

OCCUPATIONAL GROUPS

The occupational groups below provide the framework for assigning each job to categories that will become the basis for new, improved pay schedules.

X01 - Professional/Scientific: This group includes occupations concerned with the theoretical or practical aspects of such fields as art, science, engineering, education, medicine, law, and business. Occupations on this schedule require substantial academic preparation at the university level (4 year degree). Classifications in this occupational category require the consistent exercise of discretion and judgment in the research, analysis, interpretation, and application of acquired theories, principles, and methods. **Examples include** civil, mechanical, and electrical engineers, chemists, biologists, architects, economists, lawyers, accountants, computer programmers, registered nurses, physiotherapists, ministers of religion, etc.

X02 - Technical/Paraprofessional: These occupations are involved in carrying out technical/paraprofessional and technological functions in health, engineering, science, and other disciplines. Workers in this occupational category typically perform some of the lower level duties of a professional or a technician in a support role and need possess demonstrated knowledge equivalent to about two years of post-secondary education. Some job classes on this schedule may require an associate's degree, formalized business/vocational training, or professional certifications and often require additional specialized on-the-job training. Incumbents may also have highly developed technical and/or artistic skills. **Examples include** technologists and technicians in fields such as broadcasting, forestry, biology, electronics, meteorology, geology, surveying, drafting and design, engineering, library, medicine, and dentistry); as well as specialized inspectors and testers in the areas of public and environmental health, occupational health and safety, engineering, and instrumentation. Dental hygienists, paralegal workers, graphic designers, and other similar occupations could also be included.

X03 - Clerical/Administrative Support: The Clerical/Administrative Support occupational group includes structured work in support of office, business, or fiscal operations. The work of job classes in this category is performed in accordance with established policies, procedures, or techniques; and it requires training, experience, and/or working knowledge related to the tasks to be performed. Work typically involves general office or program support duties such as preparing, receiving, reviewing, and verifying documents; processing transactions; maintaining office records; locating and compiling data or information from files; keeping a calendar and informing others of deadlines and other important dates; and using keyboards to prepare typewritten material or to store or manipulate information for data processing use. The work requires knowledge of an organization's rules, some degree of subject matter knowledge, and skill in carrying out clerical processes and procedures. **Examples include** receptionists, non-emergency call takers, clerical assistants, secretaries; legal secretaries; medical secretaries; general clerks; program assistants; typists and word processing operators; computer operators; typesetters; dispatchers and radio operators; couriers and messengers; letter carriers; tellers; etc.

X04 - Corrections and Other Related Occupations: This occupational group includes institutional security occupations such as Cellblock Processing Technicians, Correctional Treatment Specialists, and related job specialties. Also included are public safety telecommunications operators.

X05 - Social Workers: This fairly narrow occupational group includes only providers of direct social services and those occupations involved in the professional administration of the social work programs that provide the framework for the delivery of social services. (Clerical and paraprofessional administrative support occupations are allocated to the Clerical/Administrative Support or the Technical/Paraprofessional pay schedules.)

X06 - Health Care Occupations: This occupational group includes job classes in the public health area such as laboratory technologists, sanitarians, licensed practical nurses, and mortuary assistants. Generally, this group would include occupations providing health services to the public broadly as opposed to specific health care provided to individuals on a one-on-one basis such as dental or medical services.

X07 - LABOR/TRADES

Skilled Trades: These occupations are held by manual workers of a high skill level, who have a thorough and comprehensive knowledge of the processes involved in their work. Incumbents typically are capable of performing their specialty at the full-performance, journey level and have received an extensive period of training. **Examples include** sheet metal workers; plumbers; electricians; tool and die makers; carpenters; glaziers; welders; telecommunications line and cable installation and repair technicians; and mechanics (heavy duty, refrigeration, elevator, motor vehicle); etc.

Semi-skilled: These occupations are held by manual workers who perform duties that usually require a few months of specific vocational on-the-job training. Generally, these occupations require a skill level less than that of skilled crafts and trades workers, but greater than that of elementary manual workers. **Examples include** truck drivers; material handlers; machine operators; workers assembling; mechanical helpers; etc.

Laborer: These occupations generally require only a few days or no on-the-job training or a short demonstration. The manual, elementary duties require little or no independent judgment. **Examples include** helpers and laborers in construction and other trades (plumber assistants, carpenter helpers, refrigeration mechanic helpers, surveyor helpers); garbage collectors; road maintenance workers; railway laborers; landscape laborers; custodians; cooks; etc.

Level L = Leader/Lead Worker – Workers at this “L” level are assigned the on-going responsibility of scheduling and/or reviewing the work of other co-workers and guiding and training them while performing identical or similar kinds of work.

X10 - Correctional Officers, EMTs, and Paramedics

This occupational category includes workers involved in emergency response operations and those responsible for safety of inmates in a correctional setting. Examples include emergency medical technicians, paramedics, paramedic preceptors, and correctional officers.