# LMI - Job Creation/Retention Worksheet

**Job Creation / Retention Information**

1. Total full-time equivalent positions as of (*date)* \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
2. Total new full-time equivalent positions being **created** from the project that will be filled for one year or longer. \_\_\_\_\_\_\_\_\_\_\_\_
3. The total number of **retained** FTEs that will result from the project for which notification of layoff or termination has occurred or is apt to occur (provide explanation) if the project is not carried out. Classify retained FTEs as follows: \_\_\_\_\_\_\_\_\_\_\_\_
	1. Total jobs known to be currently held by lower-income people.

For each employee, submit the Employee Certification Form or acceptable record. \_\_\_\_\_\_\_\_\_\_\_\_

* 1. Total number of jobs that can reasonably be expected to become available through turnover for lower-income persons within a two-year period from an award of CDBG funds. The number of jobs should be based upon the historical turnover rate for each of the past two years converted to FTE positions. \_\_\_\_\_\_\_\_\_\_\_\_
1. (For seasonal hiring only). Total new full-time equivalent positions being created from the project that will be filled for 3 months or longer. \_\_\_\_\_\_\_\_\_\_\_\_
2. Provide a job description for each new position. Complete all information for each job title and identify the number of positions to be created. (Use the attached list for job titles). \_\_\_\_\_\_\_\_\_\_\_\_
3. Describe training and recruitment opportunities that would make the retained jobs available to low-and moderate-income persons. All CDBG-funded projects may use Nebraska Department of Labor for their recruiting of new employees to assist in the documentation of first consideration being given to low-and moderate-income persons. The distance from residence and availability of transportation to the employment site should also be considered in determining whether a particular low-and moderate-income person can seriously be considered an applicant for the job.
4. Complete the projected hiring schedule for positions expected to become available through turnover.

**JOB DESCRIPTIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. of FTE Positions to be Created/ Retained | Job Title | Skills (Describe) | Education (indicate HS education, specialized training, 4-yr degree, other) | Experience (# of years) | Wage/ Salary | BenefitPackage |
| *Created* | *Retained* |  |  |  |  |  |  |

Business Representative Signature Date

 Typed Name Business Name, Job Title

**TITLES FOR JOB CREATION/RETENTION**

For each job retained or created, the following general titles are to be used. If additional titles are to be used for clarification, place in parentheses under these general titles.

1. **Officials and Managers –** Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm’s operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professionals –** Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians –** Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales –** Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers; demonstrators and retail sales workers; and sales clerks, grocery clerks, and cashiers; and kindred workers.
5. **Office or Clerical –** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering of transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
6. **Crafts Workers (skilled) –** Manual workers of relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management) , mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.
7. **Operatives (semi-skilled) –** Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer’s furnaces workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
8. **Laborers (unskilled) –** Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgement. This includes: garage laborers, car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operation; and kindred workers.
9. **Service Workers –** Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional, and personal service, including nurse’s aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.