



Department
of Labor

New York State Department of Labor

Sponsor Code 22208 20586
Trade Code(s) 18-541

Apprentice Training Program Affirmative Action Plan

☐ New Program
☐ Amended
☒ Renewal

To be Administered by: Ironworkers JAC of Albany LU #12structors JATC
Sponsor's Name

Address: 890 Third Street
Albany NY Suite 2 12206
Zip Code

Plan is Effective From: 01/01/2018 To: 12/31/2022
Date Date

On behalf of the above named sponsor, I certify that it is our intent to fulfill this Affirmative Action Plan.

Signature of Sponsor: [Signature] 7-18-2017
The above signature must be the employer's Chief Executive Officer or the
Chair of the Joint Apprenticeship Committee or their authorized representative. Date

Print Name: John Bissailien
Title: JATC Chair
NYS Department of Labor
Apprentice Training
SEP 05 2017

Do not write below this line.

Central Office

Approved by: Nidhi Taneja 2/16/2018
NYS Department of Labor Date
Title: Workforce Programs Specialist I

Part I – Equal Opportunity Standards

- A. Provide a brief description of the nature and extent of the Sponsor's business, the geographic area or jurisdiction where the business is performed, and the county or counties where the sponsor will recruit.

Iron Workers Local Union 12 in Albany NY. We have been proudly molding the skyline of New York States capital city since our charter in 1901. We cover approximately 16 counties in Upstate New York. We build your office buildings, malls and shopping centers. The bridges you drive across every day. We build the hospitals where your where your children were born and the schools, colleges and universities they attend.

Albany	Otsego
Clinton	Rensselaer
Columbia	Saratoga
Essex	Schenectady
Schoharie	Montgomery
Fulton	Warren
Greene	Washington
Delaware	<i>Berkshire (MA)</i>
Hamilton	<i>Bennington (VT)</i>
Madison	
Oneida	

- B. Equal Opportunity Pledge

The sponsor recognizes that all qualified persons shall have equal opportunity in apprenticeship training, agrees that the commitments contained in the Affirmative Action Plan shall not be used for discriminatory purposes, and agrees to adhere to the following Equal Opportunity Pledge:

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status or arrest record. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 600; and the Americans with Disabilities Act of 1990.

- C. Affirmative Action Policy Statement /1

Attach a statement of the sponsor's affirmative action policy. This statement must be the official policy available for public and internal distribution, be on sponsor letterhead and signed and dated by the Chief Executive Officer or the Chair of the Joint Apprenticeship Committee.

If responsibility for plan implementation has been delegated to other than the individual signing the Affirmative Action Policy Statement, that individual must be named in the Policy Statement.

- D. Sexual Harassment Policy Statement /1

Attach a statement of the sponsor's sexual harassment policy. This statement must be the official policy available for public and internal distribution, be on sponsor letterhead and signed and dated by the Chief Executive Officer or the Chair of the Joint Apprenticeship Committee.

/1 Sponsors needing assistance in developing an Affirmative Action and/or Sexual Harassment Policy Statement should contact the New York Department of Labor's Division of Equal Opportunity Development.

Part II – Labor Force Analysis/Utilization Study

A. The total labor force is 843,214 in the following county(counties):

Albany, Otsego
Clinton, Rensselaer
Columbia, Saratoga

Essex, Schenectady
Fulton, Montgomery
Delaware, Warren

Greene, Washington
Hamilton, Schoharie
Berkshire County (Massachusetts), Bennington County (Vermont)

The labor force includes: /1

Minorities

African American	<u>35,551</u>	<u>4.22</u>	%
Hispanic	<u>25,227</u>	<u>2.99</u>	%
Other Minorities /2	<u>27,647</u>	<u>3.28</u>	%
Total Minorities	<u>88,425</u>	<u>10.49</u>	%
 Women	 <u>409,598</u>	 <u>48.58</u>	 %

B. The total minority and women staffing goals of this program are the percentage of these groups in the labor force in the county (counties) of recruitment.

