

## **Career Service Occupational Groups**

### **Occupational Group definition and purpose:**

An occupational group is defined in the Career Service Rules as one or more classes so nearly alike in the essential character of their duties and responsibilities that the same pay adjustments can be applied. All Career Service job classifications are assigned to an occupational group. Within each occupational group are benchmark classes, classes for which pay data is collected in the pay survey process. Benchmark classes are used in the pay survey analysis to determine the amount, if any, an occupational group receives during the annual pay survey process.

### **Subgroup definition and purpose:**

A subgroup is attached to an occupational group when no benchmarks exist within the subgroup. A subgroup of an occupational group encompasses occupations which are related in a particular area of work but cannot sustain its own occupational grouping due to lack of benchmark data.

### **J-Labor occupational group definition:**

Classifications in this group supervise and/or perform unskilled and semi-skilled primarily manual labor work in areas such as equipment operation, collection and delivery of materials and supplies, maintenance, janitorial, minor repair and servicing work, drivers, gardening, cultivation and care of plants, and groundskeeping.

### **T-Trades and Crafts occupational group definition:**

This group includes classifications that supervise and/or perform skilled and semi-skilled licensed and unlicensed trades (and related work) that is typically acquired through on-the-job training and experience or through apprenticeship or other formal technical training programs. Also includes trades inspectors; electronic technicians; machinists; and mechanics involved in the maintenance, repair and major overhaul of a wide variety of diesel, gasoline, electric and alternative fuel powered equipment.

### **C-Clerical occupational group definition:**

Classifications in this group supervise and/or perform general office and/or public contact work relating to providing, preparing, transcribing, systematizing, and preserving written or oral communications, records and computations; collecting accounts; performing arithmetic computations; gathering and distributing information; coordinating office activities; operating office machines and electronic data processing equipment; operating telephone switchboards,

distributing mail and delivering messages; and providing other administrative and clerical support.

**I-Information Technology occupational group definition:**

Classifications in this group advise on, administer, supervise, manage and/or perform professional and technical information technology and/or telecommunications work including programming, developing, modifying, analyzing, designing, testing and implementing information technology applications, programs, and systems.

**L-Legal occupational group definition:**

This group includes classifications that provide legal work; administer, manage or supervise legal work; or perform work of a legal or related nature in the line of supervision of an attorney or judge. This includes professional legal work, research and investigation, technical support and assistant work for attorneys or judges in the District Attorney's Office, Department of Law and municipal/county court system.

**E-Engineering & Science occupational group definition:**

This group includes classifications that advise on, administer, supervise, manage and/or perform professional, scientific, research, technical or related work. The work includes engineering or architectural and related project work with facilities, structures, surveying, transportation and traffic, systems, processes, equipment, devices, materials and/or methods. Jobs in this group require knowledge of the science or art, or both, by which materials and natural resources are made useful.

**S-General Support Services occupational group definition:**

This group includes classifications which supervise and/or perform general support service functions by facilitating communication in various forms including liaison work; providing materials management, including the receipt and distribution of supplies and equipment; preparing and serving food and drinks; and performing laundry services.

**H-Health Technical and Related Support occupational group definition:**

This group includes health and behavior-related classifications and their supervisors with the principal duties requiring a combination of basic health-related scientific, medical, behavioral and/or technical knowledge and skill that can be obtained through specialized post-secondary school education or equivalent on-the-job training.

**O-Health Professional occupational group definition:**

This group includes classifications which advise on, administer, supervise, manage, and/or perform research or other professional medical or related work in the several branches of medicine, surgery, dentistry, behavioral science or in related patient or client care services such as dietetics, nursing, occupational therapy, physical therapy, pharmacy, counseling and others in the various branches of medical or behavioral sciences.

**\*D-Physicians** (subgroup of the Health Professional group)

This group includes classifications that are licensed to practice medicine and perform professional work concerned with the diagnosis, prevention, and treatment of disease or injury in the various branches of medical or behavioral science.

**A-Professional occupational group definition**

This group includes classifications which advise on, research, administer, supervise, and/or perform work that is analytical, evaluative or technical in nature which may be used to formulate, establish and execute broad policies and related work. Decisions require the creative and conceptual application of theory and principles of a professional occupational field. A professional field is one in which knowledge is gained by completion of an advanced course of study resulting in a college degree or equivalent specialized experience.

This occupational group also consists of executive and/or managerial classifications within the city and county organizational structure that do not require specialized education and experience requirements such as law, information technology or engineering and science.

**V-Fiscal occupational group definition:**

This group includes classifications which advise on, research, administer, supervise, manage and/or perform work in any phases or systems of fiscal administration when such work also requires technical, theoretical and/or practical aspects in the application of related laws, regulations, policies, precedence, methods and techniques in the areas of accounting, appraising, auditing, finance, budget, investment, revenue, debt, and taxation.

**N-Enforcement, Compliance and Protective Service occupational group definition:**

This group includes classifications which advise on, administer, supervise, and/or perform investigation, inspection, permitting, compliance or enforcement work primarily concerned with alleged or suspected offenses against the laws, codes

or other regulations and related work. Includes investigators, security officers, and non trades-related inspectors.

**G-Art, Design, Recreation, Media and Entertainment occupational group definition:**

This group includes classifications which advise on, administer, supervise, and/or perform work involving professional, artistic, and/or technical duties and responsibilities and related work in 1) the communication of information and ideas through verbal, written, visual, and/or pictorial means including graphics, printing, film and video; 2) the collection, custody, presentation, display, and interpretation of art works, cultural objects, and other artifacts; or 3) the coordination and management of entertainment, amusement and recreation programs, patrons and facilities.