

UNIVERSITY OF NORTH CAROLINA

JOB CATEGORIES ("J-CATS")

MASTER LIST, with definitions & guidelines **IMPLEMENTATION version 1: Feb 15, 2009**

JCAT GROUP	JCAT #	UNC JOB CATEGORY	Throughout this document, the following notations apply:
			AC = Academic; Tenured/Tenure-Track Faculty Rank; Requires Academic Rank AD = Administrative; Non-Academic Appointment; Does Not Require Academic Rank
1		EXECUTIVE ADMINISTRATORS	
		Persons whose primary assignments require management of the institution or a customarily recognized division thereof. All are FLSA Exempt.	
1A		Top Executive Officers	
1A	100	President	
1A	101	Chancellor	
1A	102	Executive Vice President	102: Exec VP second in command to President, if not EVP title, report as 148
1A	103	Executive Vice Chancellor	103: Exec VC; may also be Provost, if so -- report here instead of 105
1B		Senior Institutional & Chief Functional Officers	
		Whether academic or administrative, as long as they - - * Report directly to an individual in 1A, or another individual in 1B, and * Direct a major functional area with institution-wide scope/impact, and * Direct the work of other professional employees	
			1B COMMENTS
1B	105	Chief Academic Affairs Officer / Provost	105: Use if provost / chief acad affairs officer is not also exec vice chancellor
1B	107	Chief Business Officer	107: Use for individual with responsibility for combined university administrative + financial affairs
1B	109	Chief Athletics Administrator	
1B	111	Chief Audit Officer	In 1B, report administrators, <u>including those with faculty rank</u> , as long as the individual's
1B	113	Chief Development / Advancement Officer	
1B	115	Chief Enrollment Services Officer	ADMINISTRATIVE , non-teaching responsibilities represent at least 50% of fulltime effort. Include campus titles such as
1B	117	Chief Extension / Engagement Officer	
1B	119	Chief External Affairs Officer	
1B	121	Chief Facilities Officer	* Vice Chancellor * Vice President
1B	123	Chief Financial Services Officer	* Vice Provost
1B	125	Chief Health Affairs Officer	* Assoc/Asst Vice President
1B	127	Chief Human Resources Officer	* Assoc/Asst Vice Chancellor
1B	129	Chief Information / IT Officer	...as long as the position is equivalent to & meets the definition of a chief functional officer
1B	131	Chief Institutional Planning Officer	IF role involves more than one chief functional area, report in category that represents primary/majority responsibility.
1B	133	Chief Institutional Research Officer	
1B	135	Chief Investment Officer	133: Individual responsible for collection, analysis & reporting of institution-wide data (not 143)
1B	137	Chief Legal Affairs Officer	
1B	139	Chief Librarian	
1B	141	Chief Communications / Public Relations Officer	
1B	143	Chief Research Officer	143: Individual responsible for institution-wide sponsored research development and leadership (not 133)
1B	145	Chief Student Affairs Officer	
1B	146	Vice President	146: Use for any Vice President position that does not meet any other defined chief functional officer description.
1B	147	Vice Chancellor	147: Use for any Vice Chancellor position that does not meet any other defined chief functional officer description.
1B	148	Deputy to President/Chancellor	148: Use for individual with broad executive authority; deputy CEO. May be acting CEO (not 101 or 187)
1B	153	Dean Academic	153: Deans of academic colleges/schools, one who is also typically a tenured faculty member
1B	155	Dean Administrative	155: Deans responsible for non-academic function (e.g., Dean of Students); may or may not hold faculty rank/tenure

