University of Kentucky
Major Job Groups
Primary Occupational Activity

I. Executive
   A. Primary responsibility for management of the institution or major subdivision
   B. Perform work directly related to management policies or general business of the institution
   C. Significant role in policy development
   D. Regularly exercise discretion and independent judgment
   E. Major impact on institution across many lines

II. Administrative
   A. Regularly assists employee in executive capacity
   B. Perform work directly related to management policies or general business of the institution
   C. Perform work under only general supervision
   D. Affects operations to a substantial degree
   E. Consistently exercise discretion and independent judgment

III. Managerial
   A. Primary responsibility for management of subdivision or department
   B. Interprets and administers policies and procedures for daily business operation
   C. Routinely direct the work of others
   D. Supervise professional employees (or report manager in category of staff supervised)
   E. Exercise discretion and independent judgment

IV. Professional
   A. Assignments require prolonged education, college graduation, advanced knowledge or comparable background experience
   B. Exercise discretion and independent judgment
   C. Work is predominantly intellectual and varied in character
   D. Output or result accomplished cannot be standardized
   E. Coordination assignments require combination of advanced skills
   F. Health
      Primarily performs health care or health-related activities
   G. Administrative Support
      Primarily performs administrative support activities
   H. Student Support
      Primarily performs student service activities
   I. Technical Support
      Primarily performs technical or technically-related support activities

V. Office & Clerical
   A. Assignments typically associated with clerical activities
   B. Assignments specifically secretarial in nature
   F. Examples: bookkeeper, stenographer, office machine operator, clerks (sales, payroll, statistical, library, etc.)
G. **Position Level I**
Primarily staff support positions without supervision or administrative responsibilities

H. **Position Level II**
Primarily Administrative Assistants or staff support with supervisory responsibilities

VI. **Technical/Paraprofessional**

A. Knowledge or skill acquired through technical institute, community college or equivalent on-the-job training
B. Perform some duties of professional or technician in supportive role
C. Examples: computer programmer, drafter, dietitian, photographer, technician, aides (mathematical, engineering, etc.)

VII. **Skilled Craft**

A. Assignments typically require special manual skills and knowledge of processes
B. Knowledge acquired on-the-job training, experience or apprenticeship
C. Examples: mechanic, repairer, electrician, machinist, carpenter

VIII. **Service/Maintenance**

A. Assignments require limited degree of previous skills and knowledge
B. Duties contribute to comfort, convenience and hygiene of people or upkeep of facilities
C. Examples: cafeteria workers, drivers, laborers, custodial, grounds, construction, security

IX. **Faculty**

A. Conduct instruction, research or public service as principal activity(ies), and hold academic rank
B. Executive officers of academic departments if principal activity is instruction
C. Examples: professor, lecturer, chair