

Priority Hire Performance Reporting for Contractors

Purpose

Prime and/or subcontractors may track priority hire progress and measure improvements over time.


Timeframe

The prime or subcontractor may want weekly or bi-weekly status updates, in addition to the monthly JAC report provided by the City of Seattle. Weekly or bi-weekly data shows real-time improvements and allows contractors to respond more quickly to their workforce trends.

Priority Hire Performance Report Process

1. Sign into LCPtracker: <https://prod.lcptracker.net>
2. Go to the Reports tab.

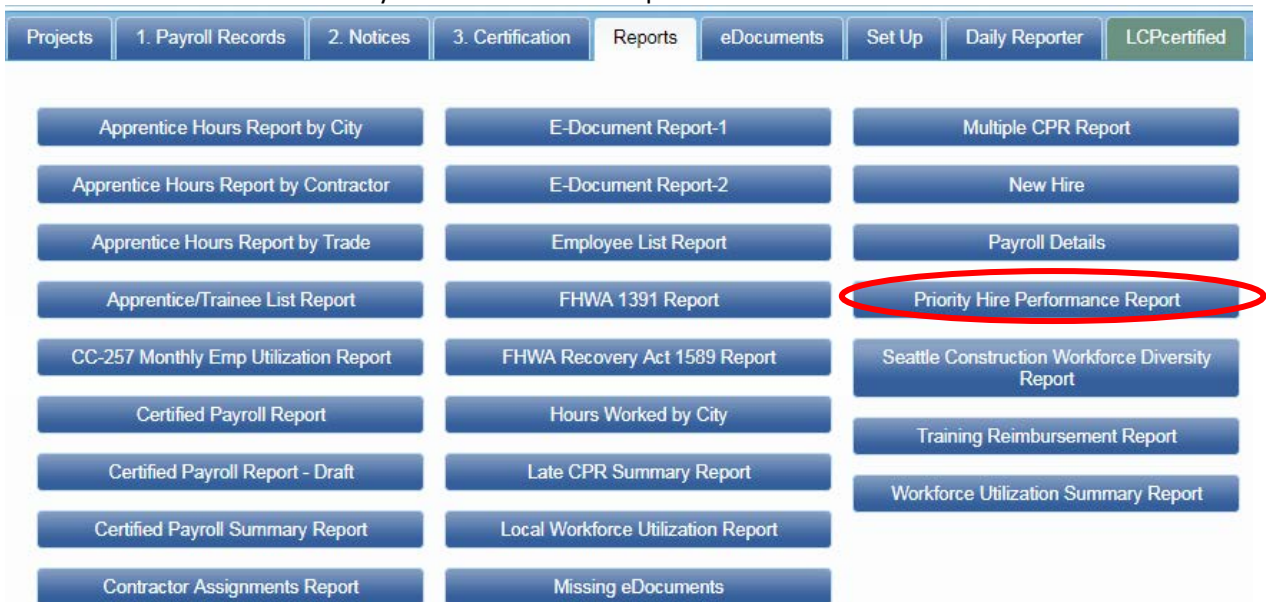
Prime Approvers: Go to Custom Reports, then Priority Hire Performance Report.



▼ 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.



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

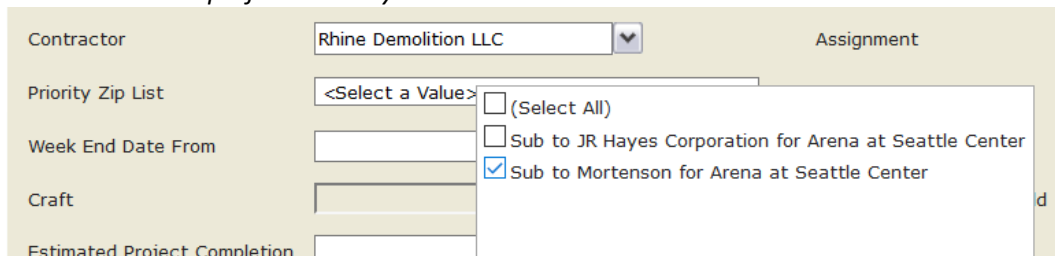
Apprentice Hours Report by City	E-Document Report-1	Multiple CPR Report
Apprentice Hours Report by Contractor	E-Document Report-2	New Hire
Apprentice Hours Report by Trade	Employee List Report	Payroll Details
Apprentice/Trainee List Report	FHWA 1391 Report	Priority Hire Performance Report
CC-257 Monthly Emp Utilization Report	FHWA Recovery Act 1589 Report	Seattle Construction Workforce Diversity Report
Certified Payroll Report	Hours Worked by City	Training Reimbursement Report
Certified Payroll Report - Draft	Late CPR Summary Report	Workforce Utilization Summary Report
Certified Payroll Summary Report	Local Workforce Utilization Report	
Contractor Assignments Report	Missing eDocuments	

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 – State - City of Seattle - PPP
 - 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.



