

EEO-4 Categories and Definitions

The major job categories are listed below, including a brief description of the skills and training required for occupations in that category and examples of the job titles that fit each category. The examples shown below are illustrative and not intended to be exhaustive of all job titles in a job category. These job categories are primarily based on the average skill level, knowledge, and responsibility involved in each occupation within the job category.

- 1 Officials and Administrators.** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Examples of these kinds of positions include: department heads; bureau chiefs; division chiefs; directors; deputy directors; controllers; examiners; wardens; superintendents; sheriffs; police and fire chiefs; and inspectors and kindred workers.
- 2 Professionals.** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Examples of these kinds of positions include: personnel and labor relation workers; social workers; doctors; psychologists; registered

nurses; economists; dieticians; lawyers; system analysts; accountants; engineers; employment and vocational rehabilitation counselors; teachers or instructors; police and fire captains; and lieutenants and kindred workers.

3 Technicians. Occupations which require a combination of basic scientific or technical knowledge and manual skills which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Examples of these kinds of positions include: computer programmers and operators; craftsmen; surveyors; licensed practical nurses; photographers; radio operators; technical illustrators; highway technicians; technicians (medical, dental, electronic, physical sciences); assessors; inspectors; police and fire sergeants; and kindred workers.

4 Protective Service Workers. Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Examples of these kinds of positions include: police patrol officers; fire fighters; guards; deputy sheriffs; bailiffs; correctional officers; detectives; marshals; harbor patrol officers; and kindred workers.

5 Paraprofessionals. Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professionals or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Examples of these kinds of positions include: library assistants; research assistants; medical aides; child support workers; police auxiliary; welfare service aids; recreation assistants; homemaker aides; home health aides; and kindred workers.

- 6 Office and Clerical.** Occupations in which workers are responsible for internal and external communication, recording, and retrieval of data and/or information and other paperwork required in an office. Examples of these kinds of positions include: bookkeepers; messengers; office machine operators; clerk-typists; stenographers; court transcribers; hearing reporters; statistical clerks; dispatchers; license distributors; payroll clerks; and kindred workers.
- 7 Skilled Craft Workers.** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work, which is acquired through on-the-job training and experiences or through apprenticeship or other formal training programs. Examples of these kinds of positions include: mechanics and repairmen; electricians; heavy equipment operators; stationary engineers; skilled machining occupations; carpenters; compositors and typesetters; and kindred workers.
- 8 Service-Maintenance.** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Examples of these kinds of positions include: chauffeurs; laundry and dry-cleaning operatives; truck drivers; bus drivers; garage laborers; custodial personnel; gardeners; groundskeepers; refuse collectors; and construction laborers.