

<b><u>Job Classification</u></b>	<b><u>Job Title Included in Classification</u></b>
Faculty:	Includes Distinguished Professors, Full Professors, Associate Professors, Assistant Professors and Instructors.
Administrative:	Includes those carrying out assignments that require primary responsibility for management, i.e.: President, Vice-President, Deans, Director, and so forth.
Professional:	Includes those carrying out assignments that require knowledge of an advanced type in a field of science or learning associated with research, business, health, guidance and so forth (other than administrative and instructional), i.e.: Physician, Psychologists, Librarians, Academic Advisors, Evaluators, Project Specialist, Accountants, Budget Analyst, and so forth.
Technical:	Includes assignments requiring basic scientific knowledge or skills which may be acquired through experience or certificate programs below the bachelor's degree, i.e.: computer programmers and operators, data processing analysts, draftsmen, nurses, photographers, radio operators, and so forth.
Office Clerical & Secretarial:	Includes assignments typically associated with work required in an office, i.e.: bookkeepers, stenographers, clerk typist, office machine operators, statistical clerks, payroll clerks, and so forth.
Service:	Includes assignments which contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds, i.e.: building service workers, chauffers, truck drivers, custodial personnel, gardeners, groundskeepers, and so forth.
Security & Safety:	Includes assignments which contribute to the security and safety of personnel and the student body, i.e.: campus police officers, security officers, guards, fire prevention officers, and so forth.

Note: Supervisors and foremen are included in the job classification which they supervise. For example, a supervisor of clerical workers is included in Office Clerical and Secretarial; and a foreman of painters is included in Crafts and Trades.

**Race and ethnicity are defined by the Equal Employment Opportunity Commission (EEOC) as follows:**

1. WHITE – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2. BLACK or AFRICAN AMERICAN – A person having origins in any black racial groups of Africa.
3. HISPANIC – A person is considered Hispanic or Latino if Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.
4. ASIAN – A person having origins in any of the original peoples of the Far East, Southeast Asia, and the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5. HAWAIIAN or OTHER PACIFIC ISLANDER – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6. AMERICAN INDIAN or ALASKAN NATIVE – A person having origins in any of the original peoples of North and South American, including Central America, and who maintains tribal affiliation or community recognition.

Groups 2 through 5 and women represent the target population for affirmative action programs.

