

EEO-4 Categories

Category #1 – Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution these policies, direct individual departments or special phases of the agency's operations or provide specialized consultation on a regional, district or area basis.

Sample of our Jobs: Classified MGR-01 – MGR12

Category #2 - PROFESSIONALS: Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training, which provides comparable knowledge.

Sample of our Jobs: Social Worker, Registered Nurse, Human Services Coordinator, Sr. Programmer/Analyst, Civil Engineer, Compliance Officer, Counsel, Tax Examiner, Job Service Representative, General Construction Inspector, and Child Support Enforce Specialist

Category #3 - TECHNICIANS: Occupations that 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. .

Sample of our Job Titles: Licensed Practical Nurse, Benefits Eligibility Specialist, Computer Operator, Records Analyst, Elevator Operator, Case Reviewer and Electronic Data P Operations Coordinator

Category #4 - PROTECTED SERVICE WORKERS* (Sworn)/Category #5 (Non – Sworn): Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

Sample of our Jobs Titles (SWORN): Correction Officer, Campus Police Officer, State Trooper, Environmental Police Officer, Captain DOC, State Police Sergeant and State Police Dispatcher

Sample of our Jobs Titles (Non-Sworn): Developmental Services Worker, Mental Health Worker, Youth Services Worker, and Nursing Assistant

Category # 6 - OFFICE and CLERICAL WORKERS: 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.

Sample of our Jobs Titles: Clerk, Paralegal Specialist, Administrative Secretary, Receiving Teller, EDP Control Clerk, and Communications Dispatcher

Category #7 - SKILLED CRAFT WORKERS: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is

Prepared By: Office of Diversity and Equal Opportunity

acquired through on-the job training and experience or through apprenticeship or other formal training programs.

Sample of our Jobs Titles: Maintenance Equipment Operator, Steam Fireman, Trades Worker, Power Plant Engineer, Cook, and Motor Equipment Mechanic

Category #8 - SERVICE MAINTENANCE WORKERS: 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.

Sample of our Jobs Titles: Motor Truck Driver, Laborers, and Launderer