Contractor: Rhine Demolition LLC

Assignment: [Dropdown]

Priority Zip List: <Select a Value>

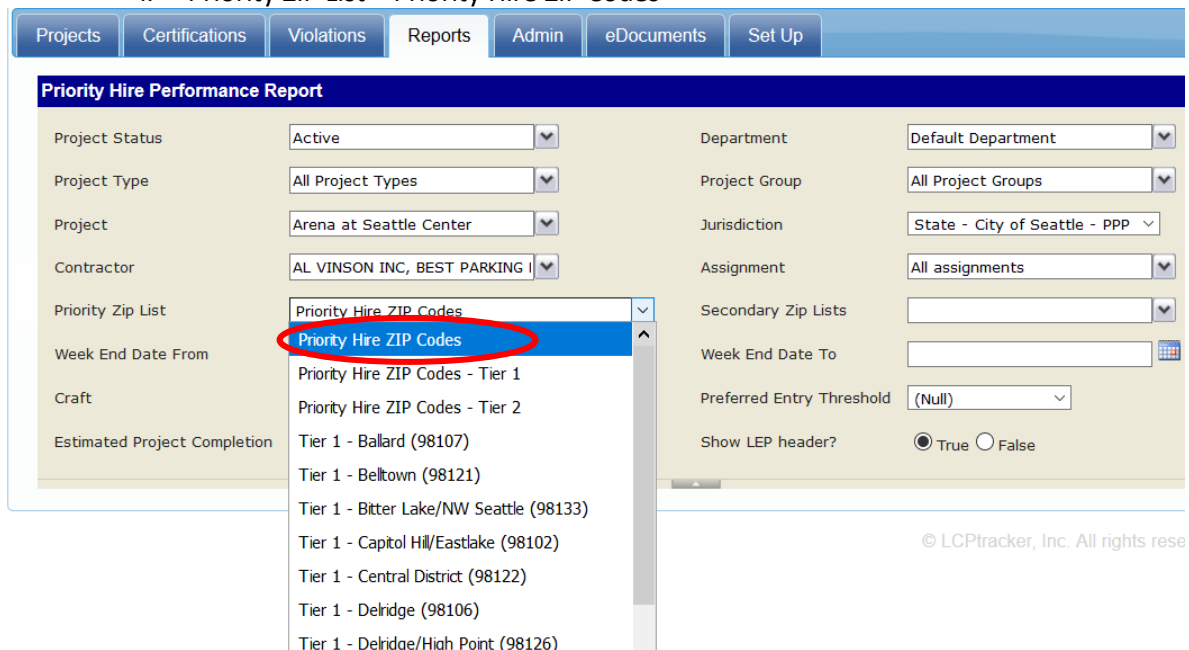
- (Select All)
- Sub to JR Hayes Corporation for Arena at Seattle Center
- Sub to Mortenson for Arena at Seattle Center

Week End Date From: [Text Box]

Craft: [Text Box]

Estimated Project Completion: [Text Box]

i. Priority ZIP List – Priority Hire ZIP Codes



Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

Priority Hire Performance Report

Project Status: Active

Department: Default Department

Project Type: All Project Types

Project Group: All Project Groups

Project: Arena at Seattle Center

Jurisdiction: State - City of Seattle - PPP

Contractor: AL VINSON INC, BEST PARKING I

Assignment: All assignments

Priority Zip List: Priority Hire ZIP Codes

- Priority Hire ZIP Codes - Tier 1
- Priority Hire ZIP Codes - Tier 2
- Tier 1 - Ballard (98107)
- Tier 1 - Belltown (98121)
- Tier 1 - Bitter Lake/NW Seattle (98133)
- Tier 1 - Capitol Hill/Eastlake (98102)
- Tier 1 - Central District (98122)
- Tier 1 - Delridge (98106)
- Tier 1 - Delridge/High Point (98126)

