

STATE OF MAINE
DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

HUMAN RESOURCES MEMORANDUM 6-90

March 22, 1990

TO: Agency/Department Heads, Personnel Officers

SUBJECT: Annual EEO-4 Report

The State of Maine's Annual EEO-4 Report for State and Local Governments is scheduled to be submitted in April to the Equal Employment Opportunity Commission (EEOC). The Bureau of Human Resources submits this report on behalf of all State agencies in the form of a single report covering the entire Executive Branch.

The report cannot be run until the employee records are correct that relate to SEX CODE, ORG1 CODE, and RACE. We know that this data contains some errors. Please review and correct the information on the attached listing for your agency. Please make corrections on-line if you have on-line access, or you may otherwise return to us a corrected copy of the attached report. The following data needs to be reviewed.

ORG1 CODE: The report is sorted on this code. Please make sure that all employees are shown in the correct ORG1. This is crucial to the EEO report, as it determines the reporting group for each employee. You may wish to review ORG2, ORG3 and ORG4 codes as well.

SEX CODE: F = Female
M = Male

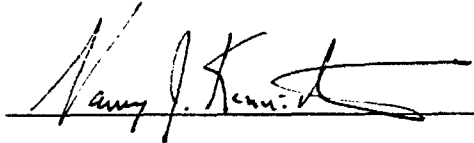
RACE: 0 = White
1 = Black
2 = Hispanic
3 = Asian
4 = American Indian
5 = Not coded

Also attached is a narrative of the names of each of the ORG1 codes. Please make sure this list is complete and the narrative correctly describes the ORG1. Please return this corrected list to Jeannie Johnson before 5:00 p.m. on March 30, 1990.

Here is the schedule for the production of the EEO-4 Report:

March 22, 1990 Distribution of the EEO worksheet to agencies for review and correction.
March 30, 1990 Corrections made to file or corrected worksheet returned to Bureau of Human Resources.
April 6, 1990 Trial printing of the EEO-4 Report by BHR.
April 13, 1990 Submission of Final Report to the EEOC.

Thank you for your assistance in verifying this data.

A handwritten signature in black ink, appearing to read "Nancy J. Kenniston", is written over a horizontal line.

Nancy J. Kenniston, Director

BUREAU OF HUMAN RESOURCES

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS