

## Job Groups

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Job groups are used in most analyses required of an AAP, including the Job Group Analysis, Availability Analysis, and Annual Goals. Job groups are also used to analyze personnel activity and to determine progress towards goals.

### What are job groups?

The Office of Federal Contract Compliance Programs states (OFCCP) in 41 CFR 60-2.12(b) that, "...jobs at the establishment with similar content, wage rates, and opportunities must be combined to form job groups. Similarity of content refers to the duties and responsibilities of the job titles which make up the job group. Similarity of opportunities refers to training, transfers, promotions, pay, mobility, and other career enhancement opportunities offered by the jobs within the job group."

CFR 60-2.12(e) Smaller Employers: If a contractor has a total workforce of fewer than 150 employees, the contractor may prepare a job group analysis that utilizes EEO-1 categories as job groups.

### How do I form job groups?

1. Gather a list of your current jobs.
2. Separate them by EEO category.
3. If the Jobs within each EEO category are significantly different, consider splitting them into subgroups using these criteria:
  - a. Similar wages
  - b. Similar responsibilities
  - c. Similar opportunities for advancement

#### Example:

If a job group is large, you might consider splitting it out into more than one job group. For example, if you have a group of 160 employees in EEO category 2, you might take a closer look at the job titles within that EEO category. Determine which jobs have similar wages, responsibilities and opportunities for advancement. Determine too if you would recruit differently for the jobs.

Consider a large Professionals group that includes accountants and engineers; An Engineering Professional would not have similar wages, responsibilities and opportunities for advancement as an Accounting Professional, and one would typically recruit differently for the jobs. This consideration would allow us to break the Professionals category into two groups: Engineering Professionals and Accounting Professionals.



## **What is a good size for a job group?**

A job group may be any size. If you only have a few jobs and employees in an EEO category then that is the size for your job group. We do not recommend combining EEO categories to obtain a large job group.

To provide an evaluation that is a statistically valid analysis of disparity in compensation, the group should have at least 30 employees with a subgroup of 5. For example if you have a group of 30 employees of which 25 are males and 5 are females a statistically valid analysis may be done between males and females. If this group has 15 Whites, 7 Asians, 3 Blacks, 3 Hispanics and 2 Pacific Islanders an analysis of Whites and Asians will be preformed.