Week End Date From: [Text Box]

Craft: [Text Box]

Estimated Project Completion: [Text Box]

Secondary Zip Lists: [Text Box]

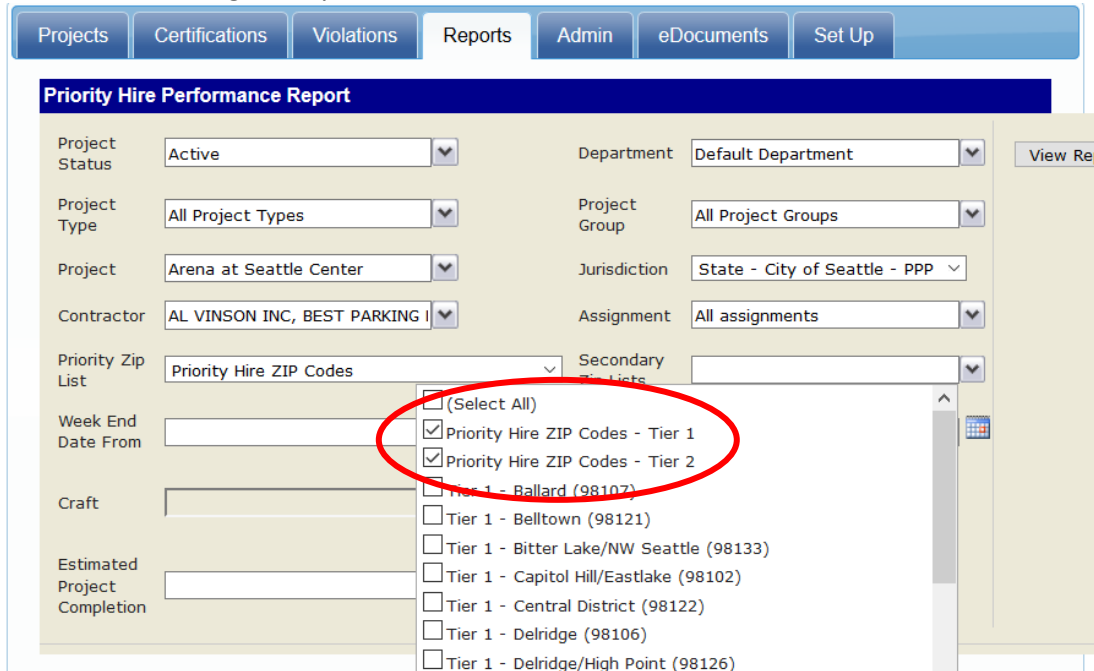
Week End Date To: [Text Box]

Preferred Entry Threshold: (Null)

Show LEP header? True False

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



Priority Hire Performance Report

Project Status: Active | Department: Default Department | View Report

Project Type: All Project Types | Project Group: All Project Groups

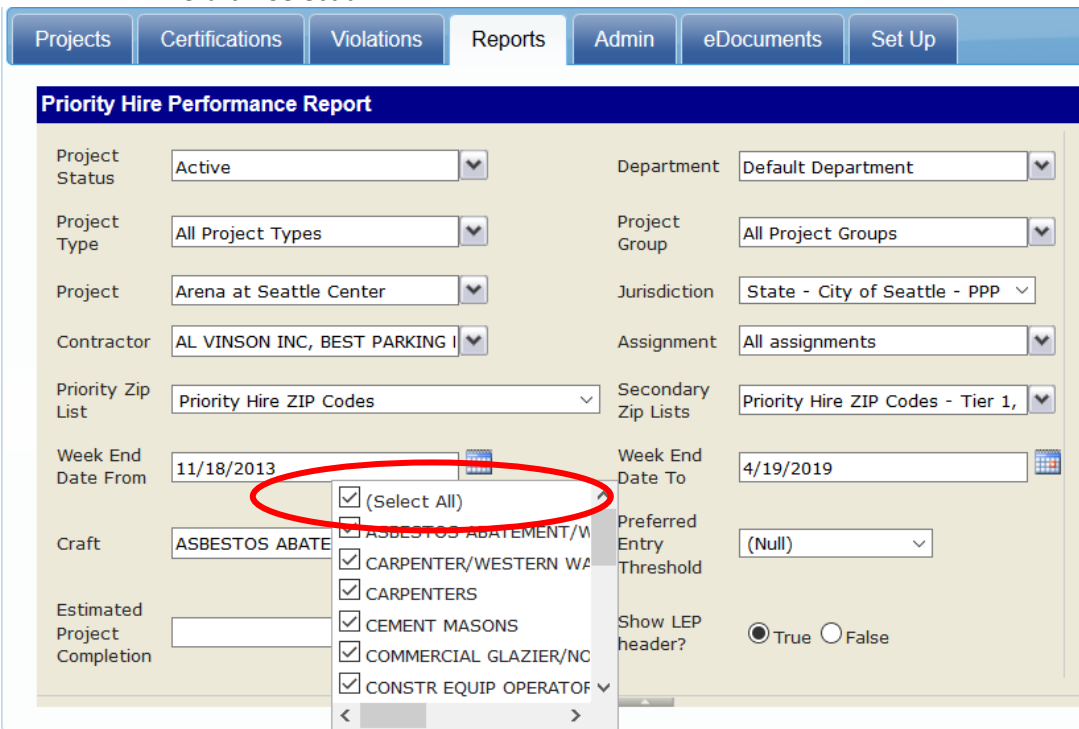
Project: Arena at Seattle Center | Jurisdiction: State - City of Seattle - PPP

