



## READ THESE INSTRUCTIONS BEFORE FILLING OUT THE EMPLOYER REPORT CC-1

**Who needs to file?** Any business providing a good or service for remuneration to the City of Peoria, the County of Peoria, or the Greater Peoria Sanitary District and any business receiving financial assistance from the City of Peoria.

**What needs to be submitted?** A completed Employer Report Form CC-1 to obtain for the first time, or renew an EEO Certification Number.

**First Time Applicant:** Complete the form. Check the appropriate box to indicate “initial registration” status. Supply a copy of your company’s Sexual Harassment Policy (for specific instructions on the sexual harassment policy, see the Sexual Harassment Policy Information Sheet).

**Renewal Applicant:** Complete the form. Check the appropriate box to indicate “renewal registration” status. If known, enter expired or expiring EEO Certification Number in space provided. **You do not need to submit the Sexual Harassment Policy as it is already on file.**

**Processing Fee:** A fifty-dollar (\$50.00) processing fee will be charged with each submission of the Employer Report Form CC-1

**Method of Processing Fee Payment:** The City of Peoria Treasurer’s office will accept checks (payable to the City of Peoria) money order, cash payment, OR online thru <http://www.peoriagov.org/online-payments> .

**Submittal Instructions:** Either mail, hand deliver, or email ([foo@peoriagov.org](mailto:foo@peoriagov.org)) your completed materials.

Business Address:

City of Peoria  
Purchasing Office - Equal Opportunity  
419 Fulton Street, Room 108  
Peoria, IL 61602-1276

Online Payment:

<http://www.peoriagov.org/online-payments/>

### **Workforce Profile Definitions**

**Definition of employee** - For purposes of this form, an “employee” is an individual performing services for remuneration for the employer. Only full-time employees are to be reported.

**Description of Race/Ethnic** - Race/ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. They are:

**“White (Not of Hispanic Origin)”** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**“Black or African-American”** (Not of Hispanic Origin). All persons having origins in any of the Black racial groups of Africa. “

**“Hispanic or Latino”** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**“Asian or Pacific Islander”** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**“American Indian or Alaskan Native”** All persons having origins in any of the original peoples of North America, and who maintain

**Definition of categories** - Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide examples, not a complete list, of all job titles falling into that category.

**“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. Includes: officials, executives, middle management, plant managers, etc.

**“Professionals”** Occupations 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, scientists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, registered professional nurses, etc,

**“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 union colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering/mathematical/scientific aides, licensed/practical/vocational nurses, photographers, radio operators, etc.

**“Sales”** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, etc.

**“Office and 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 or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, etc.

**“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. Includes: the building trades, hourly paid supervisors/lead operators not members of management, mechanics, skilled machinists, electricians, compositors/typesetters/engravers, etc.

**“Operatives (semiskilled)”** 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. Includes: apprentices (auto/plumbing/bricklaying/carpentry/electrical/machinist/mechanical/building trade/metalworking/printing trades, etc.)

**“Laborers (unskilled)”** Workers 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. Includes: garage laborers, car washers/greasers, gardeners, farm workers, stevedores, wood choppers, lifting/digging/mixing/loading/pulling laborers, etc.

**“Service Workers”** Workers in both protective and non-protective service occupations. Includes: attendants (hospital/other institutions, professional/personal service, nurses aides/orderlies), barbers, char workers/cleaners, cooks, counter/fountain workers, elevator operators, firefighters/fire protection, guards, doorkeepers, stewards, janitors, etc.

**If you have any questions, call the Purchasing Office at (309) 494-8582**

**KEEP THESE INSTRUCTIONS FOR YOUR RECORDS**

**Rev.: July. 2019**