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1C		Institutional Administrators	1C COMMENTS
		Whether academic or administrative, as long as they - -	
		* Report directly to an individual in 1A or 1B, or another individual in 1C, and	In 1C, include those with faculty rank, as long as the individual's ADMINISTRATIVE, non-teaching responsibilities represent
		* Direct a major functional area with institution-wide scope/impact, and	at least 50% of fulltime effort. Include campus titles, such as:
		* Direct the work of other professional employees, and/or	* Asst Vice Chancellor for Finance & Administration
		* Serve as institution's senior content expert in a recognized professional realm	* Assoc Vice Provost for International Programs
1C	161	Chief Accounting Officer	161: Typically, the Controller
1C	162	Chief Administrative Services Officer	162: Oversees a broad suite of administrative functions other than core financial/accounting services
1C	163	Chief Architect	
1C	164	Chief Auxiliary Services Officer	164: Oversees a broad suite of revenue-generating and/or ancillary functions
1C	165	Chief Budget Officer	165: Typically subordinate to 107
1C	166	Chief Purchasing Officer	
1C	167	Chief Equal Opportunity / Affirmative Action Officer	
1C	168	Chief Diversity Officer	
1C	169	Chief Hospital Administrator	
1C	171	Chief Student Admissions Officer	
1C	172	Chief Student Financial Aid Officer	
1C	173	Chief Student Registration / Records Officer	173: Typically, the Registrar
1C	175	Chief Technology Transfer Officer	
1C	176	Chief Sponsored Research / Sponsored Programs Administrator	
1C	177	Chief Contracts and Grants Administrator	
1C	178	Assoc/Asst Vice President	178 - 185:
1C	179	Assoc/Asst Vice Chancellor	Report in these categories ONLY those positions that do NOT serve as a chief functional officer otherwise categorized above. Think of these as "Associate Vice Chancellor, Other" or "Assistant Vice Provost, Other"
1C	181	Vice Provost	Use the JCAT fourth character: L = Associate M = Assistant
1C	183	Assoc/Asst Provost	
1C	185	Assoc/Asst Vice Provost	
1C	187	Executive Assistant / Chief of Staff to President/Chancellor	187: Sr professional assistant to CEO; manages CEO office. May also be Secretary of University/Secretary to Board Represents CEO to constituents. Not clerical. Not 148.
1C	189	Secretary of the University / Secretary to the Board	189: Senior professional; use if not also 187 (Exec Asst/Chief of Staff). Not an admin (320) or office (500) support po
1D / 1E		Heads of Divisions, Departments, & Centers	1D & 1E COMMENTS
		if they - -	AC = Academic (req's academic rank) // AD = Administrative (doesn't req academic rank)
		* Report directly to an individual in 1A, 1B, or 1C, and	
		* Direct a institutionally-recognized dept, division or entity, and	Include those with faculty rank, as long as the individual's
		* Direct the work of other professional employees	ADMINISTRATIVE, non-teaching responsibilities represent
			at least 50% of fulltime effort. Include campus titles, such as:
1D		Heads of Academic Divisions, Departments, & Centers	<i>(typically held by an academic)</i>
1D	190	Director, College / Division / School AC	
1D	191	Department Chair / Head AC	* Director, School of Music * Professor and Director, Health Research Institute
1D	192	Director, Major Center / Institute AC	* Chair, Biology Dept * Executive Director, American Center for Policy Studies
1E		Heads of Administrative Divisions, Departments, & Centers	<i>(typically held by a non-academic)</i>
1E	194	Deputy Chief Functional Officer	194: Use for deputy / generalist 2nd in command of a major institution-wide function (eg, Facilities, Athletics, IT)
1E	195	Chief Administrator, Major Center/Institute AD	195: Use for Center or Institute directors who do not hold primary faculty rank
1E	196	Chief Administrator, Division/Department AD	196: Use for directors of major administrative functions (eg, police, bookstore, payroll, financial aid, etc)

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2		FACULTY / ACADEMICS	
		Persons whose primary assignments are for the purpose of conducting instruction, research, and/or public service, and who hold academic rank titles. All are FLSA Exempt.	
2A		Faculty / Corps of Instruction	2A / 2B COMMENTS
2A	200	Professor	Include those with faculty rank, as long as the individual's ACADEMIC (teaching, research, non -administrative) responsibilities represent more than 50% of fulltime effort. Include campus titles as appropriate, such as:
2A	201	Associate Professor	
2A	202	Assistant Professor	
			* Assoc Dean Asst Dean
			* Assoc Provost Asst Provost
2A	205	Instructor	* Chair Assoc Chair Asst Chair
2A	206	Lecturer	* Dept Head Assoc Dept Head Asst Dept Head
			* Center Director Assoc Ctr Dir Asst Ctr Dir
			* Institute Director Assoc Inst Dir Asst Inst Dir
			* Project Director Assoc Proj Dir Asst Proj Dir
			...if administrative duties represent less than 1/2 time.
2A	207	Faculty	207: Use only for NC School of the Arts and NC School of Science & Math faculty
			NOTE: For Special Faculty / Non-Tenure Track titles (Research Asst Professor, Adjunct Assoc Professor, Professor the Practice, etc.), attach appropriate JCAT subcat modifier as a 4th character (see last section of this document)
2B		Professionals with Academic Rank	
	210	Librarian AC	210: Assign Librarians without faculty status to 402