Contractor: AL VINSON INC, BEST PARKING I | Assignment: All assignments

Priority Zip List: Priority Hire ZIP Codes | Secondary Zip Lists: (Select All)

- Priority Hire ZIP Codes - Tier 1
- Priority Hire ZIP Codes - Tier 2
- Tier 1 - Ballard (98107)
- Tier 1 - Belltown (98121)
- Tier 1 - Bitter Lake/NW Seattle (98133)
- Tier 1 - Capitol Hill/Eastlake (98102)
- Tier 1 - Central District (98122)
- Tier 1 - Delridge (98106)
- Tier 1 - Delridge/High Point (98126)

- k. From and To – choose dates for the report
- l. Craft – Select all



Priority Hire Performance Report

Project Status: Active | Department: Default Department | View Report

Project Type: All Project Types | Project Group: All Project Groups

Project: Arena at Seattle Center | Jurisdiction: State - City of Seattle - PPP

Contractor: AL VINSON INC, BEST PARKING I | Assignment: All assignments

Priority Zip List: Priority Hire ZIP Codes | Secondary Zip Lists: Priority Hire ZIP Codes - Tier 1,

Week End Date From: 11/18/2013 | Week End Date To: 4/19/2019

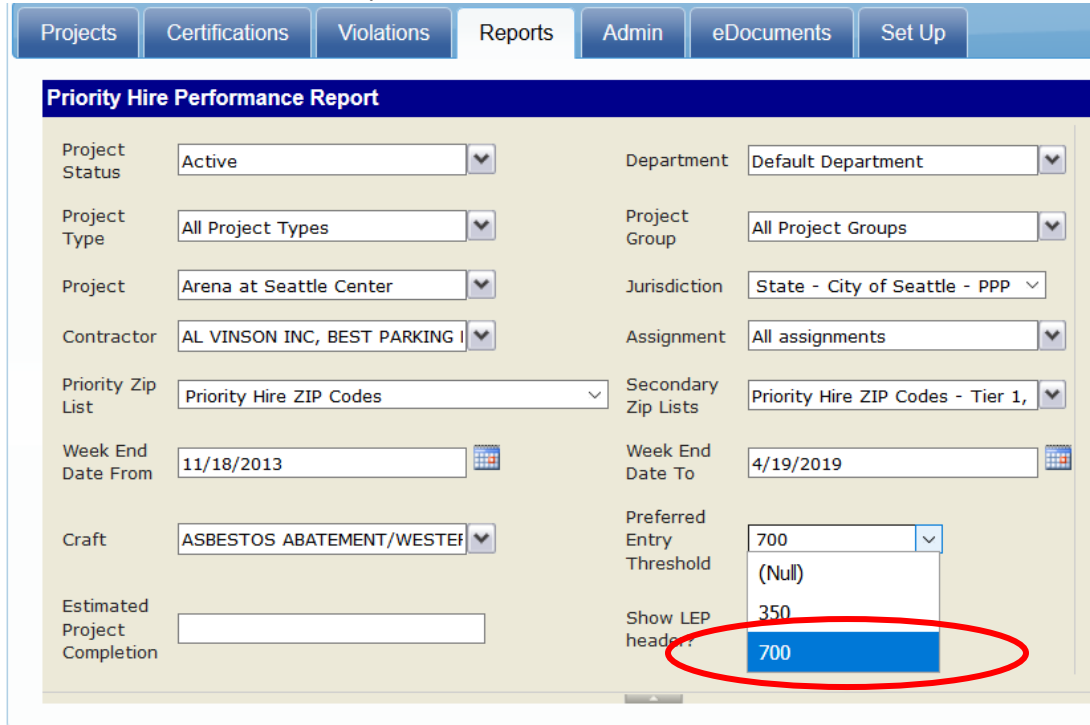
Craft: ASBESTOS ABATE

- (Select All)
- ASBESTOS ABATEMENT/W
- CARPENTER/WESTERN WA
- CARPENTERS
- CEMENT MASONS
- COMMERCIAL GLAZIER/NC
- CONSTR EQUIP OPERATOR

Preferred Entry Threshold: (Null)

Show LEP header? True False

m. Preferred Entry Threshold – 700



Priority Hire Performance Report

