

New EEO-4 Categories

Officials and Administrators

for execution of these policies, or direct individual departments or special phases of the City's operations, or provide specialized consultation on a citywide basis. Most of the incumbents in this category are the Department Directors, the City Manager, the Assistant Directors and the Deputy Directors. This category also includes a number of positions that are regulatory such as building and construction inspectors, auditors, investigators and managers. However, both the Police Chief and the Fire Chief are included under Protective Services – Sworn. The Mayor and the City Council Members are not included in this analysis since they are elected public officials and, as such, are not considered employees for reporting to the EEOC.

Professionals

This job category includes occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. Some of the incumbents in this category are the personnel professionals, some managers and supervisors of the organization, accountants, engineers, attorneys and planners.

Technicians

and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. These employees are found in many departments throughout the City. They include jobs such as laboratory analysts, civil engineering assistants, assistant buyers, and water resource specialists.

Protective Services – Sworn

This category includes occupations in which workers are entrusted with public safety, security and protection from destructive forces. The Protective Services – Sworn category is made up of sworn Police and Fire department employees.

Protective Services – Non-Sworn

This job category includes occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.

Administrative Support

This category includes occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office. The incumbents in this category are mostly secretaries, administrative office assistants, police clerks, account clerks, and accounting technicians.

Skilled Crafts

Skilled Crafts include 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 acquired through on-the-job training and experience or through apprenticeship or other formal training programs. It includes a variety of jobs such as electricians, tree trimmers, parks crew leaders, equipment operators, wastewater collection system operators, wastewater treatment plant operators, and water system distribution operators and several types of mechanics.

Service-Maintenance

This category includes occupations in which workers perform duties that 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. In the City labor force, this category is mostly composed of maintenance workers and custodians.