

Guidelines for Classification of Employees by EEO-1 Job Category

A **Job Category** is a broad-based group of employees with comparable job responsibilities located at comparable levels of responsibility within an organization. The nine (9) job categories and examples of the types of occupations are listed below.

- # Report an employee who performs work in two or more jobs only once according to the job in which he or she spends the most time.
- # Report employees in the job in which they are working, not in the job they may have been trained, if that is different.
- # Report employees by actual, major job activity and not simply by company job title.

QUESTIONS?

Call the City of Madison Affirmative Action Div.
(608) 266-4910/TTY/Textnet (866) 704-2314

1. Officials and Managers

Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a contractor's operations, *i.e. officials, executives, middle managers, department managers, salaried supervisors who are part of management, purchasing agents and buyers, etc. Note: Only those company officers and managers who are exempt from the minimum wage and overtime provisions of the Fair Labor Standard Act.*

2. Professionals

Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background, *i.e. accountants and auditors, architects, chemists, designers, dieticians, editors, engineers, lawyers, librarians, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, teachers, etc.*

3. Technicians

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education, such as is offered in many technical institutions and junior colleges or through equivalent on-the-job training, *i.e. computer programmers, drafters, engineering aides, junior engineers, photographers, radio operators, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science), etc.*

4. Sales Workers

Occupations engaging wholly or primarily in direct selling, *i.e. advertising agents and salespersons, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, cashiers/checkers, etc.*

5. Office and Clerical Workers

Includes all clerical type of work regardless of level of difficulty, where the activities are predominantly nonmanual although some manual work not directly involved with altering or transporting products is included, *i.e. bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, typists and secretaries, legal assistants, etc.*

6. Craft Workers (Skilled)

Manual laborers of relatively high skill level who possess a thorough and comprehensive knowledge of the processes involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training, *i.e. the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, electricians, painters (construction and maintenance), pattern and model makers, stationary engineers, etc.*

7. Operatives (Semi-Skilled)

Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels which can be mastered in a few weeks and which require only limited training, *i.e. apprentices (plumbers, bricklayers, carpenters, electrician, machinist, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking, blasters, delivery workers, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, stationery firefighters, truck and tractor drivers, welders and flamecutters, electrical and electronic equipment assemblers, inspectors, etc.*

8. Laborers (Unskilled)

Workers in manual operations which generally require no special training to perform elementary duties that may be learned in a few days and require the application of little or no independent judgment, *i.e. groundskeepers and gardeners, laborers performing lifting, digging, mixing, loading and pulling operations, etc.*

9. Service Workers

Workers in both protective and nonprotective service occupations, *i.e. attendants (hospitals and other institutions, professional and personal service), firefighters and fire protection, guards, stewards, janitors, police officers and detectives, waiters and waitresses, guides, ushers, public transportation attendants, etc.*