

Nature of Work Definitions

Professional

“Professional Employee” means any employee whose work: (i) is predominantly intellectual and varied in character; (ii) requires consistent exercise of discretion and judgment; (iii) requires knowledge of an advanced nature in the field of science or learning customarily acquired by specialized study in an institution of higher learning or its equivalent; and (iv) is of such character that the output or result accomplished cannot be standardized in relation to a given period of time. (Source: Act 195)

Professional work requires knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor’s or higher degree with major study in or pertinent to the specialized field, as distinguished from general education. Work is professional when it requires the exercise of discretion, judgment, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations, and to improve data, materials, and methods, e.g., mathematics or engineering. (Source: U.S. Office of Personnel Management)

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. (Source: Description of EEO Categories)

Paraprofessional

Paraprofessionals work in occupations in which the worker performs some of the duties of a professional but in a supportive role; paraprofessional work usually requires less formal training or experience than is normally required for professional status. Paraprofessional workers usually carry out many of the things that professionals want done. (Source: State of Illinois)

Administrative

Administrative work involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. While these positions do not *require* specialized education, they do involve the type of skills (analytical, research, writing, judgment) typically gained through a college level education, or through progressively responsible experience. Administrative work may be performed as a part of the principal mission or program of an agency or subcomponent, or it can be performed as a service function which supports the agency’s mission or program. Employees engaged in administrative work are concerned with analyzing, evaluating, modifying, and developing the basic programs, policies, and procedures which facilitate the work of Federal agencies and their programs. They apply knowledge of administrative analysis, theory, and principles in adapting practice to the unique requirements of a particular program. (Source: U.S. Office of Personnel Management)

Officials and 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. (Source: Description of EEO Categories)

Technical

Technical work is typically associated with and supportive of a professional or administrative field. It involves extensive practical knowledge, gained through experience and/or specific training less than that represented by college graduation. Work in these occupations may involve substantial elements of the work of the professional or administrative field, but requires less than full knowledge of the field involved. Technical employees carry out tasks, methods, procedures, and/or computations that are laid out either in published or oral instructions and covered by established precedents or guidelines. Depending upon the level of difficulty of the work, these procedures often require a high degree of technical skill, care, and precision. Some technical work may appear similar to that performed by employees doing beginning professional or administrative work in the same general occupational field. Technical work, however,...does not require the application of knowledge and skills equivalent to those required of [professional or administrative] work. (Source: U.S. Office of Personnel Management)

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. (Source: Description of EEO Categories)

Supervisory

"Supervisor" means any individual having authority in the interests of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other employees or responsibly to direct them or adjust their grievances; or to a substantial degree effectively recommend such action, if in connection with the foregoing, the exercise of such authority is not merely routine or clerical in nature but calls for the use of independent judgment. (Source: Act 195)

Managerial

"Management level employee" means any individual who is involved directly in the determination of policy or who responsibly directs the implementation thereof and shall include all employees above the first level of supervision. (Source: Act 195)

"Managerial" work, from a classification perspective, is work performed by positions that supervise subordinate supervisors. This definition describes the nature of the work and is not to be confused with the "management level" employee concept described in Act 195. (Source: Office of Administration, Classification and Pay Division)

Lead Work

Lead work – A permanent organizational relationship whereby a position is responsible for assigning and reviewing work, training employees, and is held accountable for the work performed by the employees led. A lead worker does not complete the EPR for the employees, nor does the lead worker approve/disapprove leave; however, a lead worker may provide input to the supervisor with regard to the EPR, leave, and discipline. (Source: Office of Administration, Classification and Pay Division)

Lead Work – The lead work function involves distributing and interpreting work assignments, providing assistance, conducting on-the-job training, and reviewing the work of the unit. The employee also participates in the work of the unit. Lead work is based on the concept of mutual work. In order for a position to qualify as a lead worker, the employee must oversee unit activities; providing status reports and performing quality control functions, all of which culminate in products or services which are the responsibility of the supervisor. (Source: Clerical Allocation Method Manual)

Analytical

Analytical work involves the examination (i.e., analysis) of information for the purpose of drawing conclusions. Analytical work is found in many different disciplines within the Commonwealth including human resources, budget, program areas, statistics, revenue research, etc. Work usually involves determining how data will be collected, collecting the data, conducting an analysis of the data, and drawing conclusions. (Source: Office of Administration, Classification and Pay Division)

Analytical workers hold positions that involve mathematical, statistical, and planning tasks. They are often asked to analyze systems, recognize patterns, problem solve or propose solutions based on data analysis and statistical or mathematical techniques. Often, the analytical worker must synthesize disparate sets of data, using sophisticated software and other tools or techniques to aid other colleagues in decision-making, design or trouble-shooting. Analysts may be thought of as people who know how to process large amounts of information and make it useful in a particular context. They should be able to write well and communicate orally. Due to the complex nature of their work, analytical professionals typically require a four-year degree and ongoing industry and skill training. They may work independently or on teams, either local or remote from the customers they serve. Analytical workers must be able to apply financial, math, statistical or technological concepts accurately; and readily understand components of systems or layouts. Analysts must be able to communicate ideas and recommendations to diverse audiences. Effective use of technology is presumed in the analyst position, which also requires a combination of innovative thinking and thorough attention to detail. (Source: State of New Jersey njnextstop.org website)

Specialist/Specialized

Specialist. One who devotes himself to some special branch of activity, knowledge, art, science, etc. Often considered synonymous with expert, consultant, and adviser. (Source: U.S. Navy Manual for Position Classifiers)

Clerical

Clerical occupations involve structured work in support of office, business, or fiscal operations. Clerical work is performed in accordance with established policies, procedures, or techniques; and requires training, experience, or working knowledge related to the tasks to be performed. Clerical work typically involves general office or program support duties such as preparing, receiving, reviewing, and verifying documents; processing transactions; maintaining office records; locating and compiling data or information from files; keeping a calendar and informing others of deadlines and other important dates; and using keyboards to prepare typewritten material or to store or manipulate information for data processing use. The work requires a knowledge of an organization's rules, some degree of subject matter knowledge, and skill in carrying out clerical processes and procedures. (Source: U.S. Office of Personnel Management)