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3		ACADEMICS & PROFESSIONALS w/ ADMINISTRATIVE ASSIGNMENTS	
		Persons whose primary assignments involve professional & administrative activities within a customarily-recognized division/department of the institution, and who are subordinate to individuals in Category 1 (Executive Administrators). All are FLSA Exempt These positions are reported with Other Professionals (Category 4) for IPEDS reporting purposes: While they may hold an administrative title, they meet the IPEDS definition of a professional (perhaps are even a "solo expert" with an area of specialized content expertise), with a primary purpose of supporting academic, student service, or other institutional activities at the professional level	
3A		Administrative Unit Heads / Professionals	
			3A COMMENTS
3A	300	Director, Subdivision/Unit/Program AC	AC = Academic (req's academic rank) // AD = Administrative (doesn't req academic rank)
3A	301	Director, Subdivision/Unit/Program AD	In 3A,
3A	302	Assoc/Asst Director, College/School AC	Include individuals who do not otherwise meet the definitions in Category 1 (Executive Administrators), if they
3A	303	Assoc/Asst Director, College/School AD	
3A	304	Assoc/Asst Dean AC	* lead a unit or subdivision of a department, and/or
3A	306	Assoc/Asst Dean AD	* do not direct the work of other professional employees
3A	308	Assoc/Asst Dept Chair/ Director/ Head AC	Include those who hold academic rank,
3A	310	Assoc/Asst Director, Division/Department AD	but whose ADMINISTRATIVE (non-teaching) responsibilities represent at least 50% of their fulltime effort.
3A	312	Assoc/Asst Director, Subdivision/Unit/Program AD	For those who do not hold academic rank, Include FLSA exempt-level positions that
3A	313	Assoc/Asst Director, Subdivision/Unit/Program AC	* Spend the majority of effort (>75-80% of time) directing the work of others, rather than directly performing duties in their field of professional expertise. If spend more than 20-25% of their time & effort directly performing duties in their professional realm, report in the 400s.
3B		Managers	
			3B COMMENTS
3B	315	Manager	
3B	316	Assoc/Asst Manager	Include FLSA exempt-level positions that
			* Spend the majority of effort (>75-80% of time) managing rather than directly performing duties in their field of professional expertise. If spend more than 20-25% of their time & effort directly performing duties in their professional realm, report in the 400s.
			* Manage the work of other administrative / professional staff. If they only manage FLSA non-exempt staff, list as 500, 700, or 800
3C		Administrative Professional Associates	
			3C COMMENTS
3C	320	Deputy Associate Administrator	320: Include exempt-level positions that are NOT administrative support positions, but rather a "right-hand" senior professional / chief of staff position, generally requiring an advanced degree, such as
			* Deputy to the Provost / VC / Dean
			* Executive Associate to the Provost / VC / Dean
			* Divisional Finance & Administration Officer
3C	325	Administrative Specialist / Coordinator	325: Include exempt-level generalist admin/professional associates who report to an individual in Category 1 (Executive Administrators) or 3A (Administrative Unit Heads). Not an admin support / admin assistant position.

