installation and maintenance of communication systems.

### **Nurse Practitioner**

This is job position provides assistance in auxiliary nursing services. Among the position responsibilities are:

- Provides assistance to the Registered Nurse or Doctor in tasks related to the field.
- Takes vital signs of temperature, blood pressure, pulse and other vitals, to elderlies or health clinic participants and takes note of the results in the record.
- Provides orientation to patients and their families.
- Administers the prescribed treatment and provides assistance to the patient.
- Takes blood and urine samples for lab analysis.



This position requires knowledge about principles, practices and techniques of the field and the corresponding license of the Board of Nurses of Puerto Rico.

### **Paramedic**

This job position provides assistance during medical emergencies, first aid, patient evaluation and transportation to a medical facility. Some of the tasks performed are:

- Drives emergency motor vehicles and provides the necessary care of the equipment.
- Responds to emergency calls from the Computer and Dispatch System and OMME, and channels the calls accordingly.
- Provides transportation for the patient from the area of incident to the Hospital.
- Transfers the patient to the emergency room.
- Develops rescue activities when necessary.

This position requires knowledge of the protocols of the emergency communication system of the FCC and of the practices and procedures of the field. Also it is necessary a license of Paramedic and a category 4 drivers' license.

### **Photographer**

This job position has the responsibility of taking pictures and development of the films.

- Takes pictures of different activities and develops the films, for newspapers, documentary films, Caguas' magazine and other communication media.
- Prepares chemical solutions and other materials for the development of photography.
- Coordinates with the press officers the coverage of activities of the AMC.
- Keeps a photography file.
- Prepares photography assemblies for diverse activities.

This position requires knowledge of the practices, technics and principles of photography, a High School Diploma and 1 year of experience in this field.

### **Recreation and Sports Supervisor**



This job position consists in the organization, development and supervision of recreational, cultural and sport activities. Some of the job task includes:

- Supervises, coordinates and plans recreational and sports activities of the AMC, like excursions, tournaments, conferences, competitions, among others.
- Collaborates in the development and establishment of Sports Programs.
- Coordinates, supervises and plans recreational and sports activities within the communities and other municipalities.
- Collaborates with schools and civic organizations in the development and coordination of recreational activities.
- Supervises and evaluates personnel.

This position requires knowledge of principles, practices and technics use in recreational activities, sports and team work, a High School Diploma, 3 years of experience in coordinating and organizing sports and recreational activities, 1 of them in a position similar to a Sport Instructor.

### **Spectacles and Events Technician**

This job position consists in the production, recording, sound reproduction and operation of the light system in the activities and events of the Autonomous Municipality of Caguas

Some of the job tasks are:

- Creates, installs, repairs and operates the necessary equipment to transfer the sound and light effects to be utilized in different activities.
- Attends and orientates the public that visits his/her work area.
- Designs the mounting of the light according the scenography necessities.
- Maintains frequent communication with the coordinator of the activity to define the light mounting and determine the sound equipment that is going to be utilized, verify their status, installs and uninstalls the equipment.
- Operates and controls the technical quality of the sound and light to adjust the effects levels to maintain the adequate balance.

The position requires knowledge of the principles, techniques and modern practices utilized in the light and sound field. Knowledge of the sound systems such as: single system,



double system, magnetic and optic. Also a year of experience in the management of light and sound equipment is required.

### **Special Licensing and Services Technician**

This job position evaluates the findings of inspection reports, redacts summaries about complaints including the ones related to public hindrance, among other matters pertaining to the Licensing Office. Some of the tasks performed by this employee are:

- Reviews inspection reports, analyses findings and prepares summaries about complaints presented at the Office.
- Answers phone calls of the citizenship and provides orientation and guidance related to the procedures and services of the Office.
- Informs the Director about public hindrance complaints and the services that have being provided to the citizens.
- Performs field inspections to attend citizens' complaints.
- Collaborates with other Agencies in the inspections of public hindrances and other matters.

This position requires an Associate's Degree in Engineering, Architecture, Surveying or Business Administration and one (1) year of experience in this field.

### **Special Events Officer**

This job position coordinates, organizes and supervises activities of sports, social, cultural and educational nature. Some of the tasks performed are:

- Coordinates, organizes and directs activities under his responsibility.
- Assigns, supervises and evaluates the functions of the employees under his supervision.
- Prepares the work plan of the units under his responsibility and is accountable for its fulfilment.
- Coordinates with Offices and Agencies the supply of technical equipment and sponsorships for the activities.
- Coordinates the recruitment of artists and personnel to achieve the goals of the activities.



This position requires knowledge of the protocols established for governmental activities and logistic and planning of a public activity. Also it is necessary a High School Diploma, supplemented with a protocol training of the State Department and 5 years of experience in this field, 1 of them in supervision of personnel.

### **Surveillance Systems Technician**

The Surveillance Systems Technician installs, repairs and provides preventive and corrective maintenance to surveillance systems. Some of his tasks are:

- Installs and updates systems and equipment of video surveillance.
- Repairs and provides preventive maintenance to servers, monitor stations and the network under the TCP/IP protocols.
- Reads and interprets plans of video surveillance systems to identify malfunctions and proceeds with the corresponding repair.
- Performs routinely inspections to equipment to determine malfunctions or errors and provides the adequate maintenance.

This position requires knowledge of the field of video surveillance systems, its maintenance and repairs, a High School Diploma, supplemented with a course or treatment in information systems and 1 year of experience in this field.

### **Surveyor in training**

Professional work at training level in the surveyor field. Some of the job tasks are:

- Realizes professional work at training surveyor level.
- Study, interpretation and formulation of recommendations about federal and state laws and rules, and municipal norms applicable to the units or activities in his charge.
- Revises documents, studies, reports, proposals and transactions related to the work area, in order to determine correction, ownership and legality conforming the norms, laws, ordinances and applicable procedures.
- Evaluates segregating procedures, aggrupation, fitted rectifications and other procedures related to the surveyor profession.

This position requires some knowledge of the principles, practices, techniques and methods of the surveyor field, a bachelor's Degree in Surveyor and licenses of surveyor in training.



### **Touristic Development Promoter**

Professional and field job that consist in the promotion and marketing of the City of Caguas as a touristic and economic develop destination.

Some of the job tasks are:

- Promotes the touristic offer of the City for the strengthening of Caguas economy.
- Coordinates, orientates and offers tours in the City in English and/or Spanish, to individuals or to a group to promote all the principal touristic destinations of the City.
- Collaborates in the development of new touristic offers, such as the creation of packages, projects, initiatives, touristic programs, attractions development, lodgment and touristic services, and others.
- Coordinates and attends the informative tables in special activities that are celebrated in or out the city of Caguas.

The position requires some knowledge about the governmental public policy of the touristic industry in Puerto Rico as well as some knowledge of the economic, geographic, natural resources and development of the Country. A Bachelor's in Hotel Administration, Touristic Culture or in Tourism is required.

### **Administrative Support Workers (Office and Clerical)**

#### **Accounting Clerk**

An Accounting Clerk performs auxiliary tasks in the field municipal accounting. Some of his tasks are:

- Bookkeeping of accounting books for purpose of conciliations and transfer of funding.
- Performs auxiliary tasks related to the accounting and control of the economical obligations and fiscal activities of the AMC.
- Performs accounting conciliations to verify that the procedures are being upheld according to laws and regulations of the AMC.



- Updates the records of incomes, payments and expenses.
- Performs monthly accounting conciliations of incomes in the registries of order of purchases and contracts and intervenes in cases where a discrepancy could affect them.

This position requires knowledge of principles and practices of clerical work and accounting clerical work, 60 university credits, supplemented with 3 credits in accounting, 1 year of experience in clerical accounting and a certification in the use of a computer.

### **Administrative Assistant I**

This job position consists in the preparation, processing and filing of diverse documents and the use of telephone communications to receive and transmit messages. An Administrative Assistant I will perform some of these tasks:

- Computer transcription of simple documents.
- Assists and orientates the public.
- Files documents related to their work unit.
- Receives, seals, controls and distributes the correspondence of the office.
- Fills out formularies and applications related to eligibility verification for offers of public services.

This position requires knowledge of principles, practices, procedures and techniques of clerical work and a High School Diploma supplemented by a course or training in information systems.

### **Administrative Assistant II**

This job position consists in the preparation, processing and filing of diverse documents and the use of telephone communications to receive and transmit messages. An Administrative Assistant II will perform some of these tasks:

- Assists, orientates or refers public.
- Receives, seals, controls and distributes the correspondence of the office.
- Retains custody of several archives.
- Retains and updates files and controls of the Office.



- Retains files of memorandums, circular letters, norms, laws, regulations and ordinances of the AMC.

This position requires knowledge of principles, practices, procedures, techniques norms and rules of clerical work, a High School Diploma supplemented by a course or training in information systems and 1 year of experience in this field.

### **Administrative Official I**

This job position consists in the performance of administrative duties related to services and operational activities of a program, office or division. An Administrative Official I will perform some of these tasks:

- Performs administrative duties related to the work field.
- Provides training and orientation for employees of lower level hierarchy.
- Fills out formularies, applications and documents related to the area.
- Assists, orientates or refers public.
- Provides information related to the activities under his responsibility.

This position requires knowledge of laws, principles, practices, procedures, techniques norms and rules of clerical work, a High School Diploma supplemented by a course or training in information systems and 2 year of clerical or administrative experience, with supervision included.

### **Administrative Official II**

This job position consists in the performance of administrative duties that includes the supervision and coordination of the operational activities of a program, office or division. An Administrative Official II will perform some of these tasks:

- Coordinates or supervises complex operational or administrative activities.
- Assigns, supervises, coordinates and evaluates the work of other personnel.
- Collaborates in the assembly of the budget report for his area or of other assigned projects.
- Keeps an inventory record of the assigned equipment assigned to the area.
- Provides orientation and training for subaltern employees.

This position requires knowledge of laws, principles, practices, procedures, techniques norms and rules of clerical work, a High School Diploma supplemented by a



course or training in information systems and 3 year of clerical or administrative experience, with supervision included.

### **Administrative Secretary I**

This job position consists in the transcription of documents, use of secretarial modern equipment, word processing and organization of clerical work. An Administrative Secretary I will perform some of these tasks:

- Performs clerical work, such as dictations, transcriptions and other, as Secretary of a unit Supervisor.
- Takes dictation of letters, memorandum, reports and simple ordinances.
- Coordinates appointments, interviews and meetings for the immediate supervisor and provides tracking of those actions.
- Receives, classifies and distributes correspondence.
- Takes meeting minutes of the meetings of the unit and prepares the corresponding reports.

This position requires knowledge of principles, practices, procedures, techniques norms and rules of clerical and secretarial work, a High School Diploma supplemented by a course or secretarial work with word processing and 2 years of experience in the field.

### **Administrative Secretary II**

This job position consists in the transcription of documents, use of secretarial modern equipment, word processing and organization of clerical work. An Administrative Secretary II will perform some of these tasks:

- Performs clerical work, such as dictations, transcriptions and other, as Secretary of an Executive or a Subdirector.
- Takes dictation and transcribes letters, memorandum, reports, regulations, procedures and communications.
- Coordinates appointments, interviews and meetings for the immediate supervisor and provides tracking of those actions.
- Solves delegated matters, accordingly to the norms and established procedures.
- Takes meeting minutes of the meetings of the unit and prepares the corresponding reports.



This position requires knowledge of principles, practices, procedures, techniques norms and rules of clerical and secretarial work, a High School Diploma supplemented by a course or secretarial work with word processing and 3 years of experience in a similar position to the Administrative Secretary I.

### **Buyer**

This position has the responsibility of the acquisition of services, property and artifacts for the AMC. Some of the tasks are:

- Handles and evaluates cost quotations and expedites purchasing orders of property and equipment.
- Attends exhibitions of equipment and materials.
- Collaborates in the preparation and revision of tenderers list and suppliers.
- Contacts and visits suppliers for cost quotations.
- Verifies requisitions and purchasing orders.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of public and governmental purchases. Also, it requires a High School Diploma, supplemented by a course in information systems and 1 year of experience in the field.

### **Customer Service Representative**

The Customer Service Representative provides orientation for the public that visits the AMC and operates the telephone system. Some of the tasks are:

- Answers telephone calls and channels them accordingly.
- Receives, produces and transfers telephone calls towards functionaries and employees of different offices and departments.
- Provides orientation to the public that visits or request information by phone calls and refers them to the appropriate functionary.
- Produces local or long distance calls.
- Keeps a record of long distance calls.



This position requires knowledge of practices and procedures of the operation of a telephone board, English and Spanish language, a High School Diploma and 1 year of experience in related functions of this position.

### **Insurance Clerk**

This job position analyses, investigates and channels claims and adjustments of insurance. Some of the tasks of the position are:

- Performs the analysis and investigation of insurance claims, using the guidelines of the Puerto Rico Insurance Code.
- Keeps a record of the claims, investigations and adjustments of insurance coverage.
- Coordinates with the Executive Advisor's Office the lawsuits against the AMC.
- Compiles and analyses information about the risks of the municipal activities to determine if an insurance policy is needed.
- Compiles and analyses information about the property and public responsibility of the AMC, to be considered in an insurance policy.

This position requires knowledge of laws, regulations, principles and practices pertaining to the field of insurance. Also, it requires a High School Diploma and 2 years of experience in the field.

### **Operatives**

#### **Brigade Supervisor**

This job position supervises and coordinates the tasks of the workers that perform labeling, demarcation, maintenance and beautification of public areas: Some of the tasks of a Brigade Supervisor are:

- Coordinates and supervises the tasks of the workers that perform labeling, street, building and project demarcations and painting of parking lots and parking lanes.
- Attends and investigates complaints and arranges with the brigades the appropriate solutions.
- Prepares requisitions for materials and equipment.



- Prepares work schedules and certify its implementation.
- Provides orientation and training for subaltern employees.

This position requires knowledge of principles and practices pertaining to the field, Junior High Diploma and 3 years of experience.

### **Delivery Services Driver**

This employee drives vehicles to move equipment and transport correspondence and employees. Some of the tasks performed are:

- Transportation of functionaries, passengers, correspondence, documents, equipment, materials and other official assignments.
- Is responsible of the good maintenance of the vehicle.
- Performs daily inspections of the vehicle.
- Could change tires and minor repairs.
- Informs the Supervisors about any malfunctions of the vehicle.

This position requires knowledge of transit laws, secure driving, Junior High Diploma and 1 year of experience in this area.

### **Community and Faith Organizations Coordinator**

This job position is the liaison between the Autonomous Municipality of Caguas and faith communities and civil organizations.

Some of the job tasks are:

- Represents the Major and/or the supervisor in activities, reunions, conferences and other related activities of this unit.
- Executes and promotes the public policies of the Municipality in relation to the faith communities and civil organizations.
- Coordinates the participation of the Major in the activities and events of the unit.
- Supports and coordinates social impact activities with offices, governmental agencies and private entities and other related activities with the unit.
- Coordinates the functions and unit work at the same level with the laws, norms and rules.



This position required some knowledge of the official and functional organizational structure of the Municipality and some knowledge of administration principles. An associate degree from an accredited university plus a two year experience related with social labor is required.

### **Heavy Equipment Operator**

This employee operates heavy equipment machinery. Some of the tasks performed are:

- Operates heavy equipment machinery like, Loader, Grader, Tractor and Bulldozer, for different purposes.
- Inspects and provides care and maintenance of the equipment.
- Performs works of land leveling, ditches, structure demolition, excavations and other tasks related.
- Cleans roads and pavement when landslides occur.
- Disperse and compacts trash in a garbage dump.

This position requires knowledge of practices, principles and techniques in the use and operation of heavy equipment machinery, Junior High Diploma and a Driver's License Category 9.

### **Heavy Equipment Operator Supervisor**

This employee supervises and coordinates the activities related to the operation, use and maintenance of heavy equipment machinery. Among the tasks performed by this employee are:

- Supervises and coordinates the distribution of workload for the Heavy Equipment Operators.
- Evaluates the workload and necessities to prepare work schedules for the assignment of equipment and Operators.
- Keeps attendance records of his employees.



- Verifies the malfunctions of the machinery.
- Develops preventive maintenance programs for the machinery.

This position requires knowledge of practices, principles and techniques in the use and operation of heavy equipment machinery, High School Diploma, 2 years of experience in this field and a Driver's License Category 5.

### **Truck Drivers**

This employee drives Trucks and among the tasks performed are:

- Drives different vehicles like school buses, trolleys, waste trucks and other vehicles for transportation of equipment, brigades, employees, students and citizens.
- Inspects and provides care and maintenance of the equipment and informs the Supervisors about any malfunctions of the vehicle.
- Keeps records of travels.
- Examines the vehicle after each trip.
- Prepares simple reports about accidents or other incidents.

This position requires knowledge of transit laws, secure driving, Junior High Diploma, 2 years of experience in this area and a Driver's License Category 8.

### **Welders**

This worker performs welding applications to repair structures and metal pieces. Among the responsibilities of this job are:

- Performs welding applications to desks, bars, gates, fences, doors, among others.
- Takes measurements and prepares and repairs gates, fences, etc.
- Examines the equipment, machinery and structures that need welding applications.
- Prepares cost estimates for the materials, equipment and tools.
- Submits to the Supervisor material requisitions for equipment and tools.

This position requires knowledge of practices and techniques of the welding field, transit laws, secure driving, a High School Diploma supplemented by a course in welding or ironworks and 1 year of experience in this area.



## **Service Workers**

### **Cook**

This job position consists in the preparation or confection of food. Among the tasks performed by the employee are:

- Prepares and confections a wide range of food elements according to the daily menu provided.
- Confection of special diets, as requested.
- Assists and serves food to the participants.
- Collaborates in the cleaning, sterilization and organization of utensils and kitchen gadgets.
- Receives and revises food provisions.

This position requires knowledge of practices and techniques of cooking for big quantities, an Elementary School Diploma and 1 year of experience in the confection of food in the private or public sector.