Goal for Total Minorities: 10.49 %
Goal for Women: 6.9 %

/1 Data on labor force is supplied by the New York State Department of Labor Research and Statistics Division, Bureau of Labor Market Information, State Office Bldg. Campus, Bldg. #12, Room 402, Albany, NY 12240, telephone: (518) 457-6657.
/2 Other Minorities: Native Americans; Alaskan Natives; Pacific Islanders; Asians.

Part III – Current and Projected Staffing and Annual Goals

Title of Trade Ironworker (Outside)

A. Current Staffing in the Above Trade

	Total	African American		Hispanic		Other Minority		Women	
		No.	%	No.	%	No.	%	No.	%
Active Journeyworkers	<u>327</u>	<u>25</u>	<u>7.65</u>	<u>19</u>	<u>5.81</u>	<u>10</u>	<u>3.06</u>	<u>15</u>	<u>4.59</u>
Registered Apprentices	<u>35</u>	<u>7</u>	<u>20.00</u>	<u>2</u>	<u>5.71</u>	<u>2</u>	<u>5.71</u>	<u>4</u>	<u>11.43</u>

B. Projected Number of Apprentice Indentures /1

Year	20	18	19	20	21	22	Totals
New Positions		<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>10</u>
Vacancies from Turnover /2		<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>50</u>
Total Indentures		<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>60</u>
						All Years	

C. Annual Goals

Based on the data and projections above, the sponsor's annual goals are to indenture minorities and women in apprentice programs as follows: /1

Year	20	18	19	20	21	22	Totals
African American		<u>2</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>11</u>
Hispanic		<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>10</u>
Other Minority		<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>7</u>
Women		<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>10</u>
Total Indentures		<u>7</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>7</u>	<u>38</u>
						All Years	

The sponsor's good faith efforts to meet these annual goals will be evaluated based on whether the sponsor is following the Affirmative Action Plan. The sponsor understands that if the annual goals are not being met, it may be necessary to re-evaluate and change the Affirmative Action Plan in order to increase its effectiveness.

/1 Where no apprentice indentures are planned for a particular group or year, enter "0".

/2 Includes program graduates and non-graduates, (e.g. voluntary quits, dismissals prior to completion).

Part IV – Action Plans and Requirements (continued)

E. Notification and Appointment of Candidates for Apprenticeship.

It is agreed that whether selection is made from a certified list established by rank, random selection, list of current employees or union members, or alternative methods, the following notification procedure will prevail:

1. Each candidate who met the requirements for admission to the eligibility pool shall be notified in writing. This notification shall include a copy of the Complaint Procedure, Part 600.12.
2. Each candidate who did not meet the requirements for admission to the eligibility pool shall be notified in writing of the reasons for rejection and of the requirements for admission to the eligibility pool. This notification shall include a copy of the Complaint Procedure, Part 600.12.
3. Each qualified candidate selected for appointment shall be notified in writing at least 10 days prior to the commencement of the apprenticeship term. Such notification shall be sent by certified mail, return receipt requested.
4. After the commencement of the term of an apprenticeship program, the program sponsors may appoint available additional or replacement apprentices from the list in the order of their ranking thereon. Notice of such appointment will be in writing and shall be sent by certified mail return receipt requested. No candidate on the list may be deleted from the list because of unavailability unless the candidate's unavailability extends seven days after delivery of notice.

Part V – Discrimination Complaint Procedure

It is agreed that complaints will be filed in accordance with Part 600.12, Complaint Procedures, as defined under Equal Employment Opportunity in Apprenticeship Training Regulations.

Part VI – Distribution

Send the original Affirmative Action Plan to your Apprentice Training Representative.

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Part IV – Action Plans and Requirements (continued)

B. Recruitment

It is agreed that the sponsor will recruit applicants for apprenticeship by (Check One):

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1. Requesting the NYS Department of Labor's approval to conduct an area-wide public recruitment in accordance with the Department Regulations on Equal Employment Opportunity in Apprenticeship Training (Part 600).