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4	FUNCTIONAL PROFESSIONALS		
	Persons whose PRIMARY assignments & responsibilities involve performing professional-level work in areas such as academic support, institutional support, student services, health professions, fiscal management, facilities management, human resource management, and information technology -- including those with supervisory duties that do not represent the majority of their time / effort. Requires at least a baccalaureate degree in the field or equivalent and may require a terminal degree and/or professional licensure in the field. All are FLSA Exempt		
4A	Academic Affairs Professionals		4 COMMENTS
			<i>Include positions that do not hold academic rank. Report those with faculty status in 2XX.</i>
4A	400	Academic Services Professional	400: Include academic support, academic success, study abroad, undergrad studies coordinators
4A	401	Academic Advising Professional	
4A	402	Library Professional	
4A	403	Archive / Museum / Gallery Professional	403: Include archivists, curators, if not considered librarians (402)
4A	404	Continuing Education Professional	
4A	405	Distance Education Professional	404-406: Other than IT technical professionals (report IT under 4G series)
4A	406	Instructional Design / Instructional Media Professional	406: Include medical illustrators, multimedia designers, instructional content developers
4A	407	Training Delivery Professional	407: Include trainers and OD professionals focused on clients/participants external to the institution (not 424).
4A	408	Performing / Creative Arts Professional	408: Include teaching/performing artists, musicians, & creative designers without faculty rank
4A	409	Faculty Affairs / Faculty Development Professional	
4B	Student Affairs Professionals		
4B	410	Student Affairs / Student Services Professional	410: Include professionals overseeing student conduct, student personal success programs, etc.
4B	411	Student Admissions / Recruitment Professional	
4B	412	Student Career Services Professional	
4B	413	Student Financial Aid Professional	
4B	414	Student Housing Professional	
4B	415	Student Activities Professional	415: Include professionals overseeing student centers, student clubs, student media, fraternities/sororities
4B	416	Student Counseling / Student Health Professional	416: Include student mental health counselors, social workers, student health nurses, etc.
4B	417	Student Scholars / Honors Program Professional	
4B	418	Student Registration / Records Professional	
4C	Institutional Affairs Professionals		
4C	420	Attorney / Legal Affairs Professional	
4C	421	Consultant	421: Include professionals who consult within the organization, such as ombuds; other internal consulting services
4C	422	Human Resources Professional	
4C	423	Equal Opportunity / Diversity Professional	
4C	424	Trainer / Organizational Development Professional	424: Include trainers and OD professionals focused on clients/participants internal to the institution (not 407).
4C	425	Business Continuity / Emergency Planning Professional	
4C	426	Business Systems & Procedures Professional	
4C	427	Institutional Policy / Compliance Professional	427: Include athletics (NCAA) compliance; copyright compliance, etc.
4C	428	Institutional Research / Planning Professional	
4C	429	Institutional Assessment / Academic Assessment Professional	429: Include institutional / academic accreditation planning/evaluation professionals

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4D		Fiscal Affairs Professionals	
4D	430	Accounting Professional	430: Include payroll professionals here, even if they report in an HR function, if work is primarily accounting/financial
4D	431	Audit Professional	
4D	432	Finance / Budget Professional	
4D	433	Sponsored Contracts / Grants Administration Professional	433: Include post-award grant/project financial and compliance professionals (not principal investigators)
4D	434	Materials Management Professional	434: Include buyers, purchasing agents, material managers
4D	435	Business Operations Professional	435: Include generalist business operations professionals
4E		External Affairs & Communications Professionals	
4E	436	External Affairs Professional	436: Generalist external affairs professionals not otherwise categorized below
4E	437	Development / Fundraising Professional	437: Include those directly involved in cultivation of donors / solicitation of funds
4E	438	Alumni Relations Professional	
4E	439	Constituent Relations Professional	439: Include parent relations, community, town/gown relations
4E	440	Corporate / Foundation Relations Professional	440: Include industry/business relations; foundation relations
4E	441	Government Relations Professional	441: Include federal & state relations / lobbyists
4E	442	Advancement Services Professional	442: Include prospect research, donor records management, etc.
4E	443	Communications / Marketing Professional	443: Include writers, publication designers & editors of print & web content (exc. use 406 if instructional content)
4E	444	Media / Public Relations Professional	444: Include media producers, on-air talent, commentators, PR spokespersons, news media liaisons
4E	445	Technical / Creative Design Professional	445: Include website designers, CAD illustrators, graphic designers, photographers, drafters
4E	446	Community Development Professional	
4E	447	Cultural Affairs Professionals	
4E	448	Recreation / Tourism / Hospitality Professional	
4E	449	Event / Conference Management Professional	449: Include fulltime public event managers, conference planners, etc
4F		Facilities Professionals	
4F	450	Facilities Management / Maintenance Professional	450: Include general physical plant/ facilities operations, management, or maintenance professionals
4F	451	Facilities Design / Construction Professional	
4F	452	Architect	
4F	453	Engineer	
4F	454	Parking / Transportation Management Professional	
4F	455	Environmental Safety / Risk Management Professional	455: Report police / public safety managers & professionals in 800 series
4F	456	Interior Design Professional	
4F	457	Facility Operation Professional	457: Responsible for operating a facility, eg, football stadium, water treatment plant
4F	458	Retail Operation Professional	458: Include bookstore, restaurant, apparel store professionals, etc, e.g., textbook program manager
4F	459	Real Estate Management Professional	
4G		Information Technology Professionals	
4G	460	IT (Information Technology) Professional	460: Use 460 as "IT Professional, Other," for positions that don't fit in 461-467
4G	461	IT Applications Professional	
4G	462	IT Database Professional	
4G	463	IT Client Support Professional	
4G	464	IT Network Support Professional	
4G	465	IT Systems Support Professional	
4G	466	IT Security Professional	
4G	467	Telecommunications Professional	