### **Emergency Services Assistant I**

This job position provides auxiliary assistance in cases of natural disasters or emergencies. Some of the tasks performed are:

- Performs auxiliary tasks in cases of natural disasters or emergencies.
- Collaborates in the preparation and assembly of exhibitions for schools, municipalities, commerce and other sectors, to educate the citizens in matters related to emergency protocols and aid.
- Collaborates in the delivery of educational material to be used in conferences, trainings and prevention campaigns.
- Cleans and unclogs sewages to prevent flooding.
- Collaborates in tasks related to aspersion, when required.

This position requires knowledge of transit laws, safety measurements, High School Diploma and Driver's License Category 8.

### **Emergency Technician**



This job position provides assistance in cases of natural disasters, search and rescue, vehicle collisions and other emergencies. Some of the tasks performed are:

- Intervenes in any kind of emergency where life or property is in danger.
- Collaborates with several agencies like State Police, Municipal Police, Firefighter Stations, 911, among others, in emergency situations.
- When necessary, provides first aid services to stabilize a patient.
- In case of fire, provides assistance in the evacuation of citizens.
- Performs visual inspection of the scenes to identify dangers and risks, such as toxic, explosives, among others, and if necessary, coordinates assistance with other emergency agencies.

This position requires knowledge of the protocols of the emergency communication system of the FCC and of the practices and procedures of the field. Also it is necessary a course in Emergency Technician and 2 years of experience in functions related to an Emergency Services Assistant II.

### **Emergency Services Inspector**

This job position performs visual inspections of damages in structures and land fields in cases of natural disasters or emergencies where life and property are in danger. Some of the tasks performed are:

- Performs visual inspections and takes pictures and videos of the areas in danger or damaged.
- Inspects the areas that are susceptible to landslides and flooding, before and after an emergency.
- Collaborates with several Federal and State agencies during emergency situations.
- Compiles data for reports, statistical information, progress report reports of services provided.
- Collaborates in the dissemination of security measures, news of possible emergencies and prevention news releases.

This position requires knowledge of the practices and principles of modern office, High School Diploma, supplemented by a course or training in information systems, 2 years



of experience in functions related to emergency management, inspection of structures, 1 of them could be substituted by the Housing Quality certification.

### **Food Services Attendant**

This job position consists in the supervision of the activities related to the confection of food. Among the tasks performed by the employee are:

- Provides supervision to the kitchen employees in the confection and serving of food.
- Keeps updated records about services, consumption of food and the acquisition of plastic containers.
- Keeps a physical inventory of food.
- Selects and determines the menus to be prepared.
- Weighs, dispatches and records the ingredients given to the cooks.

This position requires knowledge of practices and techniques of cooking for big quantities, a High School Diploma and 2 years of experience in the confection of food in the private or public sector.

### **Janitor**

A Janitor cleans offices and buildings and performs some of these tasks:

- Sweeps, mops and clean floors.
- Cleans windows, doors and halls.
- Cleans bathrooms.
- Cleans furniture and office equipment.
- Cleans and empties trash cans.

This position requires following instructions, establishing good co-workers relationship and knowledge of writing and reading.

### **Janitors Supervisor**

This job position supervises the tasks performed by the janitors. Among the duties assigned to this job are:

- Supervises and assigns the work duties of the employees.



- Prepares daily work schedules.
- Prepares requisitions and keeps record of the materials and equipment.
- Allocates the materials and equipment of the employees.
- Provides training for the subaltern employees.

This position requires knowledge of the practices and principles of cleaning and hygiene, knowledge of writing and reading, 2 years of experience, one of them in similar functions as a Janitor.

### **Landscaping Worker**

This employee performs landscaping activities and prepares fields for plantations and seeding of plants, flowers and trees. Among the duties of this position are:

- Prepares fields for plantations and seeding of plants, flowers and trees.
- Prepares greenhouses for plants and ornamental trees.
- Mixes, applies and spread fertilization agents, compost or insecticides in the gardens.
- Prunes trees and bushes.
- Mowing, cleaning of ditches and drainages.

This position requires knowledge of the practices and principles of landscaping, knowledge of writing and reading and 1 year of experience in the field.

### **Maintenance Supervisor**

This employee supervises the work performed by workers and janitors. Some of the responsibilities are:

- Supervises, coordinates and distributes duties and tasks among the employees assigned.
- Prepares work schedules and supervise its enforcement.
- Supervises the attendance of the employees.
- Submits to the Supervisor estimates of materials and equipment.

This position requires knowledge of the norms, rules, practices and procedures of municipal public cleaning, Junior High Diploma and 3 years of experience in the field.

### **Museum Guide**



This employee provides attention and orientation to the public, related to their visit to the Museums and expositions.

- Provides assistance and orientation to the public that visits the expositions and museums.
- Provides guided visits through the expositions and museums.
- Provides assistance and orientation to the public about the projects, objectives and operation of the museums.
- Explains rules of conduct expected from the citizens, during their visits in the museum.
- Disseminates promotional and educative material about arts, expositions and museum services.

This position requires knowledge of principles and practices of customer service, English and Spanish language, a High School Diploma and 6 months of experience in the field.

### **Security Guard**

This employee provides security and protection to citizens and visitors of the AMC. Some of the employee's duties are:

- Provides security and protection to citizens.
- Provides security for buildings, parking lots and offices.
- Answers phone calls and radio communications of citizens requesting assistance in cases of emergency.
- Makes preventive rounds,
- Compels the obedience of citizens to the ordinances, norms and regulations of the AMC.

This position requires knowledge of abilities of protection and security, a Junior High Diploma and 6 months of experience in related functions to security.

### **Craft Worker**

### **Brick Mason**



This position consists in the construction, maintenance and restores structures of concrete for public use. Some of the tasks performed are:

- Place blocks of cement for the construction of walls and gates
- Apply mortar to walls, floors and ceilings of public structures
- Place tiles and plinth on concrete structures
- Construct and repair sidewalks, curbs, stairways and floors
- Prepare estimated costs of materials that necessary

This position requires knowledge of practices and methods, using tools and materials of a Brickmason, knowledge of reading and writing and 1 year of experience performing brickmasons tasks.

### **Transportation Assistant**

This position consists of assisting the Division of Transportation and its units performing tasks related with maintenance of light and heavy automotive equipment. Some of the tasks performed are:

- Receive and accommodates the motor vehicle with the equipment and tools necessary to be able to send to inspect by the Automotive Technician
- Obtaining information from the service form the description of the vehicle and what the chauffeur or the person responsible indicates about the conditions of the motor vehicle
- Organize and maintain under good conditions the equipment and tools of the installations
- Clean and maintain secure and in good conditions the installations
- Conduct a motor vehicle at the mechanic workshop and in the surroundings of the installations of the Municipality

This position requires knowledge of rules and regulations of transit in PR, safety measures and managing of a light vehicle. Also, requires a high school diploma and 1 year of experience in tasks related to a mechanical workshop.

### **Craft Worker Auxiliar**



This position consists of performing auxiliary tasks related to maintenance, construction or repairing buildings, structures and the facilities of the Municipality. Some of the tasks performed are:

- Perform auxiliary tasks of maintenance, conservation and construction using his own tools of carpentry, cabinetmaking, Brick mason, refrigeration, plumbing and electricity.
- Assist in the construction and repairing of furniture and structures of wood and other tasks of cabinetmaking, such as: construction of cabinets, tables, clapboard, install locks, wood crafting and cleaning with dissolvent of paint
- Accomplish simple tasks of carpentry, assisting in the construction, conservation, installation and repairing equipment and structures of wood, such as: doors, windows, frames, booths, scaffold, stairs, benches, internal divisions and other structures.
- Achieve tasks less than a Brick masons, such as: bind concrete blocks, construct, spread and smooth concrete on walls, as well as construction on sidewalks and curbs.
- Perform tasks less than a plumber, such as: installing sanitary equipment, install, repair and unclog toilets and sewage pipes, as well as: repair broken pipes in the streets, roads and the facilities of the Municipality.

This position requires knowledge of practices, methods and materials used by a craft worker, a diploma from an accredited educational institution and 2 years of experience in the field.

### **Carpenter**

This position consists of skilled tasks that involve constructing, repairing, and conserving different structures of wood. Some of the tasks performed are:

- Construct, repair and install doors, windows, frames, platforms, ceilings, cabinets, shelves, small pavilions, benches, fixtures of different structures of wood.
- Reads and interprets sketches and simple drawings of construction projects
- Prepares estimates of materials and equipment for use
- Build wooden molds to make reinforced concrete walls and curbstones



- Orientate and train subaltern personal in charge of auxiliary carpentry work

This position requires knowledge of practices and methods of the trade of carpentry, a diploma from an accredited educational institution and 3 years of experience in general tasks in carpentry.

### **Electrician**

This position consists of skilled tasks of installing, repairing, preventive maintenance, corrective equipment and electrical systems. Some of the tasks performed are:

- Install, repair and provide preventive maintenance and corrective to equipment and electrical system.
- Installs, repairs, changes and provides maintenance to control panels, transformers, receptacles, switches, outlet boxes, bulbs, generators, motors, pumps in rural water supply systems, traffic lights, appliances, lighting, emergency plants, lamps and other electrical accessories
- Assign, supervise and evaluate auxiliary personal
- Read and interpret plans of electrical system to identify defects or the need for repair required.
- Perform routine inspection to prevent possible damage to the equipment and electrical system

This position requires knowledge of practices and modern techniques that is used in the electrician career and an Electrician License granted by the Board of Examiners of Electricians of Puerto Rico.

### **Home Inspector**

This position consists of performing office work to report investigations and inspection of housings to determine eligibility to participate in the Federal Housing Programs. Some of the tasks performed are:

- Visit, investigate, inspects and evaluate housing under the federal program which respond
- Examine all housing areas in order to determine whether it meets the standards for the federal program eligibility which responds



- Submit recommendations about deficiencies to correct, ensure compliance of legal requirements
- Perform detail reports of findings, assigning and submitting recommendations about taking action to correct and fix the housing unit
- Study and interpretive federal regulations related to the Program which responds

This position requires knowledge of practices and modern office techniques, a high school diploma and 2 years of experience in tasks related to inspection of housings. The candidate that is considered for a position in the Rent Subsidy Program (Section 8) and Home Program must have accredited high school graduation and certification of Housing Quality Standards (HQS).

### **Construction Supervisor**

This position consists of field work that involve supervising and coordinating the construction of public municipals. Some of the responsibilities are:

- Coordinates and supervise the construction and improvements of public municipals
- Coordinates and supervise itinerary various public municipal procedures for permanent improvement
- Reports the conclusion of the work for the final inspection of an Engineer and accept the final procedure
- Coordinates the use of personnel and equipment to be used by different groups of workers
- Prepares work schedules and ensures compliance with the same

This position requires knowledge of practices and modern techniques using construction of public municipals, a High School Diploma and 3 years of experience in construction and repairing procedures.

### **Automotive Service Technician**

This job position consists in the inspection, diagnosis and reparation of malfunctions in motor vehicles. Some of the tasks are:

- Inspection, diagnosis and reparation of malfunctions in motor vehicles.
- Inspection of pneumatics.



- Revision of wear and tear of pieces.
- Revision of the work performed by the mechanical workshop.
- Proves the function of the vehicles received from the mechanical workshop.

This position requires knowledge of practices and modern techniques of this profession, physical strength according to ADA guidelines, a License of Automotive Service Technician and 1 year of experience in this field.

### **Group Leader**

This position consists of field and or office work that facilitates and coordinates the tasks of a group of employees. Some of the responsibilities are:

- Responsible for imparting instructions to a group of workers and verify the completion
- Coordinates and inspects the tasks of a group of workers according to the tasks established
- Performs operational work in union with the other group employees
- Attends complaints and notifies the supervisor for the correspondent process
- Requests the materials necessary for the performance of different projects and tasks

This position requires knowledge of practices and modern techniques of the profession, risks and safety measures to be observed in their work area, a High School Diploma and 3 years of experience in this field.

### **Labors and Helpers**

#### **Pruner Team Leader**

This job position performs tasks related to the pruning and maintenance of trees, crops and plantations. Some of the responsibilities of this employee are:

- Impart instructions to the brigades and supervises the fulfilment of them.
- Performs maintenance task consisting in the pruning of trees and landscape areas.
- Obtains the signature of the citizen who requested the service.
- Collaborates in the inspection of trees and identifies its necessities.



- Collaborates in the maintenance, fertilizations, pest control and sickness of trees, requested by citizens.

This position requires knowledge of equipment, tools and methods used in the pruning process, High School Diploma and 3 years of experience in the field.

### **Warehouse Worker**

This employee has the responsibilities of receiving, control, storage and dispatch of equipment and materials for offices, schools, cleaning, medicine and food. Some of the tasks are:

- Receives, storage, dispatches and controls equipment and materials.
- Allocates merchandise.
- Reviews purchasing orders and documents.
- Keeps records of the purchases received and dispatched.
- Notifies supervisors when the merchandise or supplies are diminishing.

This position requires knowledge of receiving, control, storage and dispatch of equipment and materials, High School Diploma and 1 year of experience in the field.

### **Worker**

This employee performs several tasks related to cleaning and maintenance of facilities and areas. Some of the responsibilities of this position are:

- Provides maintenance of green areas, parks and streets.
- Prunes trees and helps in simple task of gardening.
- Operates the mower and other related equipment.
- Paints bridges and other assigned areas.
- Cleans pedestrian areas, structures and recreational areas.

This position requires knowledge of practices and methods of cleaning and maintenance, and reading and writing skills.

### **Worker's Supervisor**

This employee supervises a group of workers in their cleaning and maintenance activities. Some of the responsibilities of this position are:



- Supervision of worker groups in the performance of their different tasks and duties.
- Provides attention to complaints presented by citizens about natural disaster incidents or emergencies like fallen trees, floods and landslides.
- Drives trucks for personnel, equipment and material transportation.
- Keeps records of employee's attendance and the hours they have worked.
- Keeps record and control of the materials and equipment used by workers.

This position requires knowledge of practices and methods of cleaning and maintenance, Junior High Diploma and 1 year of experience in the field.

### **Workforce Analysis (Statistical Information)**

As it is presented below, the workforce of the AMC consists of one thousand three hundred seventy one, (1,371) employees; six hundred one, (601), or 44%, are females and seven hundred seventy, (770), or 56%, are males. This data corresponds to the period of July, 1<sup>st</sup>, 2015 through June 30<sup>th</sup>, 2016.

For the Officials and Managers group, we have 181 employees, 111 women for a 61% and 70 males, corresponding to a 39%. In this group, sub-utilization isn't present. For the group of Professionals, there are 164 employees, 117 females, for a 71% and 47 males, with a 29%. As well, we don't have sub-utilization in this job group. For the Technicians, the number of employees sum 83, for a women participation of 29 employees, 35%, and 54 employees, 65%. This group presents a degree of sub-utilization of 8% and we have established the corresponding goals to work with it. The Administrative Support Workers has 343 employees, representing our largest workforce category, for a 25% of our employees. There are 268 women and 75 men. In this category, we don't have sub-utilization incidence. For the group of Operatives, we have 71 employees, 2 females and 69 males. In this group the sub-utilization incidence is at 3%. For the Craft Workers job group we have 69 employees, 2 female and 67 males, for a sub-utilization index of 1%. In the Service Workers area, we have 191 employees, 56 women and 135 men. In this group we have a sub-utilization percentage of 9%. Finally, in the Labors and Helpers category, our workforce consists of 269 employees, 16 women and 254 men, for a sub-utilization index of 6%.



The information is structured by job category, job title, scale and number of females and males by each job title. Within the column of scale, it could be observed that there are several classifications and the appropriate footnote for some of the scales there shown. The AMC has around six scales for employees. For example, we have a classification for the Confidential Employees (C), which are the employees that because of the sensitivity of the work they perform are appointed directly by the Mayor of the AMC. We have the standard scale, which doesn't have a special notation the Hourly Workers Scale, (HW), Child Care Program, (CHC), Title 3 Program, (T3) and Municipal Police Scale (P), which belongs to the rank service.

## **OFFICES AND DEPARTMENTS**

### ***Mayor's Office***

*Internal Auditing Office*

*Vice Mayor's Office*

*Strategic Planning Office*

### ***Executive Advisor's Office***

*Human Resource's Office*

*Urban and Regional Planning Office*

*Licensing and Regulations Office*

*Environmental Affairs Office*

### ***Secretariat of Administration***

*Finances Office*

*Municipal Secretariat Office*

*Management and Budget Office*

*Auctions and Purchase's Office*

*External Resource's Office*

*Information Technology Office*

### ***Secretariat of Social Development***

*Social Development Department*

*Municipal Education Department*

*Sports and Recreation Department*

*Municipal Housing Department*

*Cultural Development Department*

*Department of Citizen's Services*

### ***Secretariat of Infrastructure***

*Public Works Department*



*Project Development Department*

*Building Maintenance Department*

*Department of Beautification, Cleaning, and Urbanism*

*Waste Management and Recycling Department*

***Secretariat of Economic Development***

*Municipal Police Department*

*OMME*



# A. Utilization analysis

**Department: Mayor's Office<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
EXECUTIVE OFFICIALS AND MANAGERS	MAYOR	EP <sup>2</sup>	1	0	100%	0%	1
EXECUTIVES OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEES)	VICEMAYOR	9C <sup>3</sup>	0	1	0	100%	1
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEES)	CONFIDENTIAL SECRETARY	2C <sup>4</sup>	0	1	0%	100%	1
	SPECIAL ADVISOR	3C <sup>5</sup>	1	1	50%	50%	2
	SENIOR ADVISOR	4C <sup>6</sup>	0	1	0%	100%	1
	MEDIA MANAGER	4C <sup>7</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	EXECUTIVE I	19	0	2	0%	100%	2
	EXECUTIVE II	21	0	2	0%	100%	2
ADMINISTRATIVE SUPPORT WORKERS (CONFIDENTIAL EMPLOYEES)	ADMINISTRATIVE ASSISTANT	1C <sup>8</sup>	2	0	100%	0%	2
PROFESSIONALS	COMMUNICATIONS AND MEDIA WORKER	14	1	0	100%	0%	1
	EXECUTIVE SECRETARY I	14	0	2	0%	100%	2
	EXECUTIVE SECRETARY II	15	0	2	0%	100%	2
	COMPUTER SYSTEMS ANALYST	18	0	1	0%	100%	1

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Elected position, 2012 Elections.

<sup>3</sup> Confidential employees Scale

<sup>4</sup> Confidential employees Scale

<sup>5</sup> Confidential employees Scale

<sup>6</sup> Confidential employees Scale

<sup>7</sup> Confidential employees Scale

<sup>8</sup> Confidential employees Scale



**Department: Mayor's Office<sup>1</sup>(cont.)**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
	STRATEGIC PLANNING SPECIALIST	19	0	1	0%	100%	1
TECHNICIANS	PHOTOGRAPHER	6	0	1	0%	100%	1
	SPECTACLES AND EVENTS TECHNICIAN	8	1	0	100%	0%	1
	COORDINATOR OF ACTIVITIES	12	0	2	0%	100%	2
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	1	8	11%	89%	9
	ADMINISTRATIVE ASSISTANT II	6	2	2	50%	50%	4
	ADMINISTRATIVE OFFICIAL I	10	1	2	33%	67%	3
	ADMINISTRATIVE SECRETARY II	10	0	3	0%	100%	3
	ADMINISTRATIVE OFFICIAL II	13	0	1	0%	100%	1
OPERATIVES	DELIVERY SERVICES DRIVER	4	1	0	100%	0%	1
CRAFT WORKERS	CRAFT WORKER AUXILIAR	4	1	0	100%	0%	1
LABORS AND HELPERS	WORKER	2	2	1	67%	33%	3
	WORKER-HW	2	1	1	50%	50%	2
<b>TOTAL</b>			<b>15</b>	<b>36</b>	<b>29%</b>	<b>71%</b>	<b>51</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016



**Department: Internal Auditing Office<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	ADVISOR'S OFFICE DIRECTOR	6C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	AUDITOR SPECIALIST	17	0	2	0%	100%	2
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	AUDITOR	15	1	2	33%	67%	3
	INFORMATION SYSTEMS AUDITOR	22	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	0	1	0%	100%	1
<b>TOTAL</b>			<b>2</b>	<b>8</b>	<b>20%</b>	<b>80%</b>	<b>10</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: *Executive Advisor's Office***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	EXECUTIVE ADVISOR	8C <sup>2</sup>	0	1	0%	100%	1
	SENIOR ADVISOR	4C <sup>3</sup>	1	0	100%	0%	1
PROFESSIONALS (CONFIDENTIAL EMPLOYEES)	CHIEF MAGISTRATE	4C <sup>4</sup>	1	0	100%	0%	1
PROFESSIONALS	LAWYER	25	0	3	0%	100%	3
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	0	2	0%	100%	2
	ADMINISTRATIVE OFFICIAL I	10	0	1	0%	100%	1
	ADMINISTRATIVE SECRETARY II	10	0	2	0%	100%	2
<b>TOTAL</b>			<b>2</b>	<b>9</b>	<b>18%</b>	<b>82%</b>	<b>11</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016<sup>2</sup> Confidential employees Scale<sup>3</sup> Confidential employees Scale<sup>4</sup> Confidential employees Scale



**Department: *Human Resources Office*<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	ADVISOR'S OFFICE DIRECTOR	6C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	0	1	0%	100%	1
	EXECUTIVE I	19	0	4	0%	100%	4
	HUMAN RESOURCES MANAGER	24	0	2	0%	100%	2
	INTEGRAL WELFARE ADMINISTRATOR	24	0	1	0%	100%	1
PROFESSIONALS	REGISTERED NURSE	12	0	1	0%	100%	1
	HUMAN RESOURCES ANALYST	15	0	5	0%	100%	5
	INTEGRAL WELFARE COORDIANTOR	17	0	1	0%	100%	1
	HUMAN RESOURCES SPECIALIST I	17	0	3	0%	100%	3
	HUMAN RESOURCES SPECIALIST II	19	0	3	0%	100%	3
	MANAGEMENT AND BUDGET SPECIALIST	19	0	1	0%	100%	1
	OCUPATIONAL HEALTH AND SAFETY SPECIALIST	18	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	3	9	25%	75%	12
	ADMINISTRATIVE ASSISTANT II	6	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	2	10	17%	83%	12

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



EEOP AMC 2015-2016

	ADMINISTRATIVE OFFICIAL II	13	0	3	0%	100%	3
LABORS AND HELPERS	WORKER	2	6	0	100%	0%	6
<b>TOTAL</b>		<b>11</b>	<b>47</b>	<b>19%</b>	<b>81%</b>	<b>58</b>	



**Department: *Urban and Regional Planning Office***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	ADVISOR'S OFFICE DIRECTOR	6C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	1	2	33%	67%	3
	EXECUTIVE I	19	1	1	50%	50%	2
	EXECUTIVE II	21	0	1	0%	50%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	ACCOUNTANT I	15	0	1	0%	100%	1
	URBAN AND REGIONAL PLANNER TECHNICIAN	15	0	1	0%	100%	1
	ACCOUNTANT II	17	0	1	0%	100%	1
	ENGINEER TECHNICIAN	17	0	1	0%	100%	1
	GEOGRAPHER	20	1	1	50%	50%	2
	<u>NETWORK AND COMPUTER SYSTEMS ADMINISTRATOR</u>	22	1	0	100%	0%	1
	ARCHITECT IN TRAINING	23	0	1	0%	100%	1
	URBAN AND REGIONAL PLANNER	25	3	1	75%	25%	4
TECHNICIANS	ENGINEER AUXILIAR	10	1	0	100%	0%	1
	CIVIL DRAFTER	14	1	0	100%	0%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT II	6	0	1	0%	100%	1

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: *Urban and Regional Planning Office*<sup>1</sup>(cont.)**

ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE OFFICIAL I	10	1	0	100%	0%	1
	ADMINISTRATIVE SECRETARY II	10	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL II	13	0	1	0%	100%	1
	OFFICE ASSISTANT- HW	HW <sup>2</sup>	1	0	100%	0%	1
SERVICE WORKERS	JANITOR	1	1	0	100%	0%	1
<b>TOTAL</b>		<b>12</b>	<b>16</b>	<b>43%</b>	<b>57%</b>	<b>28</b>	

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Hourly Workers Scales



**Department: *Licensing and Regulations Office***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	ADVISOR'S OFFICE DIRECTOR	6C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	2	1	67%	33%	3
	EXECUTIVE I	19	1	0	0%	100%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	ENGINEER TECHNICIAN	17	2	1	67%	33%	3
	ENVIRONMENTAL SPECIALIST	19	0	1	0%	100%	1
	LEGAL TECHNICIAN	20	1	0	100%	0%	1
	ENGINEER IN TRAINING	23	0	2	0%	100%	2
	LAWYER	25	0	1	0%	100%	1
	SURVEYOR IN TRAINING	23	1	0	100%	0%	1
TECHNICIANS	ENGINEER AUXILIAR	10	1	0	100%	0%	1
	SPECIAL LICENSING AND SERVICES TECHNICIAN	14	1	0	100%	0%	1
	SPECIAL LICENSING AND SERVICES OFFICIAL	17	1	0	100%	0%	1
	LICENSING INSPECTOR	14	3	0	100%	0%	3

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: *Licensing and Regulations Office*<sup>1</sup> (Cont.)**

ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	3	4	43%	57%	7
	ADMINISTRATIVE ASSISTANT II	6	0	1	0%	100%	1
	ADMINISTRATIVE SECRETARY I	9	0	1	0%	100%	1
	ADMINISTRATIVE SECRETARY II	10	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL II	13	0	1	0%	100%	1
OPERATIVES	DELIVERY SERVICES DRIVER	4	1	0	100%	0%	1
<b>TOTAL</b>		<b>16</b>	<b>17</b>	<b>49%</b>	<b>51%</b>	<b>33</b>	

<sup>1</sup> Data of July 1st, 2015-June 30, 2016



**Department: *Environmental Affairs*<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	ADVISOR'S OFFICE DIRECTOR	6C <sup>2</sup>	1	0	100%	0%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	ENVIRONMENTAL TECHNICIAN	16	1	1	50%	50%	2
	ENVIRONMENTAL EDUCATOR	17	1	0	100%	0%	1
	ENVIRONMENTAL SPECIALIST	19	1	1	50%	50%	2
<b>TOTAL</b>			<b>4</b>	<b>3</b>	<b>57%</b>	<b>43%</b>	<b>7</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: *Secretariat of Administration***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DEPUTY SECRETARY	7C <sup>2</sup>	1	0	100%	0%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE OFFICIAL I	10	0	2	0%	100%	2
	ADMINISTRATIVE ASSISTANT II	10	0	1	0	100%	1
<b>TOTAL</b>			<b>1</b>	<b>4</b>	<b>20%</b>	<b>80%</b>	<b>5</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: *Finances Office***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	1	2	33%	67%	3
	EXECUTIVE I	19	1	5	17%	83%	6
	EXECUTIVE I	19	1	0	100%	0%	1
	INTERNAL REVENUE EXECUTIVE	26	2	1	67%	37%	3
PROFESSIONALS	MUNICIPAL TAXES ANALYST	14	1	2	33%	67%	3
	ACCOUNTANT I	15	9	3	75%	25%	12
	EXECUTIVE SECRETARY II	15	0	1	0%	100%	1
	ACCOUNTANT II	17	1	1	50%	50%	2
	MUNICIPAL TAXES SPECIALIST	19	2	2	50%	50%	4
TECHNICIANS	INTERNAL REVENUE AGENT	14	2	1	67%	33%	3
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	4	2	67%	33%	6
	ACCOUNTING CLERK	9	1	2	33%	67%	3
	ADMINISTRATIVE OFFICIAL I	10	1	5	17%	83%	6
	ADMINISTRATIVE OFFICIAL II	13	1	3	25%	75%	4
	ADMINISTRATIVE SECRETARY II	10	1	0	100%	0%	1
	INSURANCE CLERK	10	0	1	0%	100%	1
<b>TOTAL</b>			<b>26</b>	<b>32</b>	<b>45%</b>	<b>55%</b>	<b>58</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: *Municipal Secretariat*<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	0	1	0%	100%	1
	DOCUMENTS ADMINISTRATOR	17	0	1	0%	100%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	2	10	17%	83%	12
	ADMINISTRATIVE ASSISTANT II	6	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	1	2	33%	67%	3
	ADMINISTRATIVE OFFICIAL II	13	2	4	33%	67%	6
	OFFICE ASSISTANT-HW	HW <sup>3</sup>	0	3	0%	100%	3
OPERATIVES	DELIVERY SERVICES DRIVER	4	1	0	100%	0%	1
	HEAVY EQUIPMENT OPERATOR	6	1	0	100%	0%	1
CRAFT WORKERS	CRAFT WORKER AUXILIAR	4	1	0	100%	0%	1
	GROUP LEADER	8	2	0	100%	0%	2
SERVICE WORKERS	JANITOR	1	4	4	50%	50%	8
LABORS AND HELPERS	WORKER	2	17	0	100%	0%	17
	WORKER	0	1	0	0%	100%	1
<b>TOTAL</b>			<b>31</b>	<b>29</b>	<b>52%</b>	<b>48%</b>	<b>60</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale

<sup>3</sup> Hourly Workers Scales Scales



**Department: *Management and Budget Office***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	0	1	0%	100%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	MANAGEMENT AND BUDGET ANALYST	17	2	3	40%	60%	5
	MANAGEMENT AND BUDGET SPECIALIST	19	0	2	0%	100%	2
<b>TOTAL</b>			<b>2</b>	<b>7</b>	<b>22%</b>	<b>79%</b>	<b>9</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: Auctions and Purchase Office<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	0	3	0%	100%	3
	ADMINISTRATIVE SECRETARY I	9	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	0	1	0%	100%	1
	BUYER	13	1	2	33%	67%	3
<b>TOTAL</b>			<b>2</b>	<b>8</b>	<b>20%</b>	<b>80%</b>	<b>10</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: *External Resources Office***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	0	1	0%	100%	1
<b>TOTAL</b>			<b>1</b>	<b>1</b>	<b>50%</b>	<b>50%</b>	<b>2</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: Information Technology Office<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS  PROFESSIONALS	SUB-DIRECTOR	26	0	1	0%	100%	1
	EXECUTIVE I	19	1	0	100%	0%	1
	EXECUTIVE II	21	0	1	0%	100%	1
	COMPUTER SYSTEMS ANALYST	18	2	2	50%	50%	4
	NETWORK AND COMPUTER SYSTEMS ADMINISTRATOR	22	1	0	100%	0%	1
TECHNICIANS	NETWORK SYSTEMS TECHNICIAN	5	1	0	100%	0%	1
	SURVEILLANCE SYSTEM TECHNICIAN	6	2	0	100%	0%	2
	NETWORK AND COMPUTER SERVICES TECHNICIAN	11	3	0	100%	0%	3
	ADMINISTRATIVE OFFICIAL I	10	0	2	0%	100%	2
	ADMINISTRATIVE OFFICIAL II	13	0	1	0%	100%	1
<b>TOTAL</b>			<b>11</b>	<b>7</b>	<b>61%</b>	<b>39%</b>	<b>18</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: Secretariat of Social Development<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DEPUTY SECRETARY	7C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SPECIAL ADVISOR	3C	0	1	0%	100%	1
	SUB-DIRECTOR	26	0	1	0%	100%	1
	EXECUTIVE I	19	1	2	33%	67%	3
	SOCIAL AND COMMUNITY SERVICES COORDINATOR	17	1	0	100%	0%	1
PROFESSIONALS	REGISTERED NURSE	12	0	1	0%	100%	1
	EXECUTIVE SECRETARY II	15	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	0	2	0%	100%	2
	ADMINISTRATIVE OFFICIAL I	10	1	1	50%	50%	2
	OFFICE ASSISTANT-HW	HW <sup>3</sup>	1	1	50%	50%	2
SERVICE WORKERS	FOOD SERVICES ATTENDANT	4	0	1	0%	100%	1
LABORS AND HELPERS	WORKER-HW	HW <sup>4</sup>	1	0	100%	0%	1
<b>TOTAL</b>			<b>5</b>	<b>12</b>	<b>29%</b>	<b>71%</b>	<b>17</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016<sup>2</sup> Confidential employees Scale<sup>3</sup> Hourly Workers Scales<sup>4</sup> Hourly Workers Scales



**Department: Social Development Department<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	EXECUTIVE I	19	0	1	0%	100%	1
	EXECUTIVE II	21	0	2	0%	100%	2
PROFESSIONALS	SOCIAL DEVELOPMENT PROMOTER I	10	1	2	33%	67%	3
	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	SOCIAL DEVELOPMENT PROMOTER II	17	1	4	20%	80%	5
	SOCIAL DEVELOPMENT PROMOTER III	19	1	0	110%	0%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	0	3	0%	100%	3
	ADMINISTRATIVE OFFICIAL I	10	0	2	0%	100%	2
OPERATIVES	DELIVERY SERVICES DRIVER	4	1	0	100%	0%	1
<b>TOTAL</b>			<b>4</b>	<b>16</b>	<b>20%</b>	<b>80%</b>	<b>20</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016<sup>2</sup> Confidential employees Scale



**Department: *Head Start***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAG		TOTAL
			M	F	E	M F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	0	1	0%	100%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	SOCIAL WORKER	19	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	1	4	20%	80%	5
	ADMINISTRATIVE OFFICIAL I	5	0	1	0%	100%	1
OPERATIVES	HEAVY EQUIPMENT OPERATOR	8	1	0	100%	0%	1
CRAFT WORKERS	GROUP LEADER	8	1	0	100%	0%	1
SERVICE WORKERS	FOOD SERVICES ATTENDANT	4	0	2	0%	100%	2
<b>TOTAL</b>			<b>3</b>	<b>10</b>	<b>23%</b>	<b>77%</b>	<b>13</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: *Municipal Education Department***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	1	1	50%	50%	2
	EXECUTIVE I	19	1	1	50%	50%	2
	EXECUTIVE II	21	0	2	0%	100%	2
PROFESSIONALS	SOCIAL SERVICES TECHNICIAN	14	0	1	0%	100%	1
	EXECUTIVE SECRETARY II	15	0	1	0%	100%	1
	DIGITAL EDUCATION SERVICE COORDINATOR	17	2	0	100%	0%	2
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	2	2	50%	50%	4
	ADMINISTRATIVE SECRETARY I	9	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL II	13	0	1	0%	100%	1
OPERATIVES	DELIVERY SERVICES DRIVER	4	1	0	100%	0%	1
SERVICE WORKERS	JANITOR	1	1	0	100%	0%	1
<b>TOTAL</b>			<b>8</b>	<b>11</b>	<b>42%</b>	<b>58%</b>	<b>19</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: Sports and Recreation Department<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	1	1	50%	50%	2
	EXECUTIVE I	19	1	0	100%	0%	1
TECHNICIANS	HANDCRAFT INSTRUCTOR	7	0	1	0%	100%	1
	LEADER OF RECREATIONAL ACTIVITIES	7	3	0	100%	0%	3
	SPORTS INSTRUCTOR	7	1	0	100%	0%	1
	RECREATION AND SPORTS SUPERVISOR	8	3	1	75%	25%	4
ADMINISTRATIVE SUPPORT WORKERS	CUSTOMER SERVICE REPRESENTATIVE	4	0	1	0%	100%	1
	ADMINISTRATIVE ASSISTANT I	5	1	1	50%	50%	2
	ADMINISTRATIVE ASSISTANT II	6	1	1	50%	50%	2
	ADMINISTRATIVE OFFICIAL I	10	3	4	43%	57%	7
	ADMINISTRATIVE OFFICIAL II	13	1	3	25%	75%	4
	OFFICE ASSISTANT-HW	HW <sup>3</sup>	0	3	0%	100%	3
OPERATIVES	HEAVY EQUIPMENT OPERATOR	6	1	0	100%	0%	1
CRAFT WORKERS	CRAFT WORKER AUXILIAR	4	2	0	100%	0%	2