An area-wide public recruitment will publicize the following information:

- a. Estimated number of apprentice job openings to be filled.
- b. Eligibility requirements.
- c. Where and when applications may be obtained.
- d. When applications are to be submitted.
- e. Affirmative Action policy of the sponsor.

☐

2. Listing all apprentice openings including minimum qualifications and selection standards with the NYS Job Bank (www.newyork.us.jobs/) for a minimum of five full working days before any selections are made.

☐

3. Limiting recruitment to present employees of the sponsor and/or present members of the union sponsoring the apprenticeship program. Employees must have been hired and/or union members have been admitted without discrimination based on race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status or arrest record. Sponsors are encouraged to list all resulting vacancies with the NYS Job Bank (www.newyork.us.jobs/).

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4. Recruiting apprentices by methods other than those in B 1, 2, or 3 above. A detailed statement of the recruitment method to be used **must be attached to be submitted to the Commissioner of Labor** for review and approval prior to being used. /1

C. Methods for Selection of Apprentices

Selection of apprentices will be made under **one** of the following **four** methods. (Check One):

☒

1. Selection on basis of rank from a candidate list (only available for area-wide public recruitments). Composed of those eligible applicants who meet the minimum qualifications and complete the selection process.
 - a. When this method is used; (1) the qualifications of each eligible applicant will be evaluated and scored on each of the selection standards used; (2) the scores will be added to obtain a total score for each applicant; (3) each applicant who completes the evaluation process will be placed on a list of candidates for apprenticeship in order of rank based on the total score. Seniority of employment and/or seniority of union membership may be one of the selection standards.
 - b. The list of candidates will remain valid for a minimum period of two years, or until the list is exhausted.
 - c. At least 10 days prior to the time when each eligible applicant is first required to demonstrate his/her qualifications, each eligible applicant will be notified in writing of the qualifications on which he/she will be evaluated, the time and place for submitting evidence of qualifications, and the time and place for testing and/or interview.

/1 A sponsor using this method of recruitment should contact their Apprentice Training Representative for technical assistance.

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Part IV – Action Plans and Requirements

A. Outreach and Positive Recruitment Plan

Detail all the specific activities the sponsor will undertake to expand the opportunities for minority and female participation in the apprenticeship program. (Attach additional sheets if necessary.) The extent of outreach and recruitment activities may vary with the size and type of program and its resources. Refer to Equal Employment Opportunity in Apprenticeship Training Regulations Section 600.5 (c) for examples of outreach and positive recruitment.

Outreach and Recruitment Activities:

Our Outreach and Positive recruitment plan includes attending events and schools in our local area. Those schools will include Albany High School 700 Washington Avenue, Albany, New York, Schenectady High School 1445 The Plaza in Schenectady, New York and Troy High School 1950 Burdett Ave Troy, New York. We also notify all these schools of our current recruitments by phone and mail. We will also reach out to new school in the area over the five years to include all bigger schools in the jurisdiction.

We attend and speak at various BOCES programs in our Jurisdiction. We also notify all these BOCES of our current recruitments.

We send various female and minority organizations, (Commission on Economic Opportunity YouthBuild & Youth Construction Initiative Programs, Adult Learning Center in Albany, Albany-Schenectady-Schoharie Boces, Nontraditional Employment for Women) a letter with recruitment dates, time and requirements for our apprenticeship program. The letters to these organizations are also follow-up with by phone at numerous times during the year. We do this to promote and continue minority and women participation in the program. In addition our recruitment dates and times are posted on our website.

The Local's membership, Organizers, Officers, Business Manager, Training Director and other staff will continue to work in promoting the program to encourage a strong women and minority participation.

We will also reach out to minorities and women not currently in the workforce through the following:

- Maintaining a relationship with state employment service;
- Advertise openings in the local media;
- Recruit at local area high school and college institutions;
- Work with organizations that have access to these individuals;
- Conduct on-site job fairs inviting the local community when ever asked

Direct Entry Provider(s): (See <https://www.labor.ny.gov/apprenticeship/direct-entry.shtm>.)

Helmets to Hardhats



**INTERNATIONAL ASSOCIATION
OF
Bridge, Structural, Ornamental and Reinforcing Ironworkers
LOCAL UNION NO. 12
ALBANY AND VICINITY**

890 THIRD STREET
1ST FLOOR
ALBANY, NEW YORK 12206
TELEPHONE 518-435-0470
FAX 518-435-0043



If an apprentice believes that he/she is being subjected to sexual harassment, the apprentice should, to the extent possible, first clearly inform that harasser that the behavior is offensive and/or unwelcome and demand that such conduct stop. If the behavior continues, the apprentice should bring the complaint promptly to the attention of his/her immediate supervisor. If the immediate supervisor is involved in the harassing activity, the other Committee members should be informed of the complaint.

The complaint will be investigated by the Committee in a prompt, fair and thorough manner. All complaints will be kept as confidential as possible under the circumstances. If the complaint is substantiated, prompt action will be taken to stop the harassment immediately and prevent recurrence, including appropriate corrective and/or disciplinary action.

A violation of this policy may constitute cause for termination from the Apprenticeship Program at the discretion of the Committee's Board of Trustees. This policy also prohibits retaliation against any apprentice involved with the initiation or supporting a sexual harassment allegation.

If an apprentice is dissatisfied with the Committee's response to his/her complaint, the apprentice may also notify the New York State Department of Labor's Division of Equal Opportunity Development with information relating to the complaint. If the Complaint cannot be successfully resolved, the apprentice has the right to contact the New York State Division of Human Rights, The Equal Employment Opportunity Commission, and the U.S. Department of Labor's Directorate of Civil Rights.

The making of false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

NYS Department of Labor
Apprentice Training

SEP 05 2017

Central Office

8-16-2017

DATE

Michael C. Peters, Sr

Business Manager, FST

John R. Bissaillon

President

Scott Allen

Vice President
JAC Coordinator



890 THIRD STREET
1ST FLOOR
ALBANY, NEW YORK 12206
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**INTERNATIONAL ASSOCIATION
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LOCAL UNION NO. 12
ALBANY AND VICINITY**



POLICY ON SEXUAL HARASSMENT

It is the policy of the apprenticeship sponsor, Ironworkers Local Union No. 12 Joint Apprenticeship Committee of Albany & Vicinity ("Committee"), to promote a work and academic environment in which there exists a mutual respect for all apprentices, journeymen and contractors and to maintain a work environment that is free of all forms of discriminatory conduct, including harassment based on sex.

The Committee recognizes that harassment based on sex is, among other things, disruptive to good business practice in that it distracts from the program goal of optimizing the utilization of its apprentices, their skills and their talents. Sexual harassment is prohibited by New York and federal law and will not be tolerated. This policy not only applies to internal interactions among Ironworkers Local No. 12 apprentices themselves and between apprentices and instructors but also to apprentices' actions towards and treatment by external contacts such as contractors and journey persons.

Guidelines established by the Equal Employment Opportunity Commission (EEOC) provide that verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment.

NYS Department of Labor
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**INTERNATIONAL ASSOCIATION
OF
Bridge, Structural, Ornamental and Reinforcing Ironworkers
LOCAL UNION NO. 12
ALBANY AND VICINITY**

880 THIRD STREET
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ALBANY, NEW YORK 12206
TELEPHONE 518-435-0470
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EQUAL OPPORTUNITY PLEDGE

"The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status or arrest record. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and Title 12 of the Official Compilation of Codes, Rules and Regulations of the state of New York, Part 600: and the Americans with Disabilities Act of 1990".

Scott C. Allen
JATC

John Bissailon
JATC

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**INTERNATIONAL ASSOCIATION
OF
Bridge, Structural, Ornamental and Reinforcing Ironworkers
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AFFIRMATIVE ACTION POLICY

It is the policy of Iron Workers Local Union No. 12 to provide equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, Vietnam Era Veteran status, marital status or sexual orientation.

In accordance with all relevant Federal and State non-discrimination and affirmative action regulations and with New York State Labor Law 600.12, Iron Workers Local Union No. 12 act affirmatively to develop avenues of entry and mobility for minorities, women, individuals having disabilities, and Vietnam Era Veterans through the following activity:

- Development of educational and training programs for all employees, with due emphasis on our goal of upgrading minorities, women, individuals with disabilities, and Vietnam Era Veterans.

The mission for Iron Workers Local Union No. 12 is to develop and maintain an ongoing affirmative action program, promote equal opportunity and ensure non-discriminatory policies and practices within all internal and external activities.

Scott Allen
JACT

8/16/17

Date

John Bissailon
JATC

NYS Department of Labor
Apprentice Training

SEP 05 2017

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Department of Labor

New York State Department of Labor

Sponsor Code 20588

Trade Code(s) 15-221

Selection Standards and Evaluations

Name of Candidate	Trade Ironworker (Outside)																							
Address	City	State	Zip																					
Only those checked apply.																								
Educational Achievement <input checked="" type="checkbox"/> 1 Points for Each Year of Education Past Grade 10 or Equivalent as Recognized by Local Educational Authorities <input checked="" type="checkbox"/> 1 Points for Each Year of Related Technical Education Past Grade 10 or Equivalent as Recognized by Local Educational Authorities <input type="checkbox"/> Points for Each Trade Related Adult or Continuing Education Course Completed <input type="checkbox"/> Other _____		Total	<table border="1"><thead><tr><th>Maximum Points Allowable</th><th>Number of Years Credited</th><th>Score</th></tr></thead><tbody><tr><td>10</td><td></td><td></td></tr><tr><td>5</td><td></td><td></td></tr><tr><td>5</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table> Total	Maximum Points Allowable	Number of Years Credited	Score	10			5			5											
Maximum Points Allowable	Number of Years Credited	Score																						
10																								
5																								
5																								
Work Experience <input checked="" type="checkbox"/> 5 Points for Each Year of Trade Related Work Experience <input checked="" type="checkbox"/> 1 Points for Each Year of Active Military Experience <input type="checkbox"/> Points for Each Year of General Work Experience <input type="checkbox"/> Other _____		Total	<table border="1"><thead><tr><th>Maximum Points Allowable</th><th>Number of Years Credited</th><th>Score</th></tr></thead><tbody><tr><td>21</td><td></td><td></td></tr><tr><td>15</td><td></td><td></td></tr><tr><td>6</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table> Total	Maximum Points Allowable	Number of Years Credited	Score	21			15			6											
Maximum Points Allowable	Number of Years Credited	Score																						
21																								
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Seniority <input type="checkbox"/> Points for Each Year of Employment With The Sponsoring Firm <input type="checkbox"/> Other _____		Total	<table border="1"><thead><tr><th>Maximum Points Allowable</th><th>Number of Years Credited</th><th>Score</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table> Total	Maximum Points Allowable	Number of Years Credited	Score																		
Maximum Points Allowable	Number of Years Credited	Score																						
Job Aptitude <input type="checkbox"/> SATB (Specific Aptitude Test Battery) # _____ Points for High _____ Medium _____ Low _____ <input type="checkbox"/> Name of Alternative Aptitude Test _____ Administered by _____ <input type="checkbox"/> Other _____		Total	<table border="1"><thead><tr><th>Maximum Points Allowable</th><th>Number of Years Credited</th><th>Score</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table> Total	Maximum Points Allowable	Number of Years Credited	Score																		
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Oral Interview: Not to Exceed 40% of Total Score <input checked="" type="checkbox"/> 1-3 Ability to Communicate <input checked="" type="checkbox"/> 1-3 Willingness to Accept Obligation of Apprenticeship <input checked="" type="checkbox"/> 1-3 Ability to Reason and Comprehend <input checked="" type="checkbox"/> 1-3 Interest and Motivation <input checked="" type="checkbox"/> 1-3 Other Personality and characteristic important to apprenticeship <input type="checkbox"/> Other _____		Total	<table border="1"><thead><tr><th>Maximum Points Allowable</th><th>Number of Years Credited</th><th>Score</th></tr></thead><tbody><tr><td>15</td><td></td><td></td></tr><tr><td>3</td><td></td><td></td></tr><tr><td>3</td><td></td><td></td></tr><tr><td>3</td><td></td><td></td></tr><tr><td>3</td><td></td><td></td></tr><tr><td>3</td><td></td><td></td></tr></tbody></table> Total	Maximum Points Allowable	Number of Years Credited	Score	15			3			3			3			3			3		
Maximum Points Allowable	Number of Years Credited	Score																						
15																								
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3																								
3																								

Total Allowable Points



46

Total Score→

Rank _____

Evaluated by _____ (Name) Date _____

Sponsor Name _____

Sponsor Address _____

AT 508 (5-16)

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Apprentice Training

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Instructions

Use this form to demonstrate the proposed selection factors for apprentice recruitment. After approval, individual forms are used to document the scores given to apprentice applicants.

Name of candidate, Address and Trade – Self-explanatory.

Selection Factors

Check the box for each selection factor used.

Educational Achievement

If used as a selection factor, enter the number of points to be awarded for completion of each year of general education beyond the minimum qualification. For example, 2 points for each year completed beyond the 12th grade (if completion of high school or GED was a minimum qualification).

Points for related technical education such as technical college or trade school attendance or vocational high school may be awarded beyond the selected grade level.

Points for completion of trade related continuing education or adult education courses such as BOCES or school district night school may be awarded. For example: Blueprint Reading, Shop Math, Power Tool Safety, etc.

Credit for education completed in the military service should be given as appropriate.

Work Experience

Points may be awarded for trade related work experience including appropriate military service work experience.

Points may be awarded for recognition of military service.

Points may be awarded for general work experience, i.e., non trade related experience.

Seniority

Points may be awarded for length of service for an in-house recruitment or an open recruitment which includes the sponsor's employees.

Job Aptitude

If used, aptitude test results must be significantly related to job performance. Insert the name of the aptitude test and who will administer it. Selected test must meet New York State Department of Labor approval.

Oral Interview

Limited to objective questions that determine the fitness of applicants to enter the apprenticeship program. Questions relating to qualifications previously determined in gaining entrance to the eligibility pool shall not be included. Interviewers should keep a record of questions asked, the general nature of the applicant's responses and a summary of any conclusions. Interview points cannot exceed 40% of the total score.

Determining Scores

First, assign the total maximum number of points allowable for each chosen selection factor. For example, 25 total points for Educational Achievement, 20 total points for Work Experience, etc. The proportion of allowable points for each selection factor should be directly related to job performance and performance in the apprenticeship program. Next, determine the maximum number of points for each checked factor of the selection criteria. For example, under work experience 12 points for the maximum allowable credit for Trade Related Work Experience and 8 points for Active Military Experience credit. It is permitted for the total of allowable points for two or more checked selection factors to exceed the assigned Total Allowable Points for the category. For example, under Work Experience the total allowable points may be 20; for Trade Related Work Experience, 15, and for Active Military Experience, 10. The maximum number of points a candidate could be credited remains at 20 regardless of the combined allowable points earned.

To score individual candidates, multiply the number of years credited times the points assigned for each year completed for Educational Achievement, Work Experience, and Seniority. Enter the total in the score column and total the points for each category. Enter the amount in the 'Total' box for each category. That amount may not exceed the total maximum points allowable for each category.

For determining allowable points for other than the SATB (Specific Aptitude Test Battery) Job Aptitude, use the following formula:

$$\text{Applicants Points} = \frac{\text{Applicant's test score} \times \text{maximum points allowable}}{\text{Maximum test score}}$$

For example, if an applicant scored 70 out of a possible 80 on an aptitude test and the maximum allowable points for the test was set at 24, then:

$$\frac{70 \times 24}{80} = 21 \text{ points}$$

For oral interviews, total the points awarded in each checked standard and indicate the amount in the 'Total Score' box. Points awarded for the oral interview cannot exceed 40% of the Total Score.

