

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;**

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.

- 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 specializ

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

Guidelines:

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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.