<sup>1</sup> Data of July 1st, 2015-June 30, 2016<sup>2</sup> Confidential employees Scale<sup>3</sup> Hourly Workers Scales



**Department: *Sports and Recreation Department*<sup>1</sup> (cont.)**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
LABORS AND HELPERS	GROUP LEADER	8	1	0	100%	0%	1
	CRAFT WORKER AUXILIAR-HW	HW <sup>2</sup>	1	0	100%	0%	1
	WORKER	2	11	3	79%	21%	14
	WORKER-HW	HW <sup>3</sup>	12	0	100%	0%	12
<b>TOTAL</b>			<b>44</b>	<b>19</b>	<b>70%</b>	<b>30%</b>	<b>63</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016<sup>2</sup> Hourly Workers Scales<sup>3</sup> Hourly Workers Scales



**Department: *Municipal Housing Department***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	EXECUTIVE I	19	2	4	33%	67%	6
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	HOUSING TECHNICIAN	14	0	11	0%	100%	11
	ACCOUNTANT II	17	1	0	100%	0%	1
	ENGINEER TECHNICIAN	17	0	1	0%	100%	1
	HOUSING OFFICER	17	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	2	4	33%	67%	6
	ADMINISTRATIVE ASSISTANT II	6	0	1	0%	100%	1
	ADMINISTRATIVE SECRETARY I	9	0	2	0%	100%	2
	ADMINISTRATIVE SECRETARY II	10	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	1	3	25%	75%	4
	ADMINISTRATIVE OFFICIAL II	13	0	2	0%	100%	2
	OFFICE ASSISTANT-HW	HW	0	1	0%	100%	1
CRAFT WORKERS	HOME INSPECTOR	7	5	2	71%	29%	7
LABORS AND HELPERS	WORKER	2	0	1	0%	100%	1
<b>TOTAL</b>			<b>11</b>	<b>35</b>	<b>24%</b>	<b>76%</b>	<b>46</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: Cultural Development Office<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	0	1	0%	100%	1
	SPECIAL ADVISOR	3C <sup>3</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	ART WORKSHOPS SUPERVISOR	14	0	1	0%	100%	1
	EXECUTIVE I	19	1	2	33%	67%	3
	EXECUTIVE II	21	1	2	33%	67%	3
	SUB-DIRECTOR	26	0	1	0%	100%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	CURATOR	17	0	1	0%	100%	1
	HISTORIAN	20	1	0	100%	0%	1
TECHNICIANS	ART INSTRUCTOR I	10	2	0	100%	0%	2
	ART INSTRUCTOR II	12	2	3	40%	60%	5
	ART INSTRUCTOR I-HW	HW <sup>4</sup>	0	3	0%	100%	3
	TOBACCO ARTISAN-HW	HW <sup>5</sup>	0	4	0%	100%	4
	MASTER CRAFTMAN-HW	HW <sup>6</sup>	0	1	0%	100%	1
	SPECTACLES AND EVENTS TECHNICIAN	8	2	0	100%	0%	2
ADMINISTRATIVE SUPPORT WORKERS	CUSTOMER SERVICE REPRESENTATIVE	4	0	2	0%	100%	2
	ADMINISTRATIVE ASSISTANT I	5	0	2	0%	100%	2
	ADMINISTRATIVE ASSISTANT II	6	0	3	0%	100%	3

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale

<sup>3</sup> Confidential employees Scale

<sup>4</sup> Hourly Workers Scales

<sup>5</sup> Hourly Workers Scales

<sup>6</sup> Hourly Workers Scales



**Department: Cultural Development Office (cont.)**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
	ADMINISTRATIVE SECRETARY I	9	0	2	0%	100%	2
	ADMINISTRATIVE OFFICIAL I	10	3	4	43%	57%	7
	ADMINISTRATIVE SECRETARY II	10	0	1	0%	100%	1
OPERATIVES	DELIVERY SERVICES DRIVER	4	1	0	100%	0%	1
CRAFT WORKERS	GROUP LEADER	8	1	0	100%	0%	1
SERVICE WORKER	JANITOR	1	1	1	50%	50%	2
	SECURITY GUARD	2	2	0	100%	0%	2
	MUSEUM GUIDE	5	3	4	43%	57%	7
	MUSEUM GUIDE-HW	HW	0	2	0%	100%	2
LABORS AND HELPERS	WORKER	2	0	3	0%	100%	3
	WORKER-HW	HW	0	2	0%	100%	2
<b>TOTAL</b>			<b>26</b>	<b>41</b>	<b>61%</b>	<b>39%</b>	<b>67</b>



**Department: *Department of Citizen Services*<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	0	1	0%	100%	1
	SOCIAL AND COMMUNITY SERVICES COORDINATOR	17	0	2	0%	100%	2
	EXECUTIVE I	19	0	2	0%	100%	2
	EXECUTIVE II	21	0	1	0%	100%	1
	EDUCATIONAL SUPERVISOR (CHILD CARE)	CHC <sup>3</sup>	0	1	0%	100%	1
	SERVICE CENTER COORDINATOR (CHILD CARE)	CHC <sup>4</sup>	0	2	0%	100%	2
PROFESSIONALS	REGISTERED NURSE	12	1	1	50%	50%	2
	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	SOCIAL SERVICES TECHNICIAN	14	2	3	40%	60%	5
	SOCIAL WORKER	19	0	1	0%	100%	1
	SOCIAL WORKER (TITULO 3)	T3 <sup>5</sup>	0	1	0%	100%	1
	SOCIAL WORKER (CHILD CARE)	CHC <sup>6</sup>	0	1	0%	100%	1
	TEACHER (CHILD CARE)	CHC <sup>7</sup>	0	3	0%	100%	3
	SOCIAL SERVICES TECHNICIAN-HW	HW	0	1	0%	100%	1
TECHNICIANS	NURSE PRACTITIONER	9	0	3	0%	100%	3
	NURSE PRACTITIONER-TITLE 3	HW <sup>8</sup>	0	1	0%	100%	1
	HANDCRAFT EMPLOYEE	HW <sup>9</sup>	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	1	4	20%	80%	5

<sup>1</sup> Data of July 1st, 2015-June 30, 2016<sup>2</sup> Confidential employees Scale<sup>3</sup> Child Care Scale<sup>4</sup> Child Care Scale<sup>5</sup> Hourly Workers Scale<sup>6</sup> Child Care Scale<sup>7</sup> Child Care Scale<sup>8</sup> Hourly Workers Scales<sup>9</sup> Hourly Workers Scales



**Department: *Department of Citizen Services*<sup>1</sup> (cont.)**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
	ADMINISTRATIVE ASSISTANT II	6	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL II	13	0	2	0%	100%	2
	ADMINISTRATIVE OFFICIAL CHILD CARE	CHC <sup>2</sup>	0	1	0%	100%	1
	SCHOOL CAREGIVERS-CHILD CARE	CHC <sup>3</sup>	0	17	0%	100%	17
	SCHOOL CAREGIVERS-ITINERANT-CHILD CARE-ITINERANT	CHC <sup>4</sup>	0	1	0%	100%	1
	OFFICE ASSISTANT-HW	HW <sup>5</sup>	0	2	0%	100%	2
OPERATIVES	DELIVERY SERVICES DRIVER	4	5	0	100%	0%	5
	TRUCK DRIVER	5	5	0	100%	0%	5
	CHAUFFEUR-HW (TITLE 3)	HW	0	1	0%	100%	1
	LIGHT VEHICLE TRUCK DRIVER-HW	HW	1	0	100%	0%	1
CRAFT WORKERS	GROUP LEADER	8	1	0	100%	0%	1
SERVICE WORKERS	JANITOR	1	0	4	0%	100%	4
	COOK	2	2	2	50%	50%	4
	FOOD SERVICES ATTENDANT	4	0	3	0%	100%	3
	FOOD SERVICES ASSISTANT (TITLE 3)	HW	2	0	100%	0%	2
	FOOD SERVICES ATTENDANT (CHILD CARE)	CHC <sup>6</sup>	0	5	0%	100%	5
	COOK-HW	HW	1	3	25%	75%	4
	FOOD SERVICES SUPERVISOR-HW	HW	0	1	0%	100%	1
LABORS AND HELPERS	WORKER-HW	HW	2	1	66%	34%	3
<b>TOTAL</b>			<b>23</b>	<b>76</b>	<b>23%</b>	<b>77%</b>	<b>99</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Child Care Scale

<sup>3</sup> Child Care Scale

<sup>4</sup> Child Care Scale

<sup>5</sup> Hourly Workers Scales

<sup>6</sup> Child Care Scale



**Department: Secretariat of Infrastructure<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DEPUTY SECRETARY	7C <sup>2</sup>	0	1	0%	100%	1
	SENIOR ADVISOR	4C <sup>3</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	EXECUTIVE II	21	0	1	0%	100%	1
PROFESSIONALS	EXECUTIVE SECRETARY II	15	0	2	0%	100%	2
ADMINISTRATIVE SUPPORT WORKERS	CUSTOMER SERVICE REPRESENTATIVE	4	0	2	0%	100%	2
	ADMINISTRATIVE ASSISTANT I	5	3	3	50%	50%	6
	ADMINISTRATIVE ASSISTANT II	6	0	2	0%	100%	2
	ADMINISTRATIVE SECRETARY I	9	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	1	1	50%	50%	2
	ADMINISTRATIVE SECRETARY II	10	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL II	13	1	4	20%	80%	5
CRAFT WORKERS	GROUP LEADER	8	1	0	100%	0%	1
	AUTOMOTIVE SERVICE TECHNICIAN	12	2	0	100%	0%	2
LABORS AND HELPERS	WORKER	2	1	1	50%	50%	2
	WORKER-HW	HW <sup>4</sup>	2	0	100%	0%	2
<b>TOTAL</b>			<b>11</b>	<b>20</b>	<b>35%</b>	<b>65%</b>	<b>31</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016<sup>2</sup> Confidential employees Scale<sup>3</sup> Confidential employees Scale<sup>4</sup> Hourly Workers Scales



**Department: *Public Works***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	0	1	0%	100%	1
	EXECUTIVE I	19	1	0	100%	0%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	ENGINEER TECHNICIAN	17	1	1	50%	50%	2
TECHNICIANS	CIVIL DRAFTER	4	1	0	100%	0%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT II	6	0	2	0%	100%	2
	ADMINISTRATIVE SECRETARY I	9	0	1	0%	100%	1
	ADMINISTRATIVE SECRETARY II	10	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	2	1	67%	33%	3
	ADMINISTRATIVE OFFICIAL II	13	0	2	0%	100%	2
OPERATIVES	TRUCK DRIVER	5	3	0	100%	0%	3
	WELDERS	5	2	0	100%	0%	2
	HEAVY EQUIPMENT OPERATOR	6	7	0	100%	0%	7
CRAFT WORKERS	BRICK MASON	5	2	0	100%	0%	2
	CARPENTER	5	3	0	100%	0%	3
	GROUP LEADER	8	8	0	100%	0%	8
LABORS AND HELPERS	WORKER	2	16	0	100%	0%	16
	WORKER-HW	HW <sup>3</sup>	9	0	100%	0%	9
<b>TOTAL</b>			<b>56</b>	<b>10</b>	<b>85%</b>	<b>15%</b>	<b>66</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale

<sup>3</sup> Hourly Workers Scales



**Department: *Project Development***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	CHIEF ENGINEER	C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	2	2	50%	50%	4
	EXECUTIVE I	19	1	1	50%	50%	2
PROFESSIONALS	ENGINEER	25	1	0	100%	0%	1
TECHNICIANS	ENGINEER AUXILIAR	10	3	0	100%	0%	3
	CIVIL DRAFTER	14	1	0	100%	0%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	1	2	33%	67%	3
	ADMINISTRATIVE ASSISTANT II	6	1	1	50%	50%	2
	ADMINISTRATIVE SECRETARY II	10	0	2	0%	100%	2
	ADMINISTRATIVE OFFICIAL I	10	1	1	50%	50%	2
	ADMINISTRATIVE OFFICIAL II	13	0	2	0%	100%	2
OPERATIVES	TRUCK DRIVER	5	8	1	89%	11%	9
SERVICE WORKERS	JANITOR	1	2	0	100%	0%	2
LABORS AND HELPERS	WORKER	2	4	0	100%	0%	4
<b>TOTAL</b>			<b>26</b>	<b>12</b>	<b>68%</b>	<b>32%</b>	<b>38</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**DEPARMTEN: *Building Maintenance Office***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	0	1	0%	100%	1
	EXECUTIVE I	19	1	1	50%	50%	2
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	2	0	100%	0%	2
	ADMINISTRATIVE ASSISTANT II	6	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	0	2	0%	100%	2
	ADMINISTRATIVE SECRETARY II	10	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL II	13	0	2	0%	100%	2
OPERATIVES	WELDERS	1	1	0	100%	0%	1
	TRUCK DRIVER	5	2	0	100%	0%	2
CRAFT WORKERS	CRAFT WORKER AUXILIAR	4	8	0	100%	0%	8
	CARPENTER	5	2	0	100%	0%	2
	GROUP LEADER	8	2	0	100%	0%	2
	ELECTRICIAN	10	6	0	100%	0%	6
LABORS AND HELPERS	WORKER	2	21	0	100%	0%	21
	WAREHOUSE WORKER	5	1	0	100%	0%	1
	ELECTRICIAN ASSISTANT	8	1	0	100%	0%	1
<b>TOTAL</b>			<b>48</b>	<b>9</b>	<b>84%</b>	<b>16%</b>	<b>57</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



**Department: *Department of Beautification, Cleaning, and Urbanism***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	EXECUTIVE I	19	0	1	0%	100%	1
	EXECUTIVE II	21	1	0	100%	0%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	AGRONOMIST	20	2	1	67%	33%	3
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE SECRETARY I	9	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL II	13	0	1	0%	100%	1
OPERATIVES	TRUCK DRIVER	5	3	0	100%	0%	3
	HEAVY EQUIPMENT OPERATOR	6	3	0	100%	0%	3
CRAFT WORKERS	GROUP LEADER	8	9	0	100%	0%	9
SERVICE WORKERS	LANDSCAPING WORKER	2	1	0	100%	0%	1
	MAINTENANCE SUPERVISOR	7	2	0	100%	0%	2
LABORS AND HELPERS	WORKER	2	43	0	100%	0%	43
	WAREHOUSE WORKER	5	0	1	0%	100%	1
	PRUNER TEAM LEADER	8	1	0	100%	0%	1
	WORKER-HW	HW	12	0	100%	0%	12
<b>TOTAL</b>			<b>78</b>	<b>6</b>	<b>93%</b>	<b>7%</b>	<b>84</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016<sup>2</sup> Confidential employees Scale



**Department: Waste Management and Recycling Department<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	0	1	0%	100%	1
	RECYCLING COORDINATOR	13	0	1	0%	100%	1
	EXECUTIVE I	19	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	0	3	0%	100%	3
	ADMINISTRATIVE OFFICIAL I	10	2	1	69%	33%	3
	ADMINISTRATIVE SECRETARY II	10	0	2	0%	100%	2
OPERATIVES	TRUCK DRIVER	5	17	0	100%	0%	17
	HEAVY EQUIPMENT OPERATOR	6	2	0	100%	0%	2
CRAFT WORKERS	GROUP LEADER	8	5	0	100%	0%	5
LABORS AND HELPERS	WORKER	2	51	5	91%	9%	56
	WORKER-HW	HW <sup>3</sup>	22	1	96%	4%	23
<b>TOTAL</b>			<b>100</b>	<b>15</b>	<b>87%</b>	<b>13%</b>	<b>115</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale

<sup>3</sup> Hourly Workers Scales



**Department: Secretariat of Economic Development<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DEPUTY SECRETARY	7C <sup>2</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SPECIAL ADVISOR	3C <sup>3</sup>	0	1	0%	100%	1
	SUB-DIRECTOR	26	1	1	50%	50%	2
	EXECUTIVE I	19	1	3	25%	75%	4
PROFESSIONALS	ECONOMIC DEVELOPMENT SPECIALIST	19	0	1	0%	100%	1
TECHNICIANS	TOURISTIC DEVELOPER PROMOTOR	17	0	3	100	0	3
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	0	4	0%	100%	4
	ADMINISTRATIVE ASSISTANT II	6	0	1	0%	100%	1
	ADMINISTRATIVE SECRETARY I	9	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	0	5	0%	100%	5
	ADMINISTRATIVE OFFICIAL II	13	1	0	100%	0%	1
OPERATIVES	DELIVERY SERVICES DRIVER	4	1	0	100%	0%	1
CRAFT WORKERS	GROUP LEADER	8	1	0	100%	0%	1
SERVICE WORKERS	JANITOR	1	3	0	100%	0%	3
LABORS AND HELPERS	WORKER	2	2	0	100%	0%	2
	WORKER- HW	2	1	0	100	0	1
<b>TOTAL</b>			<b>11</b>	<b>21</b>	<b>34%</b>	<b>66%</b>	<b>32</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016<sup>2</sup> Confidential employees Scale<sup>3</sup> Confidential employees Scale



**Department: *Municipal Police***<sup>1</sup>

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	COMMISSIONER OF SECURITY AND PUBLIC PROTECTION	5C <sup>2</sup>	1	0	100%	0%	1
	SENIOR ADVISOR	4C	1	0	100%	0%	1
	AUXILIARY COMMISSIONER	4C <sup>3</sup>	0	1	0%	100%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	1	0	100%	0%	1
	SERGEANT	3P <sup>4</sup>	17	4	81%	19%	21
	LIEUTENANT	4P <sup>5</sup>	5	1	83%	17%	6
	CAPTAIN	5P <sup>6</sup>	2	0	100%	0%	2
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
	SOCIAL SERVICES TECHNICIAN	14	0	1	0%	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT	1C	1	0	100%	0%	1
	ADMINISTRATIVE ASSISTANT I	5	2	9	18%	82%	11
	ADMINISTRATIVE ASSISTANT II	6	0	1	0%	100%	1
	ADMINISTRATIVE OFFICIAL I	10	0	3	0%	100%	3
	ADMINISTRATIVE OFFICIAL II	13	0	1	0%	100%	1
	OFFICE ASSISTANT-HW	HW <sup>7</sup>	0	1	0%	100%	1
SERVICE WORKERS	SECURITY GUARD	2	9	0	100%	0%	9
	MUNICIPAL POLICE OFFICER	2P <sup>8</sup>	95	22	81%	19%	117
	JANITOR	1	0	1	0%	100%	1
LABORS AND HELPERS	WORKER	2	2	0	100%	0%	2
<b>TOTAL</b>			<b>136</b>	<b>46</b>	<b>74%</b>	<b>26%</b>	<b>182</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale

<sup>3</sup> Confidential employees Scale

<sup>4</sup> Salary Scale-Municipal Police

<sup>5</sup> Salary Scale-Municipal Police

<sup>6</sup> Salary Scale-Municipal Police

<sup>7</sup> Hourly Workers Scales

<sup>8</sup> Salary Scale-Municipal Police



**Department: OMME<sup>1</sup>**

JOB CATEGORY	JOB TITLE	SCALE	GENDER		PERCENTAGE		TOTAL
			M	F	M	F	
OFFICIALS AND MANAGERS (CONFIDENTIAL EMPLOYEE)	DIRECTOR	5C <sup>2</sup>	1	0	100%	0%	1
OFFICIALS AND MANAGERS	SUB-DIRECTOR	26	0	1	0%	100%	1
	EXECUTIVE I	19	0	1	0%	100%	1
	ABATEMENT AND PLANNING SUPERVISOR	21	0	1	0%	100%	1
PROFESSIONALS	EXECUTIVE SECRETARY I	14	0	1	0%	100%	1
TECHNICIANS	EMERGENCY TECHNICIAN	10	6	0	100%	0%	6
	PARAMEDIC	14	13	4	76%	24%	17
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	5	4	5	44%	56%	9
	ADMINISTRATIVE OFFICIAL I	10	2	2	50%	50%	4
	ADMINISTRATIVE OFFICIAL II	13	2	2	50%	50%	4
CRAFT WORKERS	GROUP LEADER	8	2	0	100%	0%	2
SERVICE WORKERS	EMERGENCY SERVICES ASSISTANT I	4	3	0	100%	0%	3
	EMERGENCY SERVICES INSPECTOR	5	1	0	100%	0%	1
	EMERGENCY SERVICES ASSISTANT II	7	2	0	100%	0%	2
LABORS AND HELPERS	WORKER	2	6	0	100%	0%	6
	WAREHOUSE WORKER	5	1	0	100%	0%	1
<b>TOTAL</b>			<b>43</b>	<b>17</b>	<b>72%</b>	<b>28%</b>	<b>60</b>

<sup>1</sup> Data of July 1st, 2015-June 30, 2016

<sup>2</sup> Confidential employees Scale



## JOB GROUP ANALYSIS

### JOB GROUP: OFFICIALS AND MANAGERS

POSITION	SCALE	SALARY	TOTAL EMPLOYEES	FEMALES	MALES
ABATEMENT AND PLANNING SUPERVISOR	21	2,061-3,607	1	1	0
ART WORKSHOPS SUPERVISOR	14	1,527-2,618	1	1	0
AUDITOR SPECIALIST	17	1,723-3,015	2	2	0
CAPTAIN	5P <sup>1</sup>	3,324-4,852	2	0	2
DOCUMENTS ADMINISTRATOR	17	1,723-3,015	1	1	0
EDUCATIONAL SUPERVISOR (CHILD CARE)-SERV. AL CIUD.	CHC <sup>2</sup>	1,989	1	1	0
EXECUTIVE I	19	1,879-3,287	46	33	13
EXECUTIVE II	21	2,061-3,607	15	12	3
HUMAN RESOURCES MANAGER	24	2,377-4,159	2	2	0
INTEGRAL WELFARE ADMINISTRATOR	24	2,377-4,159	1	1	0
INTERNAL REVENUE EXECUTIVE	26	2,626-5,113	1	1	0
LIEUTENANT	4P <sup>3</sup>	2,929-4,276	6	1	5
RECYCLING COORDINATOR	13	1,467-2,515	1	1	0
SERGEANT	3P	2,491-3,637	21	4	17
SERVICE CENTER COORDINATOR-(CHILD CARE)	CHC <sup>4</sup>	1,790.00	2	2	0
SOCIAL AND COMMUNITY SERVICES COORDINATOR	17	1,723-3,015	3	3	0
SUB-DIRECTOR	26	2,626-5,113	32	22	10

<sup>1</sup>Municipal Police Scale

<sup>2</sup>Child Care Scale

<sup>3</sup>Municipal Police Scale

<sup>4</sup>Child Care Scale



<b>CONFIDENTIAL EMPLOYEES</b>					
ADVISOR OFFICE DIRECTOR	6C <sup>1</sup>	3,339-5,009	5	3	2
AUXILIARY COMMISSIONER	4C <sup>2</sup>	2,662-3,993	1	1	0
CHIEF ENGINEER	6C <sup>3</sup>	3339-5009	1	0	1
COMMISSIONER OF SECURITY AND PUBLIC PROTECTION	5C <sup>4</sup>	2,981-4,471	1	0	1
DEPUTY SECRETARY	7C <sup>5</sup>	3,740-5,610	4	3	1
DIRECTOR	5C <sup>6</sup>	2,981-4,472	18	9	9
EXECUTIVE ADVISOR	8C	4301-6452	1	1	0
MEDIA MANAGER	4C <sup>7</sup>	2,662-3,993	1	1	0
SENIOR ADVISOR	4C <sup>8</sup>	2,662-3,993	4	1	3
SPECIAL ADVISORS	3C <sup>9</sup>	2,420-3,630	5	2	3
VICE-MAYOR	9C <sup>10</sup>	4946-7419	1	1	0
<b>ELECTED</b>					
MAYOR	ELECTED	8,333.33	1	0	1
<b>TOTAL</b>			181	111	70
<b>TOTAL %</b>				<b>61%</b>	<b>39%</b>

<sup>1</sup> Confidential Employee Scale<sup>2</sup> Confidential Employee Scale<sup>3</sup> Confidential Employee Scale<sup>4</sup> Confidential Employee Scale<sup>5</sup> Confidential Employee Scale<sup>6</sup> Confidential Employee Scale<sup>7</sup> Confidential Employee Scale<sup>8</sup> Confidential Employee Scale<sup>9</sup> Confidential Employee Scale<sup>10</sup> Confidential Employee Scale



# JOB GROUP ANALYSIS

## JOB GROUP: PROFESSIONALS

POSITION	SCALE	SALARY	TOTAL EMPLOYEES	FEMALES	MALES
ACCOUNTANT I	15	1,590-2,725	13	4	9
ACCOUNTANT II	17	1,723-3,015	4	2	2
AGRONOMIST	20	1,968-3,443	3	1	2
ARCHITECT IN TRAINING	23	2,262-3,958	1	1	0
AUDITOR	15	1,590-2,725	3	2	1
COMMUNICATIONS AND MEDIA WORKER	14	1,527-2,618	1	0	1
COMPUTER SYSTEMS ANALYST	18	1,793-3,138	5	3	2
CURATOR	17	1,723-3,015	1	1	0
DIGITAL EDUCATION SERVICE COORDINATOR	17	1,723-3,015	2	0	2
ECONOMIC DEVELOPMENT SPECIALIST	19	1,879-3,287	1	1	0
ENGINEER	25	2,498-4,372	1	0	1
ENGINEER IN TRAINING	23	2,262-3,958	2	2	0
ENGINEER TECHNICIAN	17	1,723-3,015	7	4	3
ENVIRONMENTAL EDUCATOR	17	1,723-3,015	1	0	1
ENVIRONMENTAL SPECIALIST	19	1,879-3,287	3	2	1
ENVIRONMENTAL TECHNICIAN	16	1,655-2,837	2	1	1
EXECUTIVE SECRETARY I	14	1,527-2,618	19	19	0
EXECUTIVE SECRETARY II	15	1,590-2,725	7	7	0
GEOGRAPHER	20	1,968-3,443	2	1	1



POSITION	SCALE	SALARY	TOTAL EMPLOYEES	FEMALES	MALES
HISTORIAN	20	1,968-3,443	1	0	1
HOUSING OFFICER	17	1,723-3,015	1	1	0
HOUSING TECHNICIAN	14	1,527-2,618	11	11	0
HUMAN RESOURCES ANALYST	15	1,590-2,725	5	5	0
HUMAN RESOURCES SPECIALIST I	17	1,723-3,015	3	3	0
HUMAN RESOURCES SPECIALIST II	19	1,879-3,287	3	3	0
INFORMATION SYSTEMS AUDITOR	22	2,159-3,778	1	1	0
INTEGRAL WELFARE COORDINATOR	17	1,723-3,015	1	1	0
LAWYER	25	2,498-4,372	4	4	0
LEGAL TECHNICIAN	20	1,968-3,443	1	0	1
MANAGEMENT AND BUDGET ANALYST	17	1,723-3,015	5	3	2
MANAGEMENT AND BUDGET SPECIALIST	19	1,879-2,518	3	3	0
MUNICIPAL TAXES ANALYST	14	1,527-2,618	3	2	1
MUNICIPAL TAXES SPECIALIST	19	1,879-3,287	4	2	2
NETWORK AND COMPUTER SYSTEMS ADMINISTRATOR	22	2,159-3,778	2	0	2
OCUPATIONAL HEALTH AND SAFETY SPECIALIST	18	1793-2404	1	1	0
REGISTERED NURSE	12 <sup>1</sup>	2,363-2416	4	3	1
SOCIAL DEVELOPMENT PROMOTER I	15	1,590-2,725	3	2	1
SOCIAL DEVELOPMENT PROMOTER II	17	1,723-3,015	5	4	1
SOCIAL DEVELOPMENT PROMOTER III	19	1,879-3,287	1	0	1
SOCIAL SERVICES TECHNICIAN	14	1,527-2,618	7	5	2
SOCIAL SERVICES TECHNICIAN-TITLE 3-HW	HW <sup>2</sup>	7.25	1	1	0

<sup>1</sup> By disposition of the law, this position has to be compensated in excess of other positions in the same salary scale.

<sup>2</sup> Hourly Workers Scale



POSITION	SCALE	SALARY	TOTAL EMPLOYEES	FEMALES	MALES
SOCIAL WORKER	19	1,879-3,287	2	2	0
SOCIAL WORKER (CHILD CARE)	CHC <sup>1</sup>	1,780.00	1	1	0
SOCIAL WORKER-TITLE 3-HW	HW <sup>2</sup>	10.38	1	1	0
STRATEGIC PLANNING SPECIALIST	19	1,879-3,287	1	1	0
SURVEYOR IN TRAINING	23	2262-3032	1	0	1
TEACHER (CHILD CARE)	CHC <sup>3</sup>	1,509.00	3	3	0
URBAN AND REGIONAL PLANNER	25	2,498-4,372	4	1	3
URBAN AND REGIONAL PLANNER TECHNICIAN	15	1,590-2,725	1	1	0
<b>CONFIDENTIAL EMPLOYEES</b>					
CHIEF MAGISTRATE	4C <sup>4</sup>	2662-3993	1	0	1
CONFIDENTIAL SECRETARY	2C <sup>5</sup>	2200-3300	1	1	0
<b>TOTAL</b>			164	117	47
<b>TOTAL %</b>				<b>71%</b>	<b>29%</b>

<sup>1</sup> Child Care Scale

<sup>2</sup> Hourly Workers Scale

<sup>3</sup> Child Care Scale

<sup>4</sup> Confidential Employee Scale

<sup>5</sup> Confidential Employee Scale



**JOB GROUP ANALYSIS****JOB GROUP: TECHNICIANS**

POSITION	SCALE	SALARY	TOTAL EMPLOYEES	FEMALES	MALES
ART INSTRUCTOR I	10	1,316-2,212	2	0	2
ART INSTRUCTOR II	12	1,409-2,416	5	3	2
CIVIL DRAFTER	14	1,527-2,618	3	0	3
COORDINATOR OF ACTIVITIES	12	1,409-2,416	2	2	0
EMERGENCY TECHNICIAN	10	1,316-2,212	6	0	6
ENGINEER AUXILIAR	10	1,316-2,212	4	0	4
HANDCRAFT INSTRUCTOR	7	1,191-2,041	1	1	0
INTERNAL REVENUE AGENT	14	1,527-2,618	3	1	2
LEADER OF RECREATIONAL ACTIVITIES	7	1,191-2,041	3	0	3
LICENSING INSPECTOR	14	1,745-2,314	4	0	4
NETWORK AND COMPUTER SERVICES TECHNICIAN	11	1,362-2,334	3	0	3
NETWORK SYSTEMS TECHNICIAN	5	1,119-1,879	1	0	1
NURSE PRACTITIONER	9	1,521-2,179	3	3	0
PARAMEDIC	14 <sup>1</sup>	1,745-2,314	17	4	13
PHOTOGRAPHER	6	1,154-1,939	1	1	0
RECREATION AND SPORTS SUPERVISOR	8	1,228-2,105	4	1	3
SPECIAL LICENSING AND SERVICES OFFICIAL	17	1723-2310	1	0	1
SPECTACLES AND EVENTS TECHNICIAN	8	1228-1629	3	0	3

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<sup>1</sup> By disposition of the law, this position has to be compensated in excess of other positions in the same salary scale.



POSITION	SCALE	SALARY	TOTAL EMPLOYEES	FEMALES	MALES
SPORTS INSTRUCTOR	7	1,191-2,041	1	0	1
SURVEILLANCE SYSTEM TECHNICIAN	6	1,154-1,939	2	0	2
TOURISTIC DEVELOPMENT PROMOTER	17	1723-2310	3	3	0
<b>HOURLY WORKERS</b>					
ART INSTRUCTOR I-HW	HW <sup>1</sup>	8.67	3	3	0
ENGINEER AUXILIAR-HW	HW		1	0	1
HANDCRAFT EMPLOYEE	HW <sup>2</sup>	7.25	1	1	0
MASTER CRAFTMAN	HW <sup>3</sup>	7.25	1	1	0
NURSE PRACTITIONER-TITLE 3	HW <sup>4</sup>	10.3	1	1	0
TOBACCO ARTISAN	HW <sup>5</sup>	7.25	4	4	0
<b>TOTAL</b>			83	29	54
<b>TOTAL %</b>				<b>35%</b>	<b>65%</b>

<sup>1</sup> Hourly Workers Scales Scale

<sup>2</sup> Hourly Workers Scales Scale

<sup>3</sup> Hourly Workers Scales Scale

<sup>4</sup> Hourly Workers Scales Scale

<sup>5</sup> Hourly Workers Scales Scale



### **JOB GROUP ANALYSIS**

#### **JOB GROUP: ADMINISTRATIVE SUPPORT WORKERS**

<b>POSITION</b>	<b>SCALE</b>	<b>SALARY</b>	<b>TOTAL EMPLOYEES</b>	<b>FEMALES</b>	<b>MALES</b>
ACCOUNTING CLERK	9	1,271-2,179	3	2	1
ADMINISTRATIVE ASSISTANT I	5	1,119-1,879	119	87	32
ADMINISTRATIVE ASSISTANT II	6	1,154-1,939	25	21	4
ADMINISTRATIVE OFFICIAL (CHILD CARE)	CHC <sup>1</sup>	1,790.00	1	1	0
ADMINISTRATIVE OFFICIAL I	10	1,316-2,212	80	58	22
ADMINISTRATIVE OFFICIAL II	13	1,467-2,515	44	36	8
ADMINISTRATIVE SECRETARY I	9	1,271-2,179	11	11	0
ADMINISTRATIVE SECRETARY II	10	1,316-2,212	17	16	1
BUYER	13	1,467-2,515	3	2	1
COMMUNITY AND FAITH ORGANIZATION'S COORDINATOR	15	1590-2108	1	0	1
CUSTOMER SERVICE REPRESENTATIVE	4	1,085-1,822	5	5	0
INSURANCE CLERK	10	1,316-2,212	1	1	0
SCHOOL CAREGIVERS-CHILD CARE	CHC <sup>2</sup>	1,195.00	17	17	0
SCHOOL CAREGIVERS-ITINERANT-CHILD CARE	CHC <sup>3</sup>	1,305.00	1	1	0
<b>HOURLY WORKERS</b>					
OFFICE ASSISTANT-HW	HW <sup>4</sup>	7.25	12	10	2

<sup>1</sup> Child Care Scale

<sup>2</sup> Child Care Scale

<sup>3</sup> Child Care Scale

<sup>4</sup> Hourly Workers Scales



POSITION	SCALE	SALARY	TOTAL EMPLOYEES	FEMALES	MALES
<i>CONFIDENTIAL EMPLOYEES</i>					
ADMINISTRATIVE ASSISTANT	1C <sup>1</sup>	2,000-3,000	3	0	3
<b>TOTAL</b>			343	268	75
<b>TOTAL %</b>				<b>78%</b>	<b>22%</b>

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<sup>1</sup> Confidential Employee Scale



# **JOB GROUP ANALYSIS**

## **JOB GROUP: OPERATIVES**

<b>POSITION</b>	<b>SCALE</b>	<b>SALARY</b>	<b>TOTAL EMPLOYEES</b>	<b>FEMALES</b>	<b>MALES</b>
DELIVERY SERVICES DRIVER	4	1,085-1,822	12	0	12
HEAVY EQUIPMENT OPERATOR	6	1,154-1,939	15	0	15
TRUCK DRIVER	5	1,119-1,879	39	1	38
WELDERS	5	1,119-1,879	3	0	3
<b><i>HOURLY WORKERS</i></b>					
CHAUFFEUR-TITLE 3-HW	HW <sup>1</sup>		1	1	0
LIGHT VEHICLE TRUCK DRIVER	HW		1	0	1
<b>TOTAL</b>			71	2	69
<b>TOTAL %</b>				<b>3%</b>	<b>97%</b>

