



## Kewaunee County

### Civil Rights Compliance Plan - Internal Survey

April 2010

In accordance with the DWD State of Wisconsin Civil Rights Compliance Plan Requirements, Kewaunee County has developed this internal survey to track current employee gender, race, job classification and disability. The person completing the survey **should not** indicate their name anywhere on the tracking form. Please put your completed survey in the attached envelope, leave the front of the envelope blank and submit it to your supervisor.

Gender:  Male  Female

Race: Ethnic group (Please mark only one.)

- American Indian/Alaskan
- Asian/Oriental
- Hawaiian/Pacific Islander
- Black/African American
- Hispanic/Latin American (including persons of Mexican, Puerto Rican, Cuban, Spanish origin or culture)
- White/Caucasian
- Other

Job Classification: (Please mark only one.)

<input type="checkbox"/>	<b>Officials and Managers</b>	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 recipient's operations.
<input type="checkbox"/>	<b>Professionals</b>	Occupations requiring either college graduation or experiences of such a kind and amount as to provide a comparable background.
<input type="checkbox"/>	<b>Technicians</b>	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 institutions and junior colleges or through equivalent on-the-job training.
<input type="checkbox"/>	<b>Sales Workers</b>	Occupations engaging wholly or primarily in direct selling.
<input type="checkbox"/>	<b>Office &amp; Clerical Workers</b>	Includes all clerical type work regardless of level of difficulty, where the activities are predominantly nonmanual although some manual work not directly involved with altering or transporting products is included.
<input type="checkbox"/>	<b>Craft Workers (skilled)</b>	Manual laborers of relatively high skill level who have a thorough and comprehensive knowledge of the processes involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training.
<input type="checkbox"/>	<b>Operatives (semiskilled)</b>	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels which can be mastered in a few weeks and which require only limited training.
<input type="checkbox"/>	<b>Laborers (unskilled)</b>	Workers in manual operations which generally require no special training to perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
<input type="checkbox"/>	<b>Service Workers</b>	Workers in both protective and non protective service occupations.

Definitions: A "qualified individual with a disability" is defined as a person who satisfies the requisite skill, experience, education and other job-related requirements of the job held or desired; can perform the essential functions of the job with or without reasonable accommodation and either:

- has a physical or mental impairment which substantially limits one or more of the individual's major life activities (i.e., caring for one's self, performing manual tasks, eating, walking, seeing, hearing, speaking, breathing, learning or working.);
- has a record of such impairment or
- is perceived or regarded as having such an impairment

Are you a person with a disability?

Yes

No