

## **OCCUPATIONAL GROUP / FUNCTIONAL GROUP DEFINITIONS**

The following definitions and criteria are used to structure the State of Idaho's compensation system into occupational groups.

**OCCUPATIONAL GROUP / FUNCTIONAL GROUP:** A grouping of classifications similar enough to be treated alike within the state compensation system. The primary criterion for designation to a particular occupational group is the kind of work generally performed.

### **A. Information Technology**

Classifications in this occupational group perform professional level work concerned with the creative and conceptual application of theoretical and practical aspects of such fields as information technology, information systems, network management, etc. Decision making is related to the subject matter, duties, and the consequence of action. Necessary knowledge is generally gained through completion of a specific baccalaureate degree, specialized on-the-job training, or equivalent specialized experience. Included are supervisors and operating managers.

And

Classifications which perform technical, specialized work as a direct extension of the profession, and directly related to the end product. The work requires applying basic technical principles and practices of the Information Technology professional area in performing supportive assignments. The work requires basic technical knowledge and skills obtained through post-secondary education or on-the-job training.

### **B. Finance and Accounting**

Classifications in this occupational group perform professional work concerned with the creative and conceptual application of theoretical and practical aspects of the fields of accounting, auditing, finance, investment and budgeting. Decision making is related to subject matter, duties and the consequence of action. Necessary knowledge is generally gained through completion of a baccalaureate degree or equivalent specialized experience. Included are supervisors and operating managers. Licensure may be required.

And

Classifications which perform technical, specialized work as a direct extension of the profession, and directly related to the end product. The work requires applying basic technical principles and practices of the Finance and Accounting professional area in performing the supportive assignments. The work requires basic technical knowledge and skills obtained through post-secondary education or on-the-job training.

### **C. Science/Environmental**

Classifications in this occupational group perform professional work concerned with the creative and conceptual application of theoretical and practical aspects of life, physical, forensic, environmental and wildlife science disciplines. Decision making is related to the subject matter, duties and the consequence of action. Necessary knowledge is generally gained through completion of a baccalaureate degree or equivalent specialized experience. Included are supervisors and operating managers.

And

Classifications which perform technical, specialized work as a direct extension of the profession and directly related to the end product. Work requires applying basic scientific theories and principles of the professional area in performing a limited scope or portion of the professional assignments. The work requires basic technical knowledge and skills obtained through post-secondary education or on-the-job training.

### **D. Health Care - Medical**

Classifications in this occupational group are licensed to practice medicine and perform professional work concerned with the diagnosis, prevention, and treatment of disease or injury in the fields of medicine, dentistry, or psychiatry. Necessary knowledge and training is gained through a post-baccalaureate degree and appropriate internship/residency.

### **E. Health Care - Services**

Classifications in this occupational group perform professional work concerned with the creative and conceptual application of theoretical and practical aspects of health care professions relating to humans or animals. Work involves care and treatment, prevention, intervention, or consultation in the fields of nursing, pharmacy, psychology, public health, rehabilitation, or veterinary medicine. Decision making is related to the subject matter, duties, and the consequence of action. Necessary knowledge and training is generally gained through completion of a baccalaureate degree or specialized training. Included are supervisors and operating managers. Licensure may be required.

And

Classifications which perform technical, specialized work directly related to the diagnosis, treatment, and care of human or animal patients. The work requires the application of technical principles and manual skills obtained through specialized

technical post-secondary education or on-the-job training. Licensure or certification may be required.

## **F. Professional Services and Management**

### Professional Services

Classifications in this occupational group perform professional work concerned with the creative and conceptual application of theoretical and practical aspects of such fields as social sciences, law, art and entertainment, business, etc., with decision making related to subject matter, duties, and consequence of action. Necessary knowledge is generally gained through completion of a specific baccalaureate degree, specialized on-the-job training in addition to a liberal arts college degree, or considerable specialized experience. Included are supervisors and operating managers. Licensure may be required.