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<sup>1</sup> Hourly Workers Scales



**JOB GROUP ANALYSIS**

**JOB GROUP: CRAFT WORKERS**

<b>POSITION</b>	<b>SCALE</b>	<b>SALARY</b>	<b>TOTAL EMPLOYEES</b>	<b>FEMALES</b>	<b>MALES</b>
AUTOMOTIVE SERVICE TECHNICIAN	12	1,409-2,416	2	0	2
BRICK MASON	5	1,119-1,879	2	0	2
CARPENTER	5	1,119-1,879	5	0	5
CRAFT WORKER AUXILIAR	4	1,085-1,822	12	0	12
ELECTRICIAN	10	1,316-2,212	6	0	6
GROUP LEADER	8	1,228-2,105	34	0	34
HOME INSPECTOR	7	1,191-2,041	7	2	5
<b><i>HOURLY WORKERS</i></b>					
CRAFT WORKER AUXILIAR-HW	HW		1	0	1
<b>TOTAL</b>			69	2	67
<b>TOTAL %</b>				<b>3%</b>	<b>97%</b>



### **JOB GROUP ANALYSIS**

#### JOB GROUP: SERVICE WORKERS

<b>POSITION</b>	<b>SCALE</b>	<b>SALARY</b>	<b>TOTAL EMPLOYEES</b>	<b>FEMALES</b>	<b>MALES</b>
COOK	2	1,028-1,726	4	2	2
EMERGENCY SERVICES ASSISTANT I	4 <sup>1</sup>	1,112-1,423	3	0	3
EMERGENCY SERVICES ASSISTANT II	7 <sup>2</sup>	1,361-1,805	2	0	2
EMERGENCY SERVICES INSPECTOR	5	1,119-1,879	1	0	1
FOOD SERVICES ATTENDANT	4	1085-1423	6	6	0
FOOD SERVICES ATTENDANT (CHILD CARE)	CHC <sup>3</sup>	1,128.00	5	5	0
JANITOR	1	1,000-1,680	23	11	12
LANDSCAPING WORKER	2	1,028-1,726	1	0	1
MAINTENANCE SUPERVISOR	7	1,191-2,041	2	0	2
MUNICIPAL POLICE OFFICER	2P <sup>4</sup>	2,050-2,993	117	22	95
MUSEUM GUIDE	6	1,154-1,939	7	4	3
SECURITY GUARD	2	1,028-1,726	11	0	11
<b><i>HOURLY WORKERS</i></b>					
COOK-HW	HW <sup>5</sup>	7.25	4	3	1
FOOD SERVICES ASSISTANT (TITLE 3)	HW	7.25	2	0	2
FOOD SERVICES SUPERVISOR-HW	HW	7.25	1	1	0
MUSEUM GUIDE-HW	HW	7.25	2	2	0

<sup>1</sup> By disposition of the law, this position has to be compensated in excess of other positions in the same salary scale.

<sup>2</sup> By disposition of the law, this position has to be compensated in excess of other positions in the same salary scale.

<sup>3</sup> Child Care Scale

<sup>4</sup> Municipal Police Scale

<sup>5</sup> Hourly Workers Scale



<b>TOTAL</b>	191	56	135
<b>TOTAL%</b>		<b>29%</b>	<b>71%</b>

**JOB GROUP ANALYSIS**

JOB GROUP: LABORS AND HELPERS

POSITION	SCALE	SALARY	TOTAL EMPLOYEES	FEMALES	MALES
ELECTRICIAN ASSISTANT	8	1228-1629	1	0	1
PRUNER TEAM LEADER	8	1,228-2,105	1	0	1
WAREHOUSE WORKER	5	1,119-1,879	3	1	2
WORKER	2	1,028-1,726	196	11	185
<b>HOURLY WORKERS</b>					
WORKER-HW	HW <sup>1</sup>		68	4	64

<b>TOTAL</b>	269	16	253
<b>TOTAL%</b>		<b>6%</b>	<b>94%</b>

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<sup>1</sup> Hourly Workers Scale



### EEO STANDARD OCCUPATIONAL CLASSIFICATION

JOB TITLE	JOB SCALE	SALARY	EEOC CATEGORY	EEO JOB (Standard Occupational Classification)
ADMINISTRATIVE ASSISTANT	1	2000-3000	ADMINISTRATIVE SUPPORT WORKERS	43-6014
ADVISOR'S OFFICE DIRECTOR	6	3339-5009	OFFICIALS AND MANAGERS	-
AUXILIARY COMMISSIONER	4	2662-3993	OFFICIALS AND MANAGERS	-
CHIEF MAGISTRATE	4	2662-3993	PROFESSIONAL	23-1023
CHIEF ENGINEER	6	3339-5009	PROFESSIONAL	-
COMMISSIONER OF SECURITY AND PUBLIC PROTECTION	5	2981-4472	OFFICIALS AND MANAGERS	-
CONFIDENTIAL SECRETARY	2	2200-3300	PROFESSIONAL	-
DEPUTY SECRETARY	7	3740-5610	OFFICIALS AND MANAGERS	-
DIRECTOR	5	2981-4472	OFFICIALS AND MANAGERS	-
EXECUTIVE ADVISOR	8	4301-6452	OFFICIALS AND MANAGERS	-
FINANCES MANAGER	4	2662-3993	OFFICIALS AND MANAGERS	-
MAYOR	-	-	EXECUTIVE OFFICIALS AND MANAGERS	-
MEDIA MANAGER	4	2662-3993	OFFICIALS AND MANAGERS	-
ODECUT MANAGER	4	2662-3993	OFFICIALS AND MANAGERS	-
SENIOR ADVISOR	4	2662-3993	OFFICIALS AND MANAGERS	-
SPECIAL ADVISOR	3	2420-3630	OFFICIALS AND MANAGERS	-
VICEMAYOR	9	4946-7419	EXECUTIVE OFFICIALS AND MANAGERS	-



**OFFICIALS AND MANAGERS**

JOB TITLE	JOB SCALE	SALARY	EEOC CATEGORY	EEO JOB (Standard Occupational Classification)
ABATEMENT AND PLANNING SUPERVISOR	21	2061-2763	OFFICIALS AND MANAGERS	-
APPLICATION DEVELOPMENT ADMINISTRATOR	26	2626-3733	OFFICIAL AND MANAGER	-
ART WORKSHOPS SUPERVISOR	14	1527-2025	OFFICIALS AND MANAGERS	-
AUDITOR SPECIALIST	17	1723-2310	OFFICIALS AND MANAGERS	13-2011
CAPTAIN	5R	3324-4852	OFFICIALS AND MANAGERS	-
DOCUMENTS ADMINISTRATOR	17	1723-2310	OFFICIALS AND MANAGERS	-
EXECUTIVE I	19	1879-2518	OFFICIALS AND MANAGERS	-
EXECUTIVE II	21	2061-2763	OFFICIALS AND MANAGERS	-
HUMAN RESOURCES MANAGER	24	2377-3187	OFFICIALS AND MANAGERS	11--3121
HUMAN RESOURCES SPECIALIST II	19	1879-2518	OFFICIALS AND MANAGERS	13-1071
INTEGRAL WELFARE ADMINISTRATOR	24	2377-3187	OFFICIALS AND MANAGERS	-
INTERNAL REVENUE EXECUTIVE	26	2626-3733 (3,081)	OFFICIALS AND MANAGERS	13-2081
PURCHASING AGENT	19	1879-2518	OFFICIALS AND MANAGERS	13-1021
RECYCLING COORDINATOR	13	1467-1946	OFFICIALS AND MANAGERS	-
SOCIAL AND COMMUNITY SERVICES COORDINATOR	17	1723-2310	OFFICIALS AND MANAGERS	-
SOCIAL AND COMMUNITY SERVICES SUPERVISOR	21	2061-2763	OFFICIALS AND MANAGERS	-
SUBDIRECTOR	26	2626-3733	OFFICIALS AND MANAGERS	-



# PROFESSIONALS

JOB TITLE	JOB SCALE	SALARY	EEOC CATEGORY	EEO JOB (Standard Occupational Classification)
ACCOUNTANT I	15	1590-2108	PROFESSIONALS	13-2011
ACCOUNTANT II	17	1723-2310	PROFESSIONALS	13-2011
AGRONOMIST	20	1968-2638	PROFESSIONALS	-
ARCHITECT	25	2498-3349	PROFESSIONALS	17-1011
ARCHITECT IN TRAINING	23	2262-3032	PROFESSIONALS	-
AUDITOR	15	1590-2108	PROFESSIONALS	13-2011
COMMUNICATIONS AND MEDIA WORKER	14	1527-2025	PROFESSIONALS	27-3099
COMPUTER SYSTEMS ANALYST	18	1793-2404	PROFESSIONALS	15-1121
CURATOR	17	1723-2310	PROFESSIONALS	25-4012
DIGITAL EDUCATION SERVICE COORDINATOR	17	1723-2310	PROFESSIONALS	-
ECONOMIC DEVELOPMENT SPECIALIST	19	1879-2518	PROFESSIONAL	-
ENGINEER	25	2498-3349	PROFESSIONALS	17-2051
ENGINEER IN TRAINING	23	2262-3032	PROFESSIONALS	-
ENGINEER TECHNICIAN	17	1723-2310	PROFESSIONALS	17-3022
ENVIRONMENTAL EDUCATOR	17	1723-2310	PROFESSIONAL	-
ENVIRONMENTAL SPECIALIST	19	1879-2518	PROFESSIONAL	19-2041



JOB TITLE	JOB SCALE	SALARY	EEOC CATEGORY	EEO JOB (Standard Occupational Classification)
ENVIRONMENTAL TECHNICIAN	16	1655-2195	PROFESSIONALS	-
EXECUTIVE SECRETARY I	14	1527-2025	PROFESSIONALS	43-6011
EXECUTIVE SECRETARY II	15	1590-2108	PROFESSIONALS	43-6011
GEOGRAPHER	20	1968-2638	PROFESSIONALS	19-3092
HISTORIAN	20	1968-2638	PROFESSIONALS	19-3093
HOUSING MONITOR	15	1590-2108	PROFESSIONALS	-
HOUSING OFFICER	17	1723-2310	PROFESSIONALS	-
HOUSING TECHNICIAN	14	1527-2025	PROFESSIONALS	-
HUMAN RESOURCES ANALYST	15	1590-2108	PROFESSIONALS	-
HUMAN RESOURCES SPECIALIST I	17	1723-2310	PROFESSIONALS	13-1071
INFORMATION SYSTEMS AUDITOR	22	2159-2895	PROFESSIONAL	-
INTEGRAL WELFARE COORDINATOR	17	1723-2310	PROFESSIONAL	-
LAWYER	25	2498-3349	PROFESSIONALS	23-1011
LEGAL TECHNICIAN	20	1968-2638	PROFESSIONALS	-
MANAGEMENT AND BUDGET ANALYST	17	1723-2310	PROFESSIONAL	-
MANAGEMENT AND BUDGET SPECIALIST	19	1879-2518	PROFESSIONAL	-



<b>JOB TITLE</b>	<b>JOB SCALE</b>	<b>SALARY</b>	<b>EEOC CATEGORY</b>	<b>EEO JOB (Standard Occupational Classification)</b>
MUNICIPAL TAXES ANALYST	14	1527-2025	PROFESSIONALS	-
MUNICIPAL TAXES SPECIALIST	19	1879-2518	PROFESSIONAL	-
NETWORK AND COMPUTER SYSTEMS ADMINISTRATOR	22	2159-2895	PROFESSIONALS	15-1142
NETWORK AND COMPUTER SYSTEMS PROGRAMMER	16	1655-2195	PROFESSIONALS	-
REGISTERED NURSE	12*	2363-2416	PROFESSIONALS	29-1141
SOCIAL DEVELOPMENT PROMOTER I	15	1590-2025	PROFESSIONALS	-
SOCIAL DEVELOPMENT PROMOTER II	17	1723-2310	PROFESSIONALS	-
SOCIAL DEVELOPMENT PROMOTER III	19	1879-2518	PROFESSIONALS	-
SOCIAL SERVICES TECHNICIAN	14	1527-2025	PROFESSIONALS	-
SOCIAL WORKER	19	1879-2518	PROFESSIONALS	21-1021
STRATEGIC PLANNING ANALIST	17	1723-2310	PROFESSIONALS	-
STRATEGIC PLANNING SPECIALIST	19	1879-2518	PROFESSIONALS	-
SURVEYOR IN TRAINING	23	2262-3032	PROFESSIONALS	19-3039
URBAN AND REGIONAL PLANNER	25	2498-3349	PROFESSIONALS	19-3051
URBAN AND REGIONAL PLANNER TECHNICIAN	15	1590-2108	PROFESSIONALS	-



# TECHNICIANS

JOB TITLE	JOB SCALE	SALARY	EEOC CATEGORY	EEO JOB (Standard Occupational Classification)
ART INSTRUCTOR I	10	1316-1728	TECHNICIANS	25-3099
ART INSTRUCTOR II	12	1409-1869	TECHNICIANS	25-3099
CIVIL DRAFTER	14	1527-2025	TECHNICIANS	17-3011
COORDINATOR OF ACTIVITIES	12	1409-1569	TECHNICIANS	-
EMERGENCY SERVICES ASSISTANT II	7	1361-1805	TECHNICIAN	-
EMERGENCY TECHNICIAN	10	1316-1728	TECHNICIANS	29-2041
ENGINEER AUXILIAR	10	1316-1728	TECHNICIANS	-
HANDCRAFT INSTRUCTOR	7	1191-1579	TECHNICIANS	25-3099
INTERNAL REVENUE AGENT	14	1527-2025	TECHNICIANS	13-2081
LEADER OF RECREATIONAL ACTIVITIES	7	1191-1579	TECHNICIANS	-
LICENSING INSPECTOR	14	1,745-2,314	TECHNICIANS	-
MASTER CRAFTMAN	HW	7.25	TECHNICIAN	-
NETWORK AND COMPUTER SERVICES TECHNICIAN	11	1362-1806	TECHNICIANS	-
NETWORK SYSTEMS TECHNICIAN	5	1119-1468	TECHNICIANS	-
NURSE PRACTITIONER	9	1521-2179	TECHNICIANS	29-1171
PARAMEDIC	14	1,745-2,314	TECHNICIANS	29-2041



<b>JOB TITLE</b>	<b>JOB SCALE</b>	<b>SALARY</b>	<b>EEOC CATEGORY</b>	<b>EEO JOB (Standard Occupational Classification)</b>
PHOTOGRAPHER	6	1154-1514	TECHNICIANS	27-4021
RECREATION AND SPORTS SUPERVISOR	8	1228-1629	TECHNICIANS	-
SOUND TECHNICIAN	8	1228-1629	TECHNICIAN	27-4099
SPECIAL EVENTS OFFICER	17	1723-2310	TECHNICIANS	-
SPECIAL LICENSING AND SERVICES OFFICIAL	17	1723-2310	TECHNICIANS	-
SPECTACLES AND EVENTS TECHNICIAN	8	1228-1629	TECHNICIAN	27-4099
SPORTS INSTRUCTOR	7	1191-1579	TECHNICANS	-
SURVEILLANCE SYSTEM TECHNICIAN	6	1154-1514	TECHNICIAN	-
TOBACCO ARTISAN	HW	7.25	TECHNICIAN	-
TOURISTIC DEVELOPMENT PROMOTER	17	1723-2310	TECHNICIAN	-



**ADMINISTRATIVE SUPPORT WORKERS**

<b>JOB TITLE</b>	<b>JOB SCALE</b>	<b>SALARY</b>	<b>EEOC CATEGORY</b>	<b>EEO JOB (Standard Occupational Classification)</b>
ADMINISTRATIVE SECRETARY II	10	1316-1728	ADMINISTRATIVE SUPPORT WORKERS	43-6014
ADMINISTRATIVE ASSISTANT I	5	1119-1468	ADMINISTRATIVE SUPPORT WORKERS	43-6014
ADMINISTRATIVE ASSISTANT II	6	1154-1514	ADMINISTRATIVE SUPPORT WORKERS	43-6014
ACCOUNTING CLERK	9	1271-1686	ADMINISTRATIVE SUPPORT WORKERS	43-3031
PRESCHOOL TEACHER ASSISTANT	5	1119-1468	ADMINISTRATIVE SUPPORT WORKERS	25-9041
BUYER	13	1467-1946	ADMINISTRATIVE SUPPORT WORKERS	-
BUYER I	7	1191-1579	ADMINISTRATIVE SUPPORT WORKERS	-
BUYER II	12	1409-1869	ADMINISTRATIVE SUPPORT WORKERS	-
ADMINISTRATIVE OFFICIAL I	10	1316-1728	ADMINISTRATIVE SUPPORT WORKERS	-
ADMINISTRATIVE OFFICIAL II	13	1467-1946	ADMINISTRATIVE SUPPORT WORKERS	-
COMMUNITY AND FAITH ORGANIZATION'S COORDINATOR	15	1590-2108	ADMINISTRATIVE SUPPORT WORKERS	-
INSURANCE CLERK	10	1316-1728	ADMINISTRATIVE SUPPORT WORKERS	-
CUSTOMER SERVICE REPRESENTATIVE	4	1085-1423	ADMINISTRATIVE SUPPORT WORKERS	43-4051
ADMINISTRATIVE SECRETARY I	9	1271-1686	ADMINISTRATIVE SUPPORT WORKERS	43-6014
OFFICE ASSISTANT	HW	7.25	ADMINISTRATIVE SUPPORT WORKERS	43-9199
PRESCHOOL TEACHER ASSISTANT	5	1119-1468	ADMINISTRATIVE SUPPORT WORKERS	25-9041



