

# UNIVERSITY OF MISSOURI

## RECORDS CODING: JOB TITLES EEO CATEGORIES & SUBGROUPS

Last Updated: January 9, 2001

1. EXECUTIVE / ADMINISTRATIVE / MANAGERIAL
  01. Managers / Administrators; Head Coach
  02. School Administrators-having direct responsibility for education/research units
  
2. PROFESSIONAL - FACULTY
  01. Tenured or Tenure-tracked
  02. Ranked but not Tenure-tracked
  03. Other (Unranked/Not Tenure-tracked)
  04. UM Extension - Community Development
  05. UM Extension - Agriculture
  06. UM Extension - Home Economics
  07. UM Extension - Business & Industry
  08. UM Extension - Youth
  09. UM Extension - Academic Program Managers
  10. UM Extension - Education Assistance
  
3. PROFESSIONAL - NON-FACULTY
  01. Fiscal Managers, Administrative Support Staff; Consultant; Lawyers
  02. Archivists / Librarians & Museum Curators
  03. Computer Specialists / Systems Analysts
  04. Engineers / Architects / Interior Designers
  05. Registered Nurses / Dieticians / Therapists / Pharmacists / Physiologists / Athletic Trainers
  06. Personnel and Labor Relations Workers
  07. Physicians, Dentists and Related Practitioners
  08. Public Relations / Publicity Writers / Professional Sales / Development
  09. Life & Physical Scientists / Science Professionals / Research Workers
  10. Writers / Artists & Entertainers
  11. Vocational & Educational Counselors / Chaplains / Psychologists / Educators / Admission Recruiters / Financial Aid Advisors / Coach / Test Assessment Professionals
  12. Health Technologists & Technicians (exempt)
  13. Social Workers
  
4. CLERICAL
  01. Clerical Supervisor
  02. Clerical Miscellaneous
  03. Clerical - Secretaries / Stenographers / Typists
  
5. TECHNICAL & PARAPROFESSIONAL
  01. Animal Caretakers (Except Farm)
  02. Writers / Artists & Entertainers
  03. Operators - Computer & Peripheral Equipment
  04. Engineering & Science Technicians
  05. Health Technologists & Technicians (non-exempt)
  06. Research Workers Unspecified
  07. Technicians Unspecified

**Records Coding  
EEO Categories & Subgroups**

6. SKILLED CRAFT

- 01. Construction
- 02. Mechanical & Repair
- 03. Other
- 04. Supervisor

7. SERVICE

- 01. Labor (Non-Farm) / Material Handlers / Groundskeepers
- 02. Personal / Health / Drivers / Mail Handlers & Other
- 03. Protective Service
- 04. Cleaning & Food Service / Equipment Attendants
- 05. Farm Workers

First line supervisors are coded to the senior most subordinate title and EEO code - unless the group provides a "supervisory" sub-code. However, should the qualifications of the supervisory job be significantly higher and cause a corresponding higher salary, the title will be coded to the qualifications (e.g. A highly experienced, licensed Electrical Engineer supervising Research Technicians, a Landscape Architect (degreed) supervising Groundskeepers, a Chemist supervising stores clerks).