

**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