# OPERATIVES

JOB TITLE	JOB SCALE	SALARY	EEOC CATEGORY	EEO JOB (Standard Occupational Classification)
WELDERS	5	1119-1468	OPERATIVES	51-4121
BRIGADE SUPERVISOR	7	1191-1579	OPERATIVES	-
CHAUFFEUR-HW	HW	HW	OPERATIVES	-
TRUCK DRIVER	5	1119-1468	OPERATIVES	53-3032
DELIVERY SERVICES DRIVER	4	1085-1423	OPERATIVES	53-3033
TRAFFIC SECURITY INSTRUCTOR	9	1271-1686	OPERATIVES	-
HEAVY EQUIPMENT OPERATOR	6	1154-1514	OPERATIVES	
HEAVY EQUIPMENT OPERATOR SUPERVISOR	8	1228-1629	OPERATIVES	53-1031



# CRAFT WORKERS

JOB TITLE	JOB SCALE	SALARY	EEOC CATEGORY	EEO JOB (Standard Occupational Classification)
BRICK MASON	5	1119-1468	CRAFT WORKER	47-2021
TRANSPORTATION ASSISTANT	9	1271-1686	CRAFT WORKER	53-3041
CRAFT WORKER AUXILIAR	4	1085-1423	CRAFT WORKER	49-9099
CARPENTER	5	1119-1468	CRAFT WORKER	51-7099
ELECTRICIAN	10	1316-1728	CRAFT WORKER	47-2111
HOME INSPECTOR	7	1191-1579	CRAFT WORKER	-
CONSTRUCTION SUPERVISOR	8	1228-1629	CRAFT WORKER	47-2141
AUTOMOTIVE SERVICE TECHNICIAN	12	1409-1869	CRAFT WORKER	49-3021
REFRIGERATION TECHNICIAN	9	1271-1686	CRAFT WORKER	49-9021
AUTOMOTIVE SERVICE WORKER	3	1056-1385	CRAFT WORKER	49-3021
GROUP LEADER	8	1228-1629	CRAFT WORKER	49-1011



**SERVICE WORKERS**

<b>JOB TITLE</b>	<b>JOB SCALE</b>	<b>SALARY</b>	<b>EEOC CATEGORY</b>	<b>EEO JOB (Standard Occupational Classification)</b>
MUSEUM GUIDE	6	1154-1514	SERVICE WORKER	-
VIDEO SURVEILLANCE ANALYST	8	1404-1861	SERVICE WORKER	-
COOK	2	1028-1348	SERVICE WORKER	35-2012
JANITOR	1	1000-1312	SERVICE WORKER	37-2011
FOOD SERVICES ATTENDANT	4	1085-1423	SERVICE WORKER	35-1012
SECURITY GUARD	2	1028-1348	SERVICE WORKER	33-9032
LANDSCAPING WORKER	2	1028-1348	SERVICE WORKER	37-3011
JANITORS SUPERVISOR	3	1056-1385	SERVICE WORKER	37-1011
SECURITY GUARDS SUPERVISOR	5	1119-1468	SERVICE WORKER	-
EMERGENCY SERVICES ASSISTANT I	4	1112-1423	SERVICE WORKER	-
EMERGENCY SERVICES INSPECTOR	5	1119-1468	SERVICE WORKERS	-
FOOD SERVICES ASSISTANT (TITLE 3)	HW	HW	SERVICE WORKERS	-
MUNICIPAL POLICE OFFICER	2P	2050-2993	SERVICE WORKERS	33-3051
SERGEANT	3P	2491-3637	SERVICE WORKERS	33-1012
LIEUTENANT	4P	2929-4276	SERVICE WORKERS	-



# LABORS AND HELPERS

JOB TITLE	JOB SCALE	SALARY	EEOC CATEGORY	EEO JOB (Standard Occupational Classification)
ELECTRICIAN ASSISTANT	8	1228-1629	LABORS AND HELPERS	47-3013
PRUNER TEAM LEADER	8	1228-1629	LABORS AND HELPERS	37-1012
WAREHOUSE WORKER	5	1119-1468	LABORS AND HELPERS	-
ZONE INSPECTOR	7	1191-1579	LABORS AND HELPERS	-
WORKER	2	1028-1348	LABORS AND HELPERS	37-3019
WORKERS SUPERVISOR	4	1085-1423	LABORS AND HELPERS	37-1012



## AVAILABILITY ANALYSIS TABLE II

### JOB GROUP: OFFICIALS AND MANAGERS

FACTOR	QUANTITATIVE VALUE	DECIMAL ESTIMATION	PONDERED VALUE
Availability of women that have the skills required in job areas that the Agency can recruit.	.48	.42	.20
The % of women from the total job group that may be promoted or moved	.61	.58	.35

Total: .55

### JOB GROUP: PROFESSIONALS

FACTOR	QUANTITATIVE VALUE	DECIMAL ESTIMATION	PONDERED VALUE
Availability of women that have the skills required in job areas that the Agency can recruit.	.60	.50	.30
The % of women from the total job group that may be promoted or moved	.71	.50	.36

Total: .66

### JOB GROUP: TECHNICIANS

FACTOR	QUANTITATIVE VALUE	DECIMAL ESTIMATION	PONDERED VALUE
Availability of women that have the skills required in job areas that the Agency can recruit.	.52	.72	.37
The % of women from the total job group that may be promoted or moved	.35	.18	.06

Total: .43

### JOB GROUP: ADMINISTRATIVE SUPPORT WORKERS

FACTOR	QUANTITATIVE VALUE	DECIMAL ESTIMATION	PONDERED VALUE
Availability of women that have the skills required in job areas that the Agency can recruit.	.72	.50	.36
The % of women from the total job group that may be promoted or moved	.78	.50	.39

Total: .75

### JOB GROUP: OPERATIVES

FACTOR	QUANTITATIVE VALUE	DECIMAL ESTIMATION	PONDERED VALUE
Availability of women that have the skills required in job areas that the Agency can recruit.	.09	.56	.05
The % of women from the total job group that may be promoted or moved	.03	.44	.01

Total: .06

### JOB GROUP: CRAFT WORKERS

FACTOR	QUANTITATIVE VALUE	DECIMAL ESTIMATION	PONDERED VALUE
Availability of women that have the skills required in job areas that the Agency can recruit.	.01	.01	.01
The % of women from the total job group that may be promoted or moved	.03	.91	.03

Total: .04



JOB GROUP: SERVICE WORKERS

FACTOR	QUANTITATIVE VALUE	DECIMAL ESTIMATION	PONDERED VALUE
Availability of women that have the skills required in job areas that the Agency can recruit.	.38	.90	.34
The % of women from the total job group that may be promoted or moved	.29	.10	.03

Total: .37

JOB GROUP: LABORS AND HELPERS

FACTOR	QUANTITATIVE VALUE	DECIMAL ESTIMATION	PONDERED VALUE
Availability of women that have the skills required in job areas that the Agency can recruit.	.12	.90	.11
The % of women from the total job group that may be promoted or moved	.06	.10	.01

Total: .12



# UTILIZATION ANALYSIS

## TABLE III

### JOB GROUP: OFFICIALS AND MANAGERS

PERIOD DATE: JUNE 30, 2016					PERIOD				
EMPLOYEE'S INCUMBENCY					POSITIONS TO RECRUIT				
TOTAL	MALES	FEMALES	TOTAL AVAILABILITY (TOTAL TABLE I * TOTAL TABLE II	UNDERTULIZATION	REINSTATE	PROMOTION	NEW HIRE	TOTAL	FEMALE GOALS
181	70	111	100	(---)					
100%	39%	61%	55%	(---)					

### JOB GROUP: PROFESSIONALS

PERIOD DATE: JUNE 30, 2016					PERIOD				
EMPLOYEE'S INCUMBENCY					POSITIONS TO RECRUIT				
TOTAL	MALES	FEMALES	TOTAL AVAILABILITY (TOTAL TABLE I * TOTAL TABLE II	UNDERTULIZATION	REINSTATE	PROMOTION	NEW HIRE	TOTAL	FEMALE GOALS
164	47	117	108	(---)					
100%	29%	71%	66%	(---)					



**JOB GROUP: TECHNICIANS**

PERIOD DATE: JUNE 30, 2016					PERIOD				
EMPLOYEE'S INCUMBENCY					POSITIONS TO RECRUIT				
TOTAL	MALES	FEMALES	TOTAL AVAILABILITY (TOTAL TABLE I * TOTAL TABLE II	UNDERTULIZATION	REINSTATE	PROMOTION	NEW HIRE	TOTAL	FEMALE GOALS
83	54	29	36	7		7	2	9	7
100%	65%	35%	43%	8%		78%	22%	100%	78%

**JOB GROUP: ADMINISTRATIVE SUPPORT WORKERS**

PERIOD DATE: JUNE 30, 2016					PERIOD				
EMPLOYEE'S INCUMBENCY					POSITIONS TO RECRUIT				
TOTAL	MALES	FEMALES	TOTAL AVAILABILITY (TOTAL TABLE I * TOTAL TABLE II	UNDERTULIZATION	REINSTATE	PROMOTION	NEW HIRE	TOTAL	FEMALE GOALS
343	75	268	201	(---)					
100%	22%	78%	59%	(---)					



**JOB GROUP: OPERATIVES**

PERIOD DATE: JUNE 30, 2016					PERIOD				
EMPLOYEE'S INCUMBENCY					POSITIONS TO RECRUIT				
TOTAL	MALES	FEMALES	TOTAL AVAILABILITY (TOTAL TABLE I * TOTAL TABLE II	UNDERTULIZATION	REINSTATE	PROMOTION	NEW HIRE	TOTAL	FEMALE GOALS
71	69	2	4	2		2	2	4	2
100%	97%	3%	6%	3%		50%	50%	100%	50%

**JOB GROUP: CRAFT WORKERS**

PERIOD DATE: JUNE 30, 2016					PERIOD				
EMPLOYEE'S INCUMBENCY					POSITIONS TO RECRUIT				
TOTAL	MALES	FEMALES	TOTAL AVAILABILITY (TOTAL TABLE I * TOTAL TABLE II	UNDERTULIZATION	REINSTATE	PROMOTION	NEW HIRE	TOTAL	FEMALE GOALS
69	67	2	3	1		1	1	2	1
100%	97%	3%	4%	1%		50%	50%	100%	50%



**JOB GROUP: SERVICE WORKERS**

PERIOD DATE: JUNE 30, 2016					PERIOD				
EMPLOYEE'S INCUMBENCY					POSITIONS TO RECRUIT				
TOTAL	MALES	FEMALES	TOTAL AVAILABILITY (TOTAL TABLE I * TOTAL TABLE II	UNDERTULIZATION	REINSTATE	PROMOTION	NEW HIRE	TOTAL	FEMALE GOALS
191	135	56	71	<b>15</b>		15	5	20	<b>15</b>
100%	71%	29%	11%	<b>9%</b>		75%	25%	100%	75%

**JOB GROUP: LABORS AND HELPERS**

PERIOD DATE: JUNE 30, 2016					PERIOD				
EMPLOYEE'S INCUMBENCY					POSITIONS TO RECRUIT				
TOTAL	MALES	FEMALES	TOTAL AVAILABILITY (TOTAL TABLE I * TOTAL TABLE II	UNDERTULIZATION	REINSTATE	PROMOTION	NEW HIRE	TOTAL	FEMALE GOALS
269	253	16	32	<b>16</b>		10	10	20	<b>16</b>
100%	94%	6%	12%	<b>6%</b>		50%	50%	100%	80%



# ADVERSE IMPACT

## OFFICIALS AND MANAGERS

APPLICANTS		HIRES	SELECTION RATE
MALES	26	3	12%
FEMALES	67	2	3%

## PROFESSIONALS

APPLICANTS		HIRES	SELECTION RATE
MALES	52	3	6%
FEMALES	74	4	5%

## TECHNICIANS

APPLICANTS		HIRES	SELECTION RATE
MALES	8	15	53%
FEMALES	9	3	33%

## ADMINISTRATIVE SUPPORT WORKERS

APPLICANTS		HIRES	SELECTION RATE
MALES			
FEMALES		-	

## OPERATIVES

APPLICANTS		HIRES	SELECTION RATE
MALES	36	5	14%
FEMALES	0	0	

## CRAFT WORKERS

APPLICANTS		HIRES	SELECTION RATE
MALES			
FEMALES		-	

## SERVICE WORKERS

APPLICANTS		HIRES	SELECTION RATE
MALES			
FEMALES		-	

## LABORS AND HELPERS

APPLICANTS		HIRES	SELECTION RATE
MALES			
FEMALES		-	



## B. Goals Timetable<sup>1</sup>

GOALS ITINERARY				
UNDERUTILIZATION	GOAL	ACTIVITY	RESOURCES	ITINERARY
An 8% (7) of women underutilization was identified in the <b>Technicians</b> Job Group.	To recruit 7 women in this category.	We will identify recruitment opportunities for this category and we will encourage women participation in those areas. Also, we will include this information in the correspondent document referring to the job opportunity. We will mention that the position is within a job category that has underutilization incidence.	The Human Resources Office will be overseeing the recruitment process to ensure the fulfillment of this goal.	As soon as a job opportunity within this category arises, we will direct our resources and efforts to fulfill this goal.
A 3% (2) of women underutilization was identified in the <b>Operatives</b> Job Group.	To recruit 2 women in this category.	We will identify recruitment opportunities for this category and we will encourage women participation in those areas. Also, we will include this information in the correspondent document referring to the job opportunity. We will mention that the position is within a job category that has underutilization incidence.	The Human Resources Office will be overseeing the recruitment process to ensure the fulfillment of this goal.	As soon as a job opportunity within this category arises, we will direct our resources and efforts to fulfill this goal.
A 1% (1) of women underutilization was identified in the <b>Craft Workers</b> Job Group.	To recruit 1 woman in this category.	We will identify recruitment opportunities for this category and we will encourage women participation in those areas. Also, we will include this information in the correspondent document referring to the job opportunity. We will mention that the position is within a job category that has underutilization incidence.	The Human Resources Office will be overseeing the recruitment process to ensure the fulfillment of this goal.	As soon as a job opportunity within this category arises, we will direct our resources and efforts to fulfill this goal.
A 9% (15) of women underutilization was identified in the <b>Service Workers</b> Job Group.	To recruit 15 woman in this category.	We will identify recruitment opportunities for this category and we will encourage women participation in those areas. Also, we will include this information in the correspondent document referring to the job opportunity. We will mention that the position is within a job category that has underutilization incidence.	The Human Resources Office will be overseeing the recruitment process to ensure the fulfillment of this goal.	As soon as a job opportunity within this category arises, we will direct our resources and efforts to fulfill this goal.

<sup>1</sup> As it was the case for the 2014-2015 period, the Government of Puerto Rico is still going through one of the most economical hardships of this time and there has been numerous efforts to attend this situation, including the reduction of funding. For that reason and despite our best efforts to fulfill these goals, we must note this predicament, which has a direct impact in our hiring goals and timetables.



**B. Goals Timetable<sup>1</sup> (cont.)**

A 6% (16) of women underutilization was identified in the <i><b>Labors and Helpers</b></i> Job Group.	To recruit 16 women in this category.	We will identify recruitment opportunities for this category and we will encourage women participation in those areas. Also, we will include this information in the correspondent document referring to the job opportunity. We will mention that the position is within a job category that has underutilization incidence.	The Human Resources Office will be overseeing the recruitment process to ensure the fulfillment of this goal.	As soon as a job opportunity within this category arises, we will direct our resources and efforts to fulfill this goal.
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<sup>1</sup> As it was the case for the 2014-2015 period, the Government of Puerto Rico is still going through one of the most economical hardships of this time and there has being numerous efforts to attend this situation, including the reduction of funding. For that reason and despite our best efforts to fulfill these goals, we must note this predicament, which has a direct impact in our hiring goals and timetables.



