

WRIB JOB CLASSIFICATION SYSTEM

The system described here has been developed to provide a common job classification code for use in labeling item analysis history records of WRIB items. This will enable WRIB members to request items based on their past performance with appropriate applicant groups.

The development of a common, exhaustive list of classification titles was abandoned as impractical. Instead, a coding system has been devised that can be applied to a classification to produce a four-digit code that specifies the Occupational Area, Functional Area, Level of Supervision Received/Exercised, and Minimum Educational Requirement of the classification. Each of these characteristics constitutes one digit of the code that will be used for item analysis labeling and item selection based on past use.

FIRST DIGIT: OCCUPATIONAL AREA

0 = Management/Administrative	5 = Safety/Protective Services
1 = Administrative Staff	6 = Service
2 = Supervisory	7 = Clerical
3 = Professional	8 = Crafts and Trades
4 = Technical/Paraprofessional	9 = Labor/Maintenance

OCCUPATIONAL AREAS

0 = **Management/Administrative**

This work involves formulating, evaluating, authorizing and interpreting policy for an agency or department or major organizational unit within an agency or department.

1 = **Administrative Staff**

This work involves obtaining and analyzing information needed by management and developing, recommending and implementing policies, systems, and procedures, as authorized.

2 = **Supervisory**

This work involves planning, scheduling and assigning work for others to perform; reviewing, evaluating, and reporting on the performance of those supervised; and recommending changes to management for better achieving the objectives of the organization. Such work constitutes the major part of the work of these job classifications.

3 = **Professional**

This work involves the continuous exercise of independent discretion and judgment in areas which are predominantly intellectual, philosophical, governed by conceptual understanding, analytical and varied in character.

4 = **Technical/Paraprofessional**

This work involves the use of specific skills, knowledges and abilities acquired for use in a specialized area. Employs practical knowledge to perform learned techniques particularly in fiscal, scientific or mechanical areas.

5 = **Safely/Protective Services**

This work involves providing for the safety, security, and protection of persons, property, or social order from harmful or destructive forces, events or activities.

6 = **Services**

This work involves providing for the general health, needs, comfort, convenience, or recreation of other persons or groups of persons.

7 = **Clerical**

This work involves the transformation, organization, transmittal, recording, or maintenance of data or information. The performance of this work may involve the use of a variety of manual, electrical or electronic office equipment.

8 = **Crafts and Trades**

This work involves performance of skilled manual operations, commonly learned through apprenticeship, using machines, tools, or other special equipment, for the completion of a specific work objective.

9 = **Labor/Maintenance**

This work involves carrying out general manual operations normally learned on-the-job and performed using physical dexterity to complete a routine or repetitive task.

SECOND DIGIT: FUNCTIONAL AREA

0 = Fiscal/Property Services

1 = Criminal Justice/Law Enforcement Services

2 = Other Protective/Regulatory Services

3 = Health Services

4 = Social Welfare/Human Services

5 = Environmental/Conservation/Recreation Services

6 = Information Services/Data

Processing/Communications

7 = Construction, Maintenance, and Operation

8 = Supply and Support Services

9 = Personnel/Employee Relations

FUNCTIONAL AREAS

0 = **Fiscal/Property Services**

These classifications are involved in the acquisition, collection, control, development, distribution, or disbursement of fiscal resources, including the valuation, appraisal, acquisition, and disposal of real and personal property.

1 = **Criminal Justice/Law Enforcement Services**

These classifications are involved in the work of the criminal justice system, including the courts, law enforcement, corrections, and probation.

2 = **Other Protective/Regulatory Services**

These non-law enforcement classifications are involved in regulating, inspecting, investigating, preventing, controlling or suppressing conditions which present imminent danger to person or property, including providing rescue from such conditions.

3 = **Health Services**

These classifications are involved in the diagnosis, treatment, and control of human health problems, including physical, mental and public health services.

4 = **Social Welfare/Human Services**

These classifications are involved in the improvement of personal, family, and community economic conditions and social relations, and the advancement of education and cultural values.

5 = **Environmental/Conservation/Recreation Services**

These classifications are involved in the planning, control, conservation, maintenance and utilization of natural resources and the general physical environment.

6 = **Information Services/Data Processing/Communications**

These classifications are involved in the collection, documentation, analysis, storage, retrieval, transmittal, or other processing of data or information.

7 = **Construction, Maintenance and Operation**

These classifications are involved in the engineering, construction, maintenance, and operation of facilities, including buildings, parks, roads, dams and sewage processing plants. The installation, preparation, testing, inspection, maintenance, and repair of mechanical, electrical, or electronic equipment is part of this functional category.

8 = **Supply and Support Services**

These classifications are involved in the purchase, storage, or other preparation and distribution of supplies or resources necessary for other functional categories to operate. This category includes general office services (clerical occupational area) as well as classifications involved in centralized support services, e.g., mail distribution and printing.

9 = **Personnel/Employee Relations**

These classifications are involved in the acquisition, development, utilization and maintenance of the workforce, including employee selection, affirmative action, classifications, compensation, employee relations, and training. Also included are classifications involved in records, benefits and services of/for employees.

THIRD DIGIT: SUPERVISION RECEIVED/EXERCISED

1 = Trainee

2 = Entry Level

3 = Journey Level

4 = Lead Worker/Working Supervisor

5 = First Line Supervisor

6 = Second-Third Line Supervisor

7 = Manager

8 = Director

SUPERVISION RECEIVED/EXERCISED

1 = **Trainee**

These classifications received close and frequent supervision. As formal trainee classifications, tenure in these classifications is typically limited, with a requirement that incumbents be promoted or terminated.

2 = **Entry Level**

These classifications receive direct supervision. Some prior preparation to perform the work is often required, but incumbents do not typically perform the more complex/consequential duties at this level.

3 = **Journey Level**

These classifications receive general supervision in the performance of the full range of duties associated with their areas of work. Within a classification series, this is the full functioning level.

4 = **Lead Worker/Working Supervisor**

These classifications provide general supervision, consultation or guidance to others, while performing the more difficult/complex/consequential duties of their work area.

5 = **First Line Supervisor**

These classifications, under direction from a higher level supervisor, provide supervision of non-supervisory personnel.

6 = **Second-Third Line Supervisor**

These classifications independently supervise others, including lower level supervisors.

7 = **Manager**

These classifications organize, direct, and control programs or work units and are accountable for operation effectiveness.

8 = **Director**

These classifications set policy and have direct responsibility for coordination and overall performance of a large, diverse organizational unit or a complex specialized program.

FOURTH DIGIT: MINIMUM EDUCATIONAL REQUIREMENT

0 = None

1 = High School Diploma/GED

2 = Post-Secondary (non-college)

3 = Special Licensure, Certification or
Registration

4 = Undergraduate Level College
Coursework

5 = Upper Division College Coursework

6 = Bachelors Degree

7 = Graduate Level Coursework.

8 = Masters Degree

9 = Post-Masters Degree
Coursework/Doctorate