Occupational Group Definitions

Professional (A)

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 or study resulting in a college degree or equivalent specialized experience.

Clerical (C)

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.

Engineering & Science (E)

This group includes classifications that advise on, administer, supervise and/or perform professional, scientific, research, technical or related work. The work includes engineering or architectural and related project work with facilities, structures, 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.

Information Technology (I)

Classifications in this group advise on, administer, supervise 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.

Maintenance & Operations (J)

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 grounds keeping.
**Legal (L)**
This group includes classifications that provide legal work; administer 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.

**Enforcement, Compliance & Protective Services (N)**
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.

**Healthcare (O)**
This group includes classifications that 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.

**Fiscal (V)**
This group includes classifications which advise on, research, administer, supervise 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 and taxation.