

## STATEWIDE IN ALASKA

Affirmative Action Programs were established by the U. S. Department of Labor, Office of Federal Contract Compliance in 1970, to insure equal employment opportunities for minorities and women. Compliance Order Number 4 which is based upon Executive Order 11246, sets forth the guidelines to be used by companies in developing and evaluating their affirmative action programs.

What is an affirmative action program? As Order Number 4 states "An affirmative action program is a set of specific and result-oriented procedures to which a contractor commits himself to apply every good faith effort. The objective of those procedures plus such efforts is equal employment opportunity. Procedures without effort to make them work are meaningless; and effort, undirected by specific and meaningful procedures is inadequate."

Order Number 4 requires that each prime contractor or subcontractor with 50 or more employees and a federal contract of \$50,000 or more must, within 120 days from the beginning of a federal procurement contract, develop a written affirmative action compliance program to insure equal employment opportunities. Each of the prime contractor's or subcontractor's establishments must be covered by the program. The only employers who are exempted under this Order are construction contractors.

There are three basic requirements that an acceptable affirmative action program must contain. The first basic requirement is an analysis of all major job categories at the places of employment to determine if minorities or women are currently being underutilized in any one or more job categories. The definition of job category is a group of jobs having similar content, wage rates, and opportunities. The definition of underutilized is having fewer minorities or women in a particular job category than would reasonably be expected by their availability. There are various factors pertaining to the availability of minorities or women which a contractor must at least consider in determining whether minorities or women are being underutilized. They are:

1. The minority population of the labor force and the number of minority unemployed in the labor area surrounding the facility;

2. The percentage of minority and women work force as compared with the total work force in the immediate labor area;
3. The general availability of minorities and women with the necessary skills in the immediate labor area or in an area in which the contractor can reasonably recruit;
4. The availability of promotable minority and women employees within the contractor's organization;
5. The anticipated expansion, contraction, and turnover of the contractor's own work force;
6. The existence of training institutions capable of training minorities and women in the requisite skills; and
7. The degree of training which the contractor is reasonably able to undertake as a means of making all job classes available to minorities and women.

Based upon the government's experience with compliance revisions over the past several years, there are six job categories most likely to be underutilized: officials and managers, professionals, technicians, office and clerical, and craftsmen (skilled). Contractors should look closely at these categories in the analysis of their organizations.

The second basic requirement for an acceptable affirmative action program is to include stated goals, timetables and commitments that are designed to correct the inadequacies and increase the utilization of minorities and women at all levels and in all segments of the contractor's work force where inadequacies exist. If a contractor does not meet his goals and timetables, his compliance status will not be judged by this alone. Instead, his total program, the extent to which he has lived up to his goals and timetables, and his "good faith efforts" to make his program work toward the achievement of the program's goals within the timetables prescribed are analyzed.

The third basic requirement for an acceptable

affirmative action program is to compile and maintain support data for the program. This should include progression line charts, applicant flow data, and other information to back up the affirmative action program.

Under the guidelines set down in Order Number 4, there are a variety of internal factors a contractor should include in the implementation of an effective affirmative action program. Some of these factors are: the development of the equal employment opportunity policy; establishment of responsibilities for implementation of the program; and the design and implementation of internal audit and reporting systems to measure effectiveness of the total program.

The Alaska Department of Labor, Research and Analysis Section has been charged with the responsibility of supplying contractors and other government agencies with as much affirmative action information as possible. This information is based upon the 1970 Census data, but is updated with the most current population estimates available. Research and Analysis can provide data on the minority and women population, employment-unemployment statistics, and limited information on work skills and availability of minorities and women. This information can be provided for certain labor areas and/or the State as a whole, as needed by the contractor.