Project Status: Active | Department: Default Department

Project Type: All Project Types | Project Group: All Project Groups

Project: Arena at Seattle Center | Jurisdiction: State - City of Seattle - PPP

Contractor: AL VINSON INC, BEST PARKING I | Assignment: All assignments

Priority Zip List: Priority Hire ZIP Codes | Secondary Zip Lists: Priority Hire ZIP Codes - Tier 1,

Week End Date From: 11/18/2013 | Week End Date To: 4/19/2019

Craft: ASBESTOS ABATEMENT/WESTER | Preferred Entry Threshold: 700

Estimated Project Completion: | Show LEP header: 700

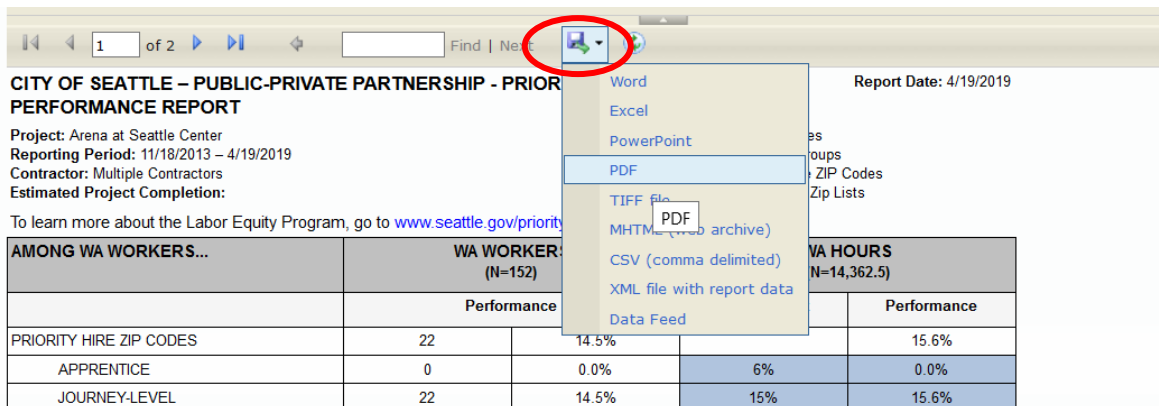
n. Estimated Project Completion – leave blank

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, the requirement and goal performances will remain accurate.

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



CITY OF SEATTLE – PUBLIC-PRIVATE PARTNERSHIP - PRIORITY HIRE PERFORMANCE REPORT

Project: Arena at Seattle Center
 Reporting Period: 11/18/2013 – 4/19/2019
 Contractor: Multiple Contractors
 Estimated Project Completion:

To learn more about the Labor Equity Program, go to www.seattle.gov/priority

Report Date: 4/19/2019

AMONG WA WORKERS...	WA WORKER: (N=152)		WA HOURS (N=14,362.5)	
	Performance		Performance	
PRIORITY HIRE ZIP CODES	22	14.5%		15.6%
APPRENTICE	0	0.0%	6%	0.0%
JOURNEY-LEVEL	22	14.5%	15%	15.6%