And

Classifications which perform technical, specialized work as a direct extension of the profession, and directly related to the end product, by applying basic technical principles and practices of the professional area in performing the supportive assignments. The work requires basic technical knowledge and skills obtained through post-secondary education or on-the-job training.

Specialized know how L, A, B, C, and D

And

### Management

Classifications in this occupational group perform strategic professional work concerned with the management of a specific function with decision making related to subject matter, duties, and consequence of action. Necessary knowledge is generally gained through completion of a specific baccalaureate degree, specialized on-the-job training, or equivalent specialized experience. Licensure may be required.

Managerial know how II or higher

## **G. Protective Services**

### Police Officers

Classifications in this occupational group perform services where Police Officer status is granted by statute with the authority and duty to enforce criminal laws and are responsible for the prevention, detection, and investigation of crime. This group is concerned with the protection of persons and property against loss, injury, or disturbance resulting from criminal acts, accidents, and other hazards. Training and skill in the use of weapons is required, as is the periodic qualification with such weapons. Employees must satisfy requirements set forth in statute to carry out their commission and duties. Included are supervisors and managers.

NOTE: Classifications performing inspection or regulatory functions for the purpose of maintaining compliance with technical or professional standards, specifications, contracts, or civil code are not included in this occupational grouping. Such occupations are best evaluated in the families containing their specific professions.

### Correction Officers

Classifications in this occupational group perform duties concerned with controlling and supervising adult inmates who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in a correctional institution. This group is directly responsible for maintaining the orderly function of correctional institutions and programs by enforcing rules and regulations. Training and skill in the use of weapons is required. Employees must successfully complete the required training. Included are supervisors and managers.

### Security

Classifications in this occupational group perform duties concerned with patrolling and inspecting property to protect against fire, theft, vandalism, and illegal activity. This group is responsible for protecting state assets, enforcing laws on the property, and deterring criminal activity or other problems. The work requires a combination of practical knowledge and skills generally gained through on-the-job training and/or relatively short training courses in a specific skill or equipment operation. Included are supervisors and operating managers.

## **H. Labor, Trades and Crafts**

Classifications in this occupational group perform manual to skilled work in the construction, maintenance, and inspection of buildings, structures, grounds; equipment operation, fabrication, and/or maintenance of equipment; securing property or handling materials; or, for the basic needs, comfort, convenience, and hygiene of residents or clients in buildings and facilities used by state government. Higher levels require specialized skills and a comprehensive knowledge of the processes, equipment, and raw materials involved in the specific trade as acquired through training and/or experience. Included are supervisors and operating managers. Licensure may be required.

## **I. Administrative**

Classifications in this occupational group perform clerical and administrative work primarily concerned with the preparation, coding, transcription, systematization, preservation, and distribution of documents and records; storage and distribution of materials, and supplies; operation of equipment to produce and duplicate written documents and audio/visual aids; operation of equipment to facilitate communications; collection of fees and debts; and sales transactions. The work involves various degrees

of interpretation and application of instructions and guidelines where the primary emphasis is on processing of information, operating equipment to produce data and documents or to facilitate communication, or coordinating office activities, practices, and procedures. The work requires a combination of practical knowledge and skills generally gained through on-the-job training and/or relatively short training courses in a specific skill or equipment operation. Included are first and second level supervisors.

## **J. Engineering**

Classifications in this occupational group perform professional work concerned with the creative and conceptual application of theoretical and practical aspects engineering (civil, environmental, mechanical and electrical), architectural science and surveying disciplines with decision making related to subject matter, duties, and consequence of action. Necessary knowledge is generally gained through completion of a baccalaureate degree or equivalent specialized experience. Included are supervisors and operating managers.

And

Classifications which perform technical, specialized work as a direct extension of the profession and directly related to the end product. Work requires applying basic engineering theories and principles of the professional area in performing a limited scope or portion of the professional assignments. The work requires basic technical knowledge and skills obtained through post-secondary education or on-the-job training.

## **K. Nurses**