To determine the applicant's Total Score, add all the bolded 'Total Score Box' scores.

NYS Department of Labor
Apprentice Training

SEP 05 2017

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Department
of Labor

New York State Department of Labor

Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor Code 20586

Trade Code 15-221

Ironworkers JAC of Albany LU#12, located at

(Sponsor)

890 Third Street Albany NY 12206

(Address)

is presently accepting applications for an estimated _____ apprentice training positions in

(No. of Openings)

the occupation of Ironworker (Outside)

(Trade)

If you are interested in taking advantage of this training opportunity and meet the following qualifications, you are eligible to apply.

Minimum Qualifications

Minimum Age: 18

Minimum Education: High School Diploma or High School equivalency

Physical Condition: Be physically able to perform the work required as determined by

Statement from the applicant that he/she is capable of following

(Note: Costs for medical examination, if required, are at the expense of the sponsor. Additionally, any testing fees and permitted application fees charged to an applicant may not result in a profit for the sponsor.)

Other:

Wearing a safety belt weighing 25-50lbs for a full day, carrying steel bars weighing between 50-150lbs many times during the day, climbing for erection of steel purposes and reinforcing bon. Walking, climbing, bending, reaching lifting and carrying for a full day.

Other:

Must have transportation to various jobsites and classes of related instruction. Must submit to drug screening after acceptance into program at the expense of the sponsor.

Other:

Must reside in one of the following counties; Albany, Otsego, Fulton, Montgomery, Clinton, Delaware, Columbia, Essex, Green, Hamilton, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington. Berkshire County (Massachusetts), Bennington County (Vermont)

Application Forms May be Obtained From:

Dates: From: _____ To: _____

Name: Ironworkers of Albany JAC LU#12

Days: First Friday of each month

Address:

Times: 8:30am to 10:00am

890 third St. Albany, NY 12206

Phone Number: (518) 435 - 0470

Email Address: john.bissaiHon-iwlu12ac@ironworRers.QTg

Special Instructions:

All Applications Must be (please check) ☐ Received ☐ Postmarked no Later Than: _____

Instructions

Purpose

To provide apprentice training program sponsors with a form to state the minimum qualifications for a recruitment.

Preparation

One copy is prepared by the sponsor in consultation with the Apprentice Training Representative (ATR).

Entries

Sponsor – Enter the name of the sponsor as it appears on the AT 10, Apprentice Training Program Registration Agreement.

Address – Enter the address of the sponsor as it appears on the AT 10.

No. Openings - Enter the number of apprentices the sponsor expects to hire as a result of this recruitment. If this is a new program or Affirmative Action Plan (AAP) renewal with no recruitment taking place, enter "0".

Trade – Enter the name of the trade as it appears on the AT 10.

Minimum Age – Enter the minimum age required for applicants. Generally this is 17 or 18 years of age. NOTE: By law apprentices must be at least 16 years of age.

Minimum Education – Enter the minimum number of years of education required for applicants and any special courses that may be required. If there are no minimum requirements, enter "none".

Physical Condition – Enter the method to be used to determine the applicant's ability to perform the job, e.g., medical after selection, notarized affidavit. If there is no specific requirement, enter "N/A".

Other – Enter any other minimum qualifications that may exist, e.g. residency requirements, transportation availability, and current employee of sponsor.

Application Forms May be Obtained From – Enter the name and address where applications will be available during the recruitment period. This address must be a physical location and not a post office box.

Dates – Enter the dates of the recruitment period, e.g., 1/23/15 to 2/17/15. The "Special Instructions" field can be used to accommodate multiple recruitment dates.

Days – Enter the days applications will be available during the recruitment period, e.g., Mon. – Fri., "the first Tues. of each month."

Times – Enter the times during the recruitment period when applications will be available, e.g., 8:00a.m. to noon.

Special Instructions – Enter any special instructions that may apply to this recruitment, e.g., Applications not available on 2/15/15, Washington's Birthday; all applications must be filled out on the premises.

All Applications Must be Received or Postmarked no Later Than – Enter the last date applications will be accepted.