

Job Classification

Job Title Included in Classification

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, Directors, 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 Specialists, 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 typists, office machine operators, statistical clerks, payroll clerks, and so forth.

Crafts and Trades: Includes assignments typically requiring special manual skill and comprehensive knowledge of the process involved in the work, which is acquired through on-the-job training, experience or apprenticeship, i.e.: mechanics, repairmen, electricians, painters, stationary engineers, carpenters, compositors, typesetters, off-set machine operators, 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, chauffeurs, 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, NOT OF HISPANIC ORIGIN.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **BLACK, NOT OF HISPANIC ORIGIN.** A person having origins in any of the Black racial groups of Africa.
3. **HISPANIC.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
4. **ASIAN or PACIFIC ISLANDER.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5. **AMERICAN INDIAN or ALASKAN NATIVE.** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

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