

also subdividing the current Officials and Managers category into three distinct hierarchical sub-categories. The proposed EEO-1 job categories would continue to be skill-based rather than industry-based. Consequently, the proposed EEO-1 job categories differ from the 2000 SOC intermediate level aggregation categories and are not comparable. Please see <http://www.eeoc.gov/stats/census/crosswalk.html> for a detailed crosswalk to the proposed EEO-1 job categories.

The Commission is also proposing to include most business and financial operations occupations in the Officials and Managers category and to split that category into three levels of responsibility, allowing for more detailed assessment of the utilization of minorities and women in these activities. This split would increase the current number of job categories by two. Table 2 compares the current and the proposed EEO-1 job categories:

TABLE 2.—CURRENT AND PROPOSED EEO-1 JOB CATEGORIES

Current EEO-1	Proposed EEO-1
1. Officials and Managers.	1.1 Executive/Senior Level Officials and Managers. 1.2 Mid-Level Officials and Managers. 1.3 Lower-Level Officials and Managers.
2. Professionals .....	2. Professionals.
3. Technicians .....	3. Technicians.
4. Sales Workers .....	4. Sales Workers.
5. Office and Clerical	5. Administrative Support Workers. 6. Service Workers. 7. Craft Workers.
6. Craft Workers (Skilled).	
7. Operatives (Semi-skilled).	8. Operatives.
8. Laborers (Unskilled).	9. Laborers and Helpers.
9. Service Workers.	

#### Description of Proposed EEO-1 Job Categories

The proposed EEO-1 job categories are listed below, including a brief description of the skills and training required for occupations in that category, examples of the jobs that fit each category and the ranges of 2000 Census Occupation codes included in the category. Please see <http://www.eeoc.gov/stats/census/crosswalk.html> for a detailed crosswalk. 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 and thus are not directly comparable to the 2000 SOC intermediate aggregation levels. The examples presented below are illustrative and not intended to be exhaustive of all job titles in a job category.

**Executive/Senior Level Officials and Managers.** Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of companies/organizations for the development and delivery of products or services at a global or national level, 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. 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. (2000 Census Occupation Codes: 001–010)

**Mid-Level Officials and Managers.** Individuals who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. They get their directions from the executive/senior level management. These jobs include vice president or director. They typically lead departments, divisions, programs, regional offices or other major business units. Through subordinate managers and within parameters established by executive/senior management, they implement policies, processes, products, services, programs and other directives of executive/senior management. Examples of these kinds of managers include: group, regional or divisional controllers; treasurers; human resources; information systems; marketing; and operations managers. (2000 Census Occupation Codes: 011–016)

**Lower-Level Officials and Managers.** Individuals at functional, line of business segment or branch levels who are responsible for directing and executing the day-to-day operational objectives of companies/organizations, directly supervising the activities of exempt and non-exempt personnel. Reporting to mid-level officials and managers, they may be first-line managers, team or unit managers. Examples of these types of managers include: 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. (2000 Census Occupational Codes: 020–043, 050–060, 070–073, 081–095, 470–471, 601, 666, 931)

**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. 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; surveyors and similar workers (2000 Census Occupation Codes: 062, 080, 100–153, 160–186, 200–211, 220–243, 255–286, 291–326, 434, 493, 903)

**Technicians.** Jobs in this category include activities that require applied scientific skills, usually obtained by bachelor degree education, although in some instances additional training, certification, or comparable experience is required. These types of positions include: drafters; emergency medical technicians; dental hygienists; and licensed vocational nurses. (2000 Census Occupation Codes: 154–156, 190–196, 290, 300–354, 904)

**Sales Workers.** These jobs include non-managerial activities that wholly and primarily involve direct sales. These types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale and retail sales agents; securities, commodities, and financial services sales agents; personal financial advisors; telemarketers; demonstrators; retail sales workers; counter and rental clerks; and cashiers. (2000 Census Occupation Codes: 470–492, 494–496)

**Administrative Support Workers.** These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. These types of positions include: office and administrative support workers; bookkeepers; 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. (2000 Census Occupation Codes: 214–215, 244–254, 500–593)