



Guidelines for EEO Reporting

University of Louisiana System

Effective Fall 2010

Introduction

In October 2010, an ad hoc committee consisting of representatives from all eight University of Louisiana System campuses was requested by Board staff to study and make recommendations for more consistent and accurate employee classification reporting, particularly as it pertained to data submitted to the Louisiana Board of Regents in the Employee Salary Data System.

All campuses are required to use EEO6 classification definitions for federal EEO reporting, and are also required to use IPEDS classification definitions for NCES reporting. Both sets of definitions are broad, and therefore subjective interpretations of the definitions often lead to wide variations in classification from one campus to another.

Specifically, the ad hoc committee was asked to:

- Re-define the categories in a more precise way so as to reflect the types of employee positions prevalent in the UL System;**
- Create a taxonomy that will assist HR staff and EEO directors in classification;**
- Provide examples of pertinent job titles for various categories; and**
- Exchange job title lists so that each campus is aware of how other campuses within the system apply job titles.**

The committee was successful in developing classification guidelines and category definitions with sample job titles. All campuses elected to use the new guidelines for the November 2010 BoR Employee Salary Database file submission.

The members of the ad hoc committee were:

Grambling State University

Monica Bradley, Human Resources

Nettie Daniels, Institutional Research

Louisiana Tech University

Susan Rasbury, Office of the President

Lori Theis, Institutional Research

McNeese State University

Catrina Boenig, Institutional Research

Kim Dronette, Human Resources

Nicholls State University

John Ford, Human Resources (Committee Chair)

Ken Cortez, Human Resources

Renee Hicks, Institutional Research

Northwestern State University

Cecil Knotts, Northwestern, Human Resources

Roni Biscoe, Institutional Research

Southeastern Louisiana University
Michelle Hall, Institutional Research
Jessie Roberts, Human Resources

University of Louisiana-Lafayette
Debbie Calais, Comptroller's Office
Susan Miller, Human Resources

University of Louisiana-Monroe
Katrina Branson, Human Resources
Larry Estess, Human Resources

GUIDELINES BY CATEGORY

1. Executive, Administrative and Managerial

IPEDS:

A primary function or occupational activity category used to classify persons whose assignments require management of the institution or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to the management policies or general business operations of the institution, department, or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment.

Included in this category are employees holding titles such as: top executives, chief executives, general and operations managers, advertising , marketing, promotions, public relations, and sales managers; operations specialties managers, administrative service managers, computer and information system managers, financial managers, human resource managers, purchasing managers; post secondary education administrators such as presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service; assistant and associate managers (including first line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers, lodging managers; and medical and health service managers.

EEO6:

Include all persons whose assignments require primary (and major) responsibility for management of the institution or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution department or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others.

Report in this category all officers holding such as President, Vice President, Dean, Director, or the equivalents, as well as officers subordinate to any of these administrators with such titles as Associate Dean, Assistant Dean, executive officers of academic departments (chairmen, heads, or the equivalent) if their principal activity is administrative. Note: Supervisory personnel of the technical, clerical, craft, and service/maintenance force will be reported within the specific categories.

Guidelines:

- Assistant/Associate Deans - Include in category 1 if administrative responsibilities are greater than 50% of total responsibilities.
- Academic Department Heads - Include in Category 1 if administrative responsibilities are greater than 50% of total responsibilities.
- Directors - Include those who oversee two or more employees within their unit and have more than 50% managerial responsibilities and/or have campus wide responsibilities for a major function of the University.

- Assistant Controller - Include those who supervise two or more employees and have more than 50% Managerial responsibilities.
- Assistant/Associate Directors -Include those who supervise two or more employees and have more than 50% managerial responsibilities.
- Assistant/Associate Athletic Directors -Include those who supervise two or more employees and have more than 50% managerial responsibilities.
- Craft/Maintenance Foreman Include those who supervise more than 2 employees and spend more than 80% of their time performing supervisory activities.
- Craft/Maintenance Supervisor - Include those who supervise more than 2 employees and spend more than 80% of their time performing supervisory activities.

2. Faculty

IPEDS:

Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks.

Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category.

EEO6:

Include all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any one of these academic ranks. Report in this category Deans, Directors, or the equivalent, as well as Associate Deans, Assistant Deans, and executive officers of academic departments (chairmen, heads, or the equivalent) if their principal activity is instructional. Do not include student teaching or research assistants.

Guidelines:

- Assistant/Associate Dean -Include in category 2 if administrative responsibilities are less than 50% of total responsibilities.
- Academic Department Head - Include in category 2 if administrative responsibilities are less than 50% of total responsibilities.
- Librarian - Include those who have faculty rank.

- Do not include graduate teaching fellows, graduate teaching assistants or research assistants in this category.

3. Professional – Non-Faculty

IPEDS:

A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background.

Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians.

EEO6:

Include in this category persons whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Included would be all staff members with assignments requiring specialized professional training who should not be reported under category 1 (executive) or category 2 (faculty), and who should not be classified under any of the four “non professional” categories of activities.

Guidelines:

- General rule for this category requires either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable.
- Directors - Include those who supervise less than two or more employees within their unit and have less than 50% managerial responsibilities and/or do not have campus wide responsibilities for a major function of the University.
- Assistant/Associate Director - Include those who supervise less than 2 employees and have less than 50% managerial responsibilities.
- Assistant/Associate Athletic Directors - Include those who supervise less than two employees and have less than 50% managerial responsibilities.
- Librarians - Include those without faculty rank
- Assistant Coaches - Include in this category.

- Programmers - Include in this category if degree is required
- Horticulturist - Include in this category if degree is required

4. Clerical and Secretarial

IPEDS:

A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office.

Also includes such occupational titles such as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers.

EEO6:

Include all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typist, office machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full time in the bookstore, and library clerks who are not recognized as librarians.

Guidelines:

- Police Dispatcher - Include in this category

5. Technical and Paraprofessional

IPEDS:

A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma.

Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians;

agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides.

EEO6:

Include all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many 2-year technical institutes, junior colleges or through equivalent on the job training.

Include computer programmers and operators, draftsmen, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic-physical sciences) and similar occupations not properly classifiable in other occupational-activity categories but which are institutionally defined as technical assignments. Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within as identified pattern of staff development and promotion under a “New Careers” concept.

Guidelines:

- Photographer - Include in this category

6. Skilled Crafts

IPEDS:

A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs .

Includes occupational titles such as welders, cutters, solderers and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers.

EEO6:

Include all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include

mechanics and repairmen, electricians, stationary engineers, skilled machinists, carpenters, compositors and type-setters.

Guidelines:

- Craft Foreman - Include those who supervise less than 2 employees and spend less than 80% of their time performing supervisory activities.
- Craft Supervisor - Include those who supervise less than 2 employees and spend less than 80% of their time performing supervisory activities.

7. Service Maintenance

IPEDS:

A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property.

Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.

EEO6:

Include persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel.

Guidelines:

- Maintenance Foreman - Include those who supervise less than 2 employees and spend less than 80% of their time performing supervisory activities.
- Maintenance Supervisor - Include those who supervise less than 2 employees and spend less than 80% of their time performing supervisory activities.
- Police Officer 1 - Include in this category.
- HVAC Mechanic - Include in this category.
- Maintenance Repairer - include in this category.

8. Graduate Assistants

IPEDS:

Graduate-level students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions.