

EASTERN MICHIGAN UNIVERSITY – Job Group Definitions (& relationship to EEO categories)

See attached list – of EMU positions and job groups as of Fall 2007

Initial Rules

1. **Per regulations: Positions in job groups are to have similar sets of skills, efforts and responsibilities, plus similar wage rates and promotional opportunities**
2. **Job groups must be organized with EEO categories; but are unique to each employer based on their type of workforce**
3. **Goal is to keep job groups with at least 20 employees for meaningful AA analyses; don't create lots of small job groups**
4. **If job titles are exactly alike, regardless of the department, then they are to be assigned the same job group!**
5. **If job titles are alike, but have very different sets of skills required, they should be in different job groups- to do this add the dept. name behind the title to have them appear as 2 different job titles**

STAFF JOB GROUPS

EEO 1: EXECUTIVES, MANAGERS & OFFICIALS EEO: top officials & those in managerial (rather than professional positions)

JG #	Job Group Name	Job Group Definition
101	Senior Executives	Top-level with college –wide responsibilities; includes Pres, VP's Deans and misc. executives
102	Sr. Admin – Academic	Includes Acad Dept. Heads, Asst Deans, Directors of academic areas
103	Sr. Admin- Student Serv	Includes directors & assoc directors of student services and support areas
104	Sr. Admin – Business & Finance	Includes directors & assoc directors, coordinators from across the college, except academic & student
105	Operations Leaders	Includes forepersons, asst directors, coordinators from across the college, except academic & student
106	Academic Leaders	Includes asst directors, coordinators associated with academic & student areas

EEO 3: Professionals – Nonfaculty EEO: positions with more emphasis on professional standards than on management & supervision

301	Academic Professionals	Academic Advisors, plus coordinators, managers, program assts, education specialists for academic programs
302	Student Serv Professionals	Officers, assts, associates, coordinators, advisors in student services such as financial aid, admissions, housing, etc.
303	Operations & Business Professionals	Business professionals – ask if these positions would exist in most any business rather than just an educational institution
304	Information Systems Professionals	Computer & Technology professionals , i.e. programmers, info systems spec, analysts (rather than technicians)

305	Health Professionals	Health Services Physician, nurse practitioners, nurses, pharmacists, Mek Technologist (not health technicians)
306	Athletic Professionals	Coaches & Asst coaches, equipment supervisors

EEO 4: Secretarial/Clerical**EEO: Office Managers through inventory & accounting clerks; Not technicians**

401	Secretary Lev 5-6	Self-explanatory by level
402	Secretary Lev 3-4	Secretarial v. clerical/clerking positions
403	Clerical Lev 5-7	
404	Clerical Lev 3-4	

EEO 5: Technicians**EEO: Technicians not professionals; high degree of specialization**

501	Media & Graphic Technicians	Graphics, communications, other media
502	Computer & Science Technicians	Both computer technologies and science labs

EEO 6: Service Workers**EEO: Licensed skilled trades**

601	Skilled workers	
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EEO 7: Service Workers**EEO: great mixture of workers in "services" rather than trades or semi-skilled**

701	Police & Security	Campus Police officers and Sergeants
702	Maintenance & Grounds Workers	Facilities, grounds, athletics, maintenance, crews workers
703	Custodial Workers	Custodial, all levels
704	Food Service Workers	Food Service workers, all levels

FACULTY JOB GROUPS**EEO 2: Professionals – Faculty****EEO: grouped by academic departments**

200	LECTURERS	
201	AFRO-AMERICAN STUDIES	
202	COMMUNICATION & THEATRE	
203	ENG LANGUAGE & LITERATURE	
204	FOREIGN LANGUAGES & BILINGUAL	Includes World College faculty

205	FINE ARTS	
206	HISTORY & PHILOSOPHY	
207	MUSIC	
208	BIOLOGY	
209	CHEMISTRY	
210	COMPUTER SCIENCE	
211	GEOGRAPHY & GEOLOGY	
212	MATHEMATICS	
213	PHYSICS & ASTRONOMY	
214	ECONOMICS	
215	POLITICAL SCIENCE	
216	PSCYHOLOGY	
217	SOCIOLOGY	
218	SCHOOL HLTH PROMO & HUMAN PERFORMANCE	
219	LEADERSHIP & COUNSELING	
220	SPECIAL EDUCATION	
221	TEACHER EDUCATION	Includes Assessment
222	SCHOOL OF HEALTH PROFESSIONS	
224	NUSING EDUCATION	
225	SOCIAL WORK	Includes Gerontology
226	ACCOUNTING & FINANCE	
227	COMPUTER INFO SYSTEMS	
228	MANAGEMENT	
229	MARKETING	
231	SCHOOL OF ENGINEERING TECHNOLOGY	
232	SCHOOL OF TECHNOLOGY STUDIES	
233	LR&T GENERAL LIBRARY	