



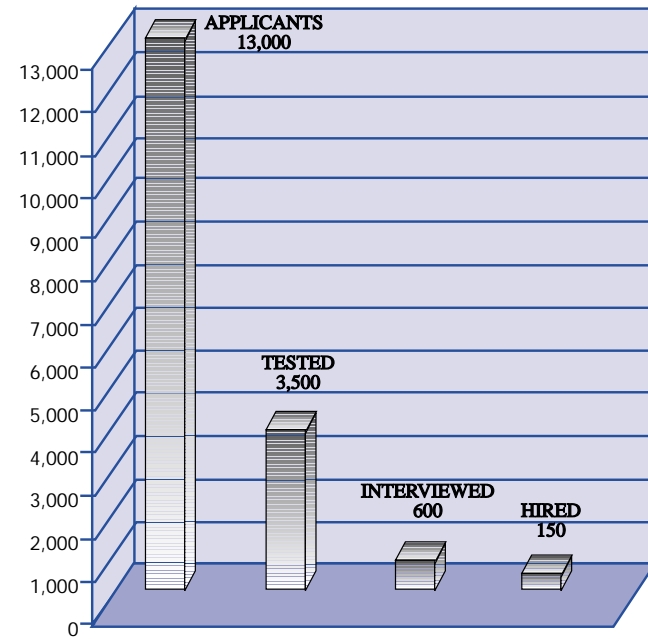
### Who are the Interstate 10 and Calcasieu Industries Community Advisory Panels?

Members of Southwest Louisiana communities established the Interstate 10 and Calcasieu Industries Community Advisory Panels (CAPs). The CAPs provide the industries with feedback on their operations, concerns of residents, and community expectations of the companies. The companies use this feedback to improve communications with the residents and enact other measures that insure safe and environmentally responsible operations.

The I-10 and Calcasieu Industries Community Advisory Panels operate independently from sponsoring companies. Members are volunteers from Calcasieu Parish who represent a broad cross section of the community. These two groups meet monthly with managers from Lake Area Industries.

One topic the CAPs have discussed is the number of new hires and the employment process for these industries. Plant representatives shared information about these topics, and from this information the CAPs have developed this Employment Selection Brochure to be distributed widely throughout the community to assist those interested in obtaining an entry-level industry position.

## GENERAL INDUSTRY STATISTICS ABOUT HIRING



Data for 1999 through 2003 reveals that the 25 plants collectively hired an average of 150 employees per year, during the five-year period.

An interesting fact is the prevalence of prior work experience characteristics of new hires. Most new hires received prior on-the-job training in some industry-related capacity before being employed by one of the plants. Of every 25 applicants tested, approximately one is hired. This applies to hourly wage employees, who represent the largest employee group at these plants.

Construction and maintenance contractor companies that do business in these plants hire large numbers of employees. These contract workers are employed directly by the contractor companies and are not required to go through the application/selection process for the individual plants.

## DESCRIPTION OF JOB CATEGORIES



### Operations

Operations personnel are responsible for controlling the plant processes by making necessary adjustments. These adjustments are made by manually activating valves and pumps or through computer controlled adjustments. Operations personnel routinely take readings, samples and inspect the operating unit for problems.



### Mechanical

These individuals are responsible for the installation, repair and maintenance of all plant equipment. These positions consist of various crafts such as electricians, pipe-fitters, insulators, welders, carpenters, instrument technicians, painters and machinists.



### Clerical

Clerical functions encompass a wide variety of duties and may include computer operations, bookkeeping, answering telephones, filing, typing, preparing reports and assisting customers. Positions include clerks, executive secretaries, warehouse workers and administrative assistants.



### Technician

Technicians are responsible for assuring the quality of goods and services produced or other technical functions. Workers in this category are employed as lab testers, inspectors, drafters and related jobs.



### Professional

Responsibilities include daily routine activities and making decisions and recommendations that affect the direction of the company. Professional personnel are responsible for specific duties in assigned departments such as accounting, business operations, communications, management, engineering, safety and environmental.



### Supervisor

A supervisor is responsible for and directs the work efforts of subordinates according to policies and procedures. Specific cost and time limits must be met in completing work, and such work is inspected for accuracy and completeness. Completion of all necessary documents and reports is required.

## JOB SKILLS/QUALIFICATIONS

### Operations

In many instances a Process Plant Technology associate's degree is required for an entry level operations position; however, with experience some companies will accept a high school diploma or GED as the basic requirement to take the pre-employment test. The ability to read and understand flow charts and blueprints is a must. Good math, science and verbal skills, and a successful score on pre-employment tests are necessary. The applicant must be able to work overtime and shift-work. Experience is preferred.

### Mechanical

High school diploma or G.E.D. is required. The applicant must complete formal training and apprenticeship or certification requirements for Journeyman level. Good verbal skills, and the ability to work overtime or shift work is a plus. Troubleshooting and industry experience may be required.

### Clerical

Minimum of a high school diploma or G.E.D. is required. associate's or bachelor's degree may be required. Applicant must be a competent typist, be computer literate and able to learn software programs. Good communication skills and organization are important. Three-five years experience and specialized training preferred.

### Technician

Applicant must possess problem-solving skills and good math, written and verbal skills. Five-years of Journeyman level experience, or advanced training with high-tech equipment or processes are usually required.

### Professional

A college degree in a related field is required. The applicant must be fully competent in all aspects of the related field, and must have good written and verbal communication skills. The ability to work both independently and with others is a must.

### Supervisor

These jobs are usually filled by internal promotion. Completion of related vocational training is preferred. Supervisors generally have well-developed leadership, delegation, analytical and problem-solving skills. Excellent management and interpersonal communication skills are a must.