



EEO Job Categories

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EEO-1 Job Categories

The EEO-1 job categories as defined by EEOC are listed below. Each definition also includes a brief description of the skills and training required for occupations as well as examples of the jobs that fit each category. These job categories are primarily based on average skill levels, knowledge, and responsibility involved in each occupation within the job category. They are not industry-based. The examples presented below are illustrative and not intended to be exhaustive of all job titles in a job category.

The Officials and Managers category is divided into the following two subcategories: Executive/Senior Level Officials and Managers and First/Mid-Level Officials and Managers. These subcategories are intended to mirror the employer's own well-established hierarchy of management positions. The subcategories allow assessment of the extent to which minorities and women have access to power and decision-making jobs in the employer's workforce. Small employers should report their management employees in the appropriate EEO-1 category but are allowed to group the two management categories into a single job group.

1.1 Executive/Senior Level Officials and Managers: Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products and services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct, or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

1.2. First/Mid Level Officials and Managers: Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of Executive/Senior Level management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these kinds of managers are: vice presidents and directors; group, regional or divisional controllers; treasurers; and human resources, information systems, marketing, and operations managers. The First/Mid Level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of enterprises/organizations, conveying the directions of higher level officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.



2. Professionals: Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dietitians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

3. Technicians: Jobs in this category include activities that require applied scientific skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

4. Sales Workers: These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

5. Administrative Support Workers (formerly Office and Clerical): These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping, accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

6. Craft Workers (formerly Craft Workers (Skilled)): Most jobs in this category include higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipelayers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category includes occupations related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.

7. Operatives (formerly Operatives (Semi-skilled)): Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine operators; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.

8. Laborers and Helpers (formerly Laborers (Unskilled)): Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.

9. Service Workers: Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other health care support occupations; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.



EEO-4 Job Categories

EEO-4 Codes are the bases of job groups for state and local government employers. The EEO-4 codes, as defined by the EEOC include:

1. Officials/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. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, 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. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

3. Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

4. Protective Service Workers: Occupations in which workers are entrusted with public safety , security and protection from destructive forces. Includes: police patrol officers firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), 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 require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

6. Administrative Support(Including Clerical and Sales): 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. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, 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 experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, 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. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

IPEDS Job Categories

Employers in higher education have some flexibility in categorizing their jobs. The [Educational Institutions Technical Assistance Guide](#) (EITAG) provides some guidance on categorizing jobs depending on whether staff are Instructional or Non-Instructional; however, there is no mandate to use any particular set of categories, and higher-ed employers may in fact use EEO-1 categories to categorize their jobs. The following is verbatim what the EITAG provides on pages 15 and 16.

Instructional Staff

For classifying instructional staff the institution may follow the Classification of Instructional Programs (CIP) Codes when grouping instructional programs.¹ Examples of possible instructional staff job groups are found below.

Example #1: *Within a specific discipline or department*

- Tenured Professors
- Tenure-Track Associate Professors
- Non-Tenure Track Associate Professors

Example #2: *Within different schools*

- Ladder – Tenured (Professor; Associate Professor Tenure)
- Ladder – Non-Tenured (Assistant Professor)
- Non-Ladder – Adjunct (Professor Adjunct; Assistant Professor Adjunct)
- Non-Ladder – Instructional (Senior Lecturer, Lecturer, Tutor)
- Non-Ladder – Visiting (Visiting Professor; Visiting Associate Professor)
- Research

Example #3: *Across schools*

- Professor
- Associate Professor
- Assistant Professor
- Adjunct Professor
- Visiting Professor
- Lecturer

¹ 17 CIP codes are found at <https://nces.ed.gov/ipeds/cipcode/>



Non-Instructional Staff

For non-instructional staff, several methods could be utilized as the basis for forming job groups.

- The institution may follow the Integrated Postsecondary Education Data System (IPEDS) Categories, which use Standard Occupational Classification (SOC) Codes: <https://nces.ed.gov/ipeds/reportyour-data/taxonomies-standard-occupational-classification-soc-codes>.
 1. Educational Occupations
 2. Library and Instructional Support Occupations
 3. Management Occupations
 4. Business and Financial Occupations
 5. Computer, Engineering, and Science Occupations
 6. Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations
 7. HealthCare Practitioners and Technical Occupations
 8. Service Occupations
 9. Sales and Related Occupations
 10. Office and Administrative Support Occupations
 11. Natural Resources, Construction and Maintenance Occupations
 12. Production, Transportation and Material Moving Occupations
 13. Graduate Assistants

- Before the IPEDS, educational institutions submitted EEO-6 Reports and the categories utilized in those reports may still be used as a model.
 1. Executive/Administrative/Managerial
 2. Faculty
 3. Professional Non-Faculty
 4. Clerical and Secretarial
 5. Technical and Para-Professional
 6. Skilled Craft
 7. Service/Maintenance

- Currently, organizations other than educational institutions utilize EEO-1 Reports to categorize their workforces. Institutions may use these categories for non-instructional staff.
 1. Executive/Senior Level Officials and Managers
 - 1A. Mid/First Level Officials and Managers
 2. Professionals
 3. Technicians
 4. Sales
 5. Office and Clerical
 6. Craft Workers
 7. Operatives
 8. Laborers and Helpers
 9. Service Workers

If the categories used are too broad for meaningful analyses, they may still serve as a starting point for narrowing down to the appropriate job groups.