Priority Hire Performance Reporting for Contractors

Purpose

Prime and/or subcontractors on CWA projects may request information on workforce performance and measure improvements over time.

Timeframe

The prime or subcontractor may want weekly or bi-weekly, in addition to the monthly JAC report. While monthly JAC data may be appropriate if a contractor is performing significant hours on a project over a long period of time, weekly or bi-weekly data shows real-time improvements and allows the contractor to respond more quickly.

Priority Hire Performance Report Process

- 1. Sign into LCPtracker.
- 2. Go to the Reports tab.

Prime Approvers: Go to Custom Reports, then Priority Hire Performance Report.

 Custom Reports
Assignments by Contractor License Community Construction Workforce Analysis Construction Workforce Diversity Report Daily Manpower Report Data Extracts Employee Demographic Classifications
ENG3180 - Upload Payroll Details Payroll Enhanced Details Export
Priority Hire Performance Report Seattle Construction Workforce Diversity Report State Residence Report

Subcontractors: Click on Priority Hire Performance Report.



- 3. Choose the following filters:
 - a. Project Status Active
 - b. Department Default Department
 - c. Project Type All Project Types
 - d. Project Group All Project Groups
 - e. Project select your project
 - f. Jurisdiction City of Seattle
 - g. Contractor Select All

Note: If you want to check an individual contractor performance, select only that contractor. If you want to check separate contracts for one subcontractor, you'll need to use the Assignment filter (next).

h. Assignment – All assignments

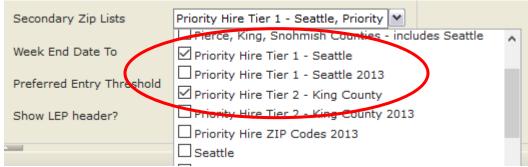
You can use this filter to check individual contracts. To do so, deselect All assignments and select the contract you want to look at. Note: If you select more than one contractor, you will be unable to run performance by contract.

Assignment	Sub to Clear Water Compliance LLC			
Secondary Zip Lists	(Select All)	~		
Week End Date To	Sub to Mortenson Manson Joint Ve			
	< >			
Preferred Entry Threshold				

i. Priority ZIP List – Priority Hire ZIP Codes

Priority Hire Performance Rep	port	
Project Status	Active	
Project Type	All Project Types, Boundary, Dredgin	
Project	PW#2012-050AC: Elliott Bay Seawal	
Contractor	1 Alliance Geomatics (Sub to Holmbe	
Priority Zip List	Priority Hire ZIP Codes	\sim
Week End Date From	King County (excluding Seattle)	^
Week Lind Date From	Kitsap County	
Craft	Pierce County	
Estimated Project Completion	Pierce, King, Snohmish Counties - includes Seattle	
	Priority Hire Tier 1 - Seattle	
	Priority Hire Tier 1 - Seattle 2013	
	Priority Hire Tier 2 - King County	
	Priority Hire Tier 2 - King County 2013	
	Priority Hire ZIP Codes	
	Priority Hire ZIP Codes 2013	
	Seattle	

j. Secondary ZIP Lists – select both Priority Hire Tier 1 – Seattle AND Priority Hire Tier 2 – **King County**



k. From and To – choose dates for the report

I. Craft – Select a	II	
Craft	ASBESTOS ABATEMENT WORKER, A	
Estimated Project Completion	(Select All)	
	ASBESTOS ABATEMENT WORK	
	ASBESTOS ABATEMENT WORK	
	ASBESTOS WORKER/WESTERN	_
	CARPENTER, PILEDRIVER/WES	
	☐ CARPENTERS ¥	
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m. Preferred Entry Threshold – select the threshold specific to your project (350 or 700) Check the bid documents to see if the preferred entry threshold for your project is 350 or 700. This information is also communicated during pre-bid meetings and post-award CWA meetings with prime contractors.

Department	Default Department, DoIT, FAS, Offic View Report
Project Group	Priority Hire
Jurisdiction	City of Seattle 🗸
Assignment	All assignments
Secondary Zip Lists	Priority Hire Tier 1 - Seattle, Priority
Week End Date To	12/31/2016
Preferred Entry Threshold	(Null)
Show LEP header?	(Null)
	350
	700

- n. Estimated Project Completion leave blank
- o. Show LEP header? True
- 4. Click View Report.

Note: If a contractor is using two accounts for two subcontracts on a project, their workers may be counted twice (once for each contract). However, their hours will remain accurate.

5. To export the report, click on the blue disk with the green arrow.

I4 4 1 of 2 ▶ ▶ 4 Find Next ↓ 5					
CITY OF SEATTLE - PRIORITY HIRE PERFORMANCE REPORT				Word	
Project: PW#2012-050AC: Elliott Bay Seawall - GCCM Reporting Period: 1/1/2015 – 12/31/2016 Contractor: Multiple Contractors				Excel PowerPoint	adaa.
Estimated Project Completion: To learn more about the Labor Equity Program, go to www.seattle.gov/priorityhire.					lodes sts
AMONG WA WORKERS	WA WORKERS (N=2,642)			MITIME (web archive)	URS (71.5)
	Performance			XML file with report data	Performance
PRIORITY HIRE ZIP CODES	549	20.8		Data Feed	24.5%
					0.007

Still have questions? Contact Jeanne Fulcher at 206-684-0903 or jeanne.fulcher@seattle.gov.