**EMPLOYEES OVER 40 YEARS OLD**

TOTAL	FEMALES	%	MALES	%
937	433	46%	503	54%



# SUMMARY OF APPLICANTS

		GENDER				
JOB GROUP	POSITION	F	%	M	%	TOTAL
OFFICIALS AND MANAGERS	CULTURAL AND EDUCATIONAL SERVICES COORDINATOR	22	27%	8	27%	30
	EXECUTIVE II	45	29%	18	29%	63
<b>OFFICIALS AND MANAGERS</b>		<b>67</b>	<b>72%</b>	<b>26</b>	<b>18%</b>	<b>93</b>
PROFESSIONALS	HOUSING MONITOR	74	41%	52	41%	126
<b>PROFESSIONALS</b>		<b>74</b>	<b>41%</b>	<b>52</b>	<b>41%</b>	<b>126</b>
TECHNICIAN	EMERGENCY MEDICAL SYSTEM SUPERVISOR	2	67%	4	67%	6
TECHNICIAN	ENVIRONMENTAL EDUCATOR	7	36%	4	36%	11
<b>TECHNICIAN</b>		<b>9</b>	<b>53%</b>	<b>8</b>	<b>47%</b>	<b>17</b>
<b>OEPRATIVES</b>	HEAVY EQUIPMENT OPERATOR	0	100%	36	100%	36
<b>HEAVY EQUIPMENT OPERATOR</b>		<b>0</b>	<b>100%</b>	<b>36</b>	<b>100%</b>	<b>36</b>
<b>TOTAL</b>		<b><u>150</u></b>	<b><u>55%</u></b>	<b><u>122</u></b>	<b><u>45%</u></b>	<b><u>272</u></b>



# SUMMARY OF HIRES

## GENDER

JOB GROUP	POSITION	F	%	M	%	TOTAL
OFFICIALS AND MANAGERS	EXECUTIVE II	1	100%	0	0%	1
	SOCIAL AND COMMUNITY SERVICES COORDINATOR	1	50%	1	50%	2
	SUB-DIRECTOR	0	0%	1	100%	1
	SPECIAL ADVISOR	0	0%	1	100%	1
OFFICIALS AND MANAGER		2	40%	3	60%	5
PROFESSIONALS	ACCOUNTANT I	0	0%	1	100%	1
	GEOGRAPHER	0	0%	1	100%	1
	HOUSING TECHNICIAN	1	100%	0	0%	1
	HUMAN RESOURCES ANALYST	1	100%	0	0%	1
	OCUPATIONAL HEALTH AND SAFETY SPECIALIST	1	100%	0	0%	1
	SOCIAL DEVELOPMENT PROMOTER I	1	50%	1	50%	2
PROFESSIONALS		4	57%	3	43%	7
TECHNICIANS	CIVIL DRAFTER	0	0%	1	100%	1
	EMERGENCY TECHNICIAN	0	0%	2	100%	2
	ENGINEER AUXILIAR-HW	1	33%	2	67%	3
	HOUSE INSPECTOR	1	100%	0	0%	1
	LICENSING INSPECTOR	0	0%	1	100%	1
	PARAMEDIC	1	10%	9	90%	10
TECHNICIANS		3	17%	15	83%	18



# SUMMARY OF HIRES (Cont.)

		GENDER				
JOB GROUP	POSITION	F	%	M	%	TOTAL
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	10	77%	3	23%	13
	ADMINISTRATIVE ASSISTANT II	1	100%	0	0%	1
	ADMINISTRATIVE OFFICIAL I	1	100%	0	0%	1
	ADMINISTRATIVE OFFICIAL II	1	100%	0	0%	1
	BUYER	1	100%	0	0%	1
	OFFICE ASSISTANT	4	100%	0	0%	4
	SCHOOL CAREGIVERS	2	100%	0	0%	2
ADMINISTRATIVE SUPPORT WORKERS		20	87%	3	13%	23
OPERATIVES	DELIVERY SERVICES DRIVER	0	0%	2	100%	2
	TRUCK DRIVER	0	0%	1	100%	1
	HEAVY EQUIPMENT OPERATOR	0	0%	1	100%	1
	WELDERS	0	0%	1	100%	1
OPERATIVES		0	0%	5	100%	5
CRAFT WORKERS	CARPENTER	0	0%	1	100%	1
	CRAFT WORKER AUXILIAR-HW	0	0%	1	100%	1
CRAFT WORKERS		0	0%	2	100%	2



# **SUMMARY OF HIRES (Cont.)**

		<b>GENDER</b>				
<b>JOB GROUP</b>	<b>POSITION</b>	<b>F</b>	<b>%</b>	<b>M</b>	<b>%</b>	<b>TOTAL</b>
SERVICE WORKERS	COOK-HW	1	100%	0	0%	1
	FOOD SERVICES ATTENDANT	2	100%	0	0%	2
	MUNICIPAL POLICE	0	0%	1	100%	1
	MUSEUM GUIDE-HW	1	100%	0	0%	1
<b>SERVICE WORKERS</b>		<b>4</b>	<b>80%</b>	<b>1</b>	<b>20%</b>	<b>5</b>
LABORS AND HELPERS	ELECTRICIAN ASSISTANT-HW	0	0%	1	100%	1
	WORKER	0	0%	5	100%	5
	WORKER-HW	2	15%	11	85%	13
<b>LABORS AND HELPERS</b>		<b>2</b>	<b>11%</b>	<b>17</b>	<b>79%</b>	<b>19</b>
<b>TOTAL</b>		<b><u>35</u></b>	<b><u>42%</u></b>	<b><u>49</u></b>	<b><u>58%</u></b>	<b><u>84</u></b>



# SUMMARY OF PROMOTIONS

Employees who requested promotions		GENDER				
JOB GROUP	POSITION	F	%	M	%	TOTAL
OFFICIALS AND MANAGERS	CULTURAL AND EDUCATIONAL SERVICES COORDINATOR	2	50%	2	50%	4
	EXECUTIVE II	24	65%	13	35%	37
OFFICIALS AND MANAGERS		26	63%	15	37%	41
PROFESSIONALS	HOUSING MONITOR	3	50%	3	50%	6
PROFESSIONALS		3	50%	3	50%	6
TECHNICIANS	ENVIRONMENTAL EDUCATOR	0	0%	2	100%	2
OPERATIVE		0	0%	2	100%	2
OPERATIVES	HEAVY EQUIPMENT OPERATOR	0	0%	7	100%	7
OPERATIVE		0	0%	7	100%	7
TOTAL		29	52%	27	48%	56



**Employees who were promoted:**
**GENDER**

<b>JOB GROUP</b>	<b>POSITION</b>	<b>F</b>	<b>%</b>	<b>M</b>	<b>%</b>	<b>TOTAL</b>
OFFICIALS AND MANAGERS	EXECUTIVE I	0	0%	1	100%	1
	EXECUTIVE II	0	0%	1	100%	1
	EXECUTIVE SECRETARY I	1	100%	0	0%	1
	EXECUTIVE SECRETARY II	1	100%	0	0%	1
	MEDIA MANAGER	1	100%	0	0%	1
	SENIOR ADVISOR	1	100%	0	0%	1
	SOCIAL AND COMMUNITY SERVICES COORDINATOR	1	100%	0	0%	1
<b>OFFICIALS AND MANAGERS</b>		<b>5</b>	<b>71%</b>	<b>2</b>	<b>29%</b>	<b>7</b>
PROFESSIONALS	INTERNAL REVENUE AGENT	0	0%	1	100%	1
	MANAGEMENT AND BUDGET ANALYST	2	100%	0	0%	2
	MUNICIPAL TAXES SPECIALIST	0	0%	1	100%	1
	SOCIAL DEVELOPMENT PROMOTER III	2	100%	0	0%	2
	SURVEYOR IN TRAINING	0	0%	1	100%	1
<b>PROFESSIONALS</b>		<b>4</b>	<b>57%</b>	<b>3</b>	<b>43%</b>	<b>7</b>



JOB GROUP	POSITION	F	%	M	%	TOTAL
TECHNICIANS	ENGINEER TECHNICIAN	1	100%	0	0%	1
	ENVIRONMENTAL EDUCATOR	0	0%	1	100%	1
	LEADER OF RECREATIONAL ACTIVITIES	0	0%	1	100%	1
	LICENSING INSPECTOR	0	0%	1	100%	1
	PARAMEDIC	1	100%	0	0%	1
	SPECIAL SERVICES AND LICENSING OFFICIAL	0	0%	1	100%	1
	SPECIAL SERVICES AND LICENSING TECHNICIAN	0	0%	1	100%	1
<b>TECHNICIANS</b>		<b>2</b>	<b>71%</b>	<b>5</b>	<b>29%</b>	<b>7</b>
ADMINISTRATIVE SUPPORT WORKERS	ACCOUNTING CLERK	1	100%	0	0%	1
	ADMINISTRATIVE ASSISTANT	0	0%	1	100%	1
	ADMINISTRATIVE ASSISTANT I	0	0%	2	100%	2
	ADMINISTRATIVE ASSISTANT II	1	100%	0	0%	1
	ADMINISTRATIVE OFFICIAL I	6	67%	3	33%	9
	ADMINISTRATIVE OFFICIAL II	5	71%	2	29%	7
	ADMINISTRATIVE SECRETARY II	0	0%	1	100%	1
	COMMUNITY AND FAITH ORGANIZATION'S COORDINATOR	0	0%	1	100%	1
<b>ADMINISTRATIVE SUPPORT WORKERS</b>		<b>13</b>	<b>57%</b>	<b>10</b>	<b>43%</b>	<b>23</b>
OPERATIVES	HEAVY EQUIPMENT OPERATOR	0	0%	1	100%	1
	LIGHT VEHICLE DRIVER	0	0%	1	100%	1
	TRUCK DRIVER	0	0%	2	100%	2
<b>OPERATIVES</b>		<b>0</b>	<b>0%</b>	<b>4</b>	<b>100%</b>	<b>4</b>



CRAFT WORKERS	GROUP LEADER	1	11%	8	89%	9
CRAFT WORKERS		<b>1</b>	<b>11%</b>	<b>8</b>	<b>89%</b>	<b>9</b>
LABORS AND HELPERS	WORKER	0	0%	2	100%	2
LABORS AND HELPERS		<b>0</b>	<b>0%</b>	<b>2</b>	<b>100%</b>	<b>2</b>
TOTAL		<b><u>25</u></b>	<b><u>42%</u></b>	<b><u>34</u></b>	<b><u>58%</u></b>	<b><u>59</u></b>

## SUMMARY OF TRANSFERS

Employees who requested to be transferred:

GENDER

JOB GROUP	POSITION	F	%	M	%	TOTAL
OFFICIALS AND MANAGERS	EXECUTIVE I	0	0%	1	100%	1
OFFICIALS AND MANAGERS		<b>0</b>	<b>0%</b>	<b>1</b>	<b>100%</b>	<b>1</b>
PROFESSIONALS	HUMAN RESOURCES ANALYST	1	100%	0	0%	1
PROFESSIONALS		<b>1</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	<b>1</b>
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	1	50%	1	50%	2
	ADMINISTRATIVE OFFICIAL I	2	100%	0	0%	2
	ADMINISTRATIVE OFFICIAL II	1	100%	0	0%	1
ADMINISTRATIVE SUPPORT WORKERS		<b>4</b>	<b>80%</b>	<b>1</b>	<b>20%</b>	<b>5</b>
OPERATIVES	DELIVERY SERVICES DRIVER	0	0%	2	100%	2
	TRUCK DRIVER	0	0%	4	100%	4



<b>OPERATIVES</b>	<b>0</b>	<b>0%</b>	<b>6</b>	<b>100%</b>	<b>6</b>
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Employees who requested to be transferred (Cont.):

<b>JOB GROUP</b>	<b>POSITION</b>	<b>F</b>	<b>%</b>	<b>M</b>	<b>%</b>	<b>TOTAL</b>
CRAFT WORKERS	GROUP LEADER	0	0%	2	100%	2
<b>CRAFT WORKERS</b>		<b>0</b>	<b>0%</b>	<b>2</b>	<b>100%</b>	<b>2</b>
SERVICE WORKERS	JANITOR	0	0%	1	100%	1
<b>SERVICE WORKERS</b>		<b>2</b>	<b>40%</b>	<b>3</b>	<b>60%</b>	<b>5</b>
LABORS AND HELPERS	WORKER	0	0%	2	100%	2
<b>LABORS AND HELPERS</b>		<b>0</b>	<b>0%</b>	<b>2</b>	<b>100%</b>	<b>2</b>
<b>TOTAL</b>		<b><u>5</u></b>	<b><u>28%</u></b>	<b><u>13</u></b>	<b><u>72%</u></b>	<b><u>18</u></b>

Employees that were transferred:

<b>JOB GROUP</b>	<b>POSITION</b>	<b>F</b>	<b>%</b>	<b>M</b>	<b>%</b>	<b>TOTAL</b>
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	3	100%	0	50%	3
	ADMINISTRATIVE OFFICIAL I	4	100%	0	50%	4
	ADMINISTRATIVE OFFICIAL II	3	100%	0	100%	3
	ADMINISTRATIVE SECRETARY II	1	100%	0	100%	1
<b>ADMINISTRATIVE SUPPORT WORKERS</b>		<b>11</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>11</b>
<b>TOTAL</b>		<b><u>11</u></b>	<b><u>100%</u></b>	<b><u>0</u></b>	<b><u>100%</u></b>	<b><u>11</u></b>



# SUMMARY OF DISCIPLINARY ACTIONS

## GENDER

JOB GROUP	DISCIPLINARY ACTION	F	%	M	%	TOTAL
OFFICIALS AND MANAGERS	DESTITUTION	0	0%	1	100%	1
<b>OFFICIALS AND MANAGERS</b>		<b>0</b>	<b>0%</b>	<b>1</b>	<b>100%</b>	<b>1</b>
TECHNICIANS	WRITTEN ADMONISHMENT	1	100%	0	0%	1
<b>TECHNICIANS</b>		<b>1</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	<b>1</b>
ADMINISTRATIVE SUPPORT WORKERS	VERBAL ADMONISHMENT	1	50%	1	50%	2
	WRITTEN ADMONISHMENT	2	100%	0	0%	2
	WRITTEN REPRIMAND	1	33%	2	66%	3
	SUSPENSION WITHOUT PAY	1	100%	0	0%	1
<b>ADMINISTRATIVE SUPPORT WORKERS</b>		<b>5</b>	<b>63%</b>	<b>3</b>	<b>37%</b>	<b>8</b>
OPERATIVES	WRITTEN ADMONISHMENT	0	0%	3	100%	3
	WRITTEN REPRIMAND	0	0%	4	100%	4
	DESTITUTION	0	0%	1	100%	1
<b>OPERATIVES</b>		<b>0</b>	<b>0%</b>	<b>8</b>	<b>100%</b>	<b>8</b>
CRAFT WORKERS	WRITTEN ADMONISHMENT	0	0%	2	100%	2
<b>CRAFT WORKERS</b>		<b>0</b>	<b>0%</b>	<b>2</b>	<b>100%</b>	<b>2</b>
SERVICE WORKERS	SUSPENSION WITHOUT PAY	1	33%	2	66%	3
	DESTITUTION	0	0%	1	100%	1
<b>SERVICE WORKERS</b>		<b>1</b>	<b>25%</b>	<b>3</b>	<b>75%</b>	<b>4</b>



**GENDER**

<b>JOB GROUP</b>	<b>DISCIPLINARY ACTION</b>	<b>F</b>	<b>%</b>	<b>M</b>	<b>%</b>	<b>TOTAL</b>
LABORS AND HELPERS	WRITTEN ADMONISHMENT	0	0%	5	100%	5
	WRITTEN REPRIMAND	0	0%	3	100%	3
	SUSPENSION WITHOUT PAY	0	0%	3	100%	3
	DESTITUTION	0	0%	1	100%	1
	<b>LABORS AND HELPERS</b>	<b>0</b>	<b>0%</b>	<b>12</b>	<b>100%</b>	<b>12</b>
	<b>TOTAL</b>	<b><u>7</u></b>	<b><u>19%</u></b>	<b><u>29</u></b>	<b><u>81%</u></b>	<b><u>36</u></b>



# SUMMARY OF TERMINATIONS

		GENDER				
JOB GROUP	POSITION	F	%	M	%	TOTAL
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	2	50%	2	50%	4
	ADMINISTRATIVE OFFICIAL I	2	100%	0	0%	2
ADMINISTRATIVE SUPPORT WORKERS		4	67%	2	33%	6
TOTAL		<u>4</u>	<u>67%</u>	<u>2</u>	<u>33%</u>	<u>6</u>

# SUMMARY OF RETIREMENTS

		GENDER				
JOB GROUP	JOB POSITION	F	%	M	%	TOTAL
PROFESSIONALS	COMMUNICATIONS AND MEDIA WORKER	0	0%	1	100%	1
PROFESSIONALS		0	0%	1	100%	1
ADMINISTRATIVE SUPPORT WORKERS	ADMINISTRATIVE ASSISTANT I	1	100%	0	0%	1
	ADMINISTRATIVE OFFICIAL I	1	100%	0	0%	1
ADMINISTRATIVE SUPPORT WORKERS		2	100%	0	0%	2
OPERATIVES	HEAVY EQUIPMENT OPERATOR SUPERVISOR	0	0%	1	100%	1
	TRUCK DRIVER	0	0%	1	100%	1
OPERATIVES		0	0%	2	100%	2
CRAFT WORKERS	TRANSPORTATION ASSISTANT	0	0%	1	100%	1
CRAFT WORKERS		0	0%	1	100%	1
TOTAL		<u>2</u>	<u>0%</u>	<u>4</u>	<u>100%</u>	<u>6</u>



# PROJECTION OF RETIREMENT 2015-2016

## GENDER

JOB GROUP	JOB POSITION	F	%	M	%	TOTAL
OPERATIVES	HEAVY EQUIPMENT OPERATOR	0	0%	1	100%	1
	DELIVERY SERVICES DRIVER	0	0%	1	100%	1
	DRIVER	1	100%	0	0%	1
OPERATIVES		1	34%	2	66%	3
CRAFT WORKER	CARPENTER	0	0%	1	100%	0
CRAFT WORKER		0	0%	1	100%	1
SERVICE WORKERS	COOK	0	0%	1	100%	1
	JANITOR	1	25%	3	75%	4
	LANDSCAPING WORKER	0	0%	1	100%	1
SERVICE WORKERS		1	17%	5	83%	6
LABORS AND HELPERS	WORKER	2	22%	7	78%	9
LABORS AND HELPERS		2	22%	7	78%	9
TOTAL		<u>4</u>	<u>11%</u>	<u>15</u>	<u>79%</u>	<u>19</u>



### Complementary Documents

1. Laws applicable to AMC
2. Job application
3. Disciplinary Action Manual
4. Sexual Harassment Manual
5. Employees Log
6. Timetable Log of the Compliance Division within the Human Resources Office.
7. Timetable Log for the dates when a report or summary must be presented.
8. Reports and summaries of the achievements and progress of the Plan.
9. Cumulative records of hiring, training, transfer and promotion of the AMC and of areas of underutilization.
10. Diagram of the AMC organizational structure



## Laws Applicable to the AMC

- AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED.
- THE CIVIL RIGHTS ACT OF 1964, AS AMENDED.
- FEDERAL REGULATIONS, REVISION NO. 14, TITLE 41, C.F.R. 60.2.
- EXECUTIVE ORDER NO. 11246.
- FAIR LABOR STANDARDS ACT, AS AMENDED.
- LAW OF AUTONOMOUS MUNICIPALITIES, ACT. NO. 81 OF AUGUST 30, 1991, (*LEY DE MUNICIPIOS AUTÓNOMOS*).
- LEY PARA LA ADMINISTRACIÓN DE LOS RECURSOS HUMANOS EN EL SERVICIO PÚBLICO DEL ESTADO LIBRE ASOCIADO DE PUERTO RICO, ACT. NO. 184-2004, AS AMENDED.
- LEY PARA PROHIBIR EL HOSTIGAMIENTO SEXUAL EN EL EMPLEO, ACT. NO. 17-1988, AS AMENDED.
- PUERTO RICO OVERSIGHT, MANAGEMENT, AND ECONOMIC STABILITY ACT, ALSO KNOWN AS “PROMESA”, H.R.4900 — 114TH CONGRESS (2015-2016).