All contractors desiring such information should write to:

Research & Analysis  
Alaska Department of Labor  
Box 3-7000  
Juneau, Alaska 99801

### ALASKA'S ECONOMY IN APRIL

**Employment - Unemployment:** Alaska's economy continued to recover from its mid-winter slump during the month of April as total estimated employment increased and unemployment decreased. An estimated 2,300 employment positions were added during the month, which placed the April 1973 estimated employment 6,000 jobs higher than in April 1972. The rate of unemployment decreased slightly as total employment rose at a faster rate than the civilian workforce.

**Mining:** Employment in mining remained stable in the month of April, yet employment remains 600 positions below the level noted at this time last year.

INDUSTRY	(Thousands)			Changes From:	
	4-73	3-73	4-72	3-73	4-72
CIVILIAN WORKFORCE.....	131,400	129,000	124,800	2,400	6,600
INVOLVED IN WORK STOPPAGES.....	0	0	0	0	0
TOTAL UNEMPLOYMENT.....	15,800	15,700	15,200	100	600
Percent of Workforce.....	12.0	12.2	12.2	-	-
TOTAL EMPLOYMENT <sup>2/</sup> .....	115,600	113,300	109,600	2,300	6,000
Nonagricultural Wage & Salary <sup>3/</sup> .....	103,200	100,900	96,700	2,300	6,500
Mining.....	1,900	1,900	2,500	0	- 600
Construction.....	6,300	5,600	5,600	700	700
Manufacturing.....	7,700	7,100	6,200	600	1,500
Durable Goods.....	3,300	3,000	2,300	300	1,000
Lumber, Wood Products.....	2,600	2,400	1,800	200	800
Other Durable Goods.....	700	600	500	100	200
Non Durable Goods.....	4,400	4,100	3,900	300	500
Food Processing.....	2,500	2,200	2,100	300	400
Other Non Durable Goods.....	1,900	1,900	1,800	0	100
Transp.-Comm. & Utilities.....	9,900	9,400	9,500	500	400
Trucking & Warehousing.....	1,500	1,400	1,500	100	0
Water Transportation.....	700	500	600	200	100
Air Transportation.....	2,900	2,800	2,800	100	100
Other Transp.-Comm. & Utilities.....	4,800	4,700	4,600	100	200
Trade.....	17,800	17,600	16,100	200	1,700
Wholesale Trade.....	3,300	3,200	3,200	100	100
Retail Trade.....	14,500	14,400	12,900	100	1,600
General Merchandise & Appar.....	3,700	3,600	3,200	100	500
Food Stores.....	2,400	2,400	1,900	0	500
Eating & Drinking Places.....	3,100	3,100	3,100	0	0
Other Retail Trade.....	5,300	5,300	4,700	0	600
Finance-Insurance & Real Estate.....	3,800	3,800	3,400	0	400
Service & Miscellaneous.....	14,800	14,300	13,600	500	1,200
Government <sup>4/</sup> .....	41,000	41,200	39,800	- 200	1,200
Federal.....	17,000	17,000	16,900	0	100
State.....	13,500	13,600	12,700	- 100	800
Local.....	10,500	10,600	10,200	- 100	300

<sup>1/</sup> Estimated in accordance with techniques recommended by U. S. Bureau of Labor Statistics.

<sup>2/</sup> Includes domestics, nonagricultural self employed and unpaid family workers, and agricultural workers.

<sup>3/</sup> Prepared in cooperation with the U. S. Bureau of Labor Statistics.

<sup>4/</sup> Includes teachers in primary and secondary schools, and personnel employed by the University of Alaska.

**Construction:** Employment in the construction industry continued to advance during April as 700 more positions were added. Total estimated employment has risen by approximately 700 positions since April 1972.

**Manufacturing:** A typical seasonal employment increase in the manufacturing industry was witnessed in April, as activity in food processing and lumber continued to advance. Employment levels are well above last year at this time, with the lumber, wood products sector showing a strong gain of 800 and food processing showing a moderate gain of 400 positions. An early spring has helped boost the lumber and wood products sector.