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4H		Research, Extension, and Other Education Professionals	
4H	470	Research Professional	470: Researchers, research associates, research specialists, etc., considered staff rather than faculty
4H	471	Laboratory Professional	471: Professional-level medical or research lab managers, lab coordinators, etc., considered staff rather than faculty
4H	472	Extension / Engagement / Public Service Professional	472: Professional-level extension specialists, etc., considered staff rather than faculty
4H	473	Economic Development Professional	473: Professional business-development / economic development specialists, etc., considered staff rather than faculty
4H	474	Teacher / Classroom Professional	
4H	475	Research / Sponsored Projects Development Professional	475: Include grant writers, grant sourcing researchers, institutional review board professionals, etc.
4H	476	Technology Transfer Professional	
4J		Health Science Professionals	
4J	478	Medical Resident	478: Report here if employed/benefitted as regular professional staff. If treated as students/trainees, report as 908.
4J	479	Physician AD	479: Report physicians with primary faculty rank in the 200 series
4J	480	Medical Professional	480: include physician's assistants (PA's); physician extenders
4J	481	Nursing Professional	481: include nurse practitioners, other nursing professionals (LPNs report in 600 series)
4J	482	Dentist AD	482: Report dentists with primary faculty rank in the 200 series
4J	483	Dental Professional	483: include dental hygienists
4J	484	Pharmacist AD	484: Report pharmacists with primary faculty rank in the 200 series
4J	485	Pharmacy Professional	
4J	486	Physical / Occupational Therapist	
4J	487	Allied Health Professional	
4J	488	Psychologist AD	488: report licensed psychologists only (terminal degree-level). Report those with primary faculty rank in the 200 series
4J	489	Mental Health Professional	489: report student counselors as 416
4J	490	Social / Human Services Professional	
4J	491	Veterinarian AD	491: Report veterinarians with primary faculty rank in the 200 series
4J	492	Veterinary / Animal Science Professional	
4J	493	Dietetic / Nutrition Professional	
4K		Environment Professionals	
4K	494	Agriculture / Forestry / Food Science Professional	494-497: Those professionals considered staff rather than faculty
4K	495	Environmental Sustainability / Energy Management Professional	
4K	496	Aeronautics / Space Professional	496: Include aircraft pilots
4K	497	Marine / Water Professional	497: Include professional ship captains
4L		Athletic Affairs Professionals	
4L	468	Athletics Professional	468: Include athletics program mgmt professionals. Report athletics compliance officers in 427. Report athletics-rela media relations, marketing and communications in 440 series.
4L	469	Athletics Training Professional	
4L	498	Head Coach	
4L	499	Assoc/Asst/Specialty Coach	

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5		OFFICE / CLERICAL STAFF & SUPERVISORS	
		Persons whose primary assignments are associated with office clerical, secretarial, or non-exempt administrative or department assistance. Includes first line managers and supervisors of such employees. Clerical Managers (500) are who that meet FLSA Exemption status. All others are FLSA Non-Exempt.	
5A		Administrative / Office Support Managers	
			5A COMMENTS
5A	500	Office / Administrative Support / Clerical Manager	500: Include FLSA-exempt first-line managers of employees in Category 5B. Include campus titles such as * Office Manager * Departmental Coordinator * Computer Operations Manager IF they formally supervise the work of FLSA non-exempt office / clerical employees
5B		Administrative / Office Support Supervisors, Leads, and Staff	
			5B COMMENTS
			* FLSA Non-exempt positions.
5B	505	Administrative / Office / Clerical Supervisor	505: FLSA Non-Exempt first-line supervisors
5B	506	Administrative / Office / Clerical Lead	506: FLSA Non-Exempt lead or senior clerical employees
5B	511	Executive Assistant	511: Senior admin assistant to an executive or chief functional administrator
5B	512	Accounting Assistant	
5B	514	Administrative Assistant	
5B	516	Cashier	
5B	518	Clerk, Financial	518: Clerks - Financial / Bookkeeping / Timekeeping / Billing
5B	520	Clerk, Materials	520: Clerks - Shipping / Receiving / Procurement
5B	522	Clerk, Records	522: Clerks - File Clerks / Mail Clerks / Records Assistants
5B	524	Communications Operator	524: Communications / Switchboard Operators / Dispatchers
5B	526	Computer Operator	526: Computer / Data Entry Operators
5B	528	Customer Service Assistant	528: Customer Service Assistants / Representatives
5B	530	Department Assistant	
5B	532	Library Assistant	532: Library / Archival / Curatorial Assistants
5B	534	Receptionist	
5B	536	Secretary	
5B	538	Transcriptionist	
5B	540	Administrative / Office / Clerical Support Staff	540: Other Admin / Ofc / Clerical Staff not otherwise defined

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6		TECHNICAL / PARAPROFESSIONAL STAFF	
		Persons whose primary assignments require specialized technical knowledge in the field as acquired through apprenticeship, academic training such as a 2-year degree or certificate, or the equivalent. All are FLSA non-exempt positions	
6A		Institutional Tech / Paraprofessional	
6A	600	Paralegal	
6A	602	Institutional Affairs Paraprofessional	602: Include HR and related paraprofessionals associated with category 4C
6A	604	Fiscal Affairs Paraprofessional	604: Include Accounting and related paraprofessionals associated category 4D
6A	606	External Affairs / Communications Paraprofessional	606: Include Communications and related paraprofessionals associated with category 4E
6A	608	Library Paraprofessional	
6A	609	Functional Paraprofessional	609: Use for paraprofessionals not otherwise covered in 600-666
6B		Technology Tech / Paraprofessional	
6B	610	Audiovisual Technical/Paraprofessional	
6B	612	Engineering Technical / Paraprofessional	
6B	614	IT Technical/Paraprofessional	
6B	616	Telecommunications Technical/Paraprofessional	
6B	618	Technical Design Paraprofessional	
6C		Research / Lab Tech / Paraprofessional	
6C	620	Research Assistant/Technician/Technologist	620-622: include social research, etc, as well as hard science research
6C	622	Laboratory Assistant/Technician/Technologist	
6D		Science Tech / Paraprofessional	
6D	630	Life Science Technician	
6D	632	Social Science Technician	
6D	634	Physical Science Technician	
6E		Health Science Tech /Paraprofessional	
6E	640	Allied Health Technical/Paraprofessional	
6E	642	Dental Technical/Paraprofessional	
6E	644	Medical Technical/Paraprofessional	
6E	646	Nursing Technical/Paraprofessional	
6E	648	Pharmacy Technical/Paraprofessional	
6E	650	Physical / Occupational Therapy Technician	
6E	652	Safety / Risk Mgmt Technical /Paraprofessional	
6E	654	Social / Human Service Paraprofessional	
6E	656	Dietetic / Nutrition Technical/Paraprofessional	
6F		Environment Tech / Paraprofessional	
6F	660	Animal Care Technical/Paraprofessional	
6F	662	Agriculture/ Forestry Technical/Paraprofessional	
6F	664	Marine Technical/ Paraprofessional	
6F	668	Aeronautics Technical / Paraprofessional	

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7		SKILLED CRAFT STAFF & SUPERVISORS	
		Persons whose primary assignments require specialized manual skills acquired through apprenticeship, formal training programs, or on-the-job training. Includes the lead workers, foremen, and supervisors of such employees. Supervisors (700) are FLSA exempt. All others are FLSA Non-Exempt.	
7A		Skilled Craft Supervisor	7A COMMENTS
7A	700	Skilled Craft / Trades Supervisor	700: Include FLSA-Exempt first-line managers and supervisors of employees in Category 7B.
7B		Skilled Craftsperson	7B COMMENTS
7B	705	Skilled Craft / Trades Foreman / Lead	705: Include skilled craftspersons, as well as FLSA non-exempt Leads, Foremen, and Working Supervisors of such employees.
7B	710	Skilled Craft Worker	710: Use for multi-trade or general skilled maintenance mechanics, or trades not otherwise categorized below
7B	711	Electrician	
7B	713	Electronic Equipment Mechanic	
7B	715	Carpenter / Cabinetmaker	
7B	717	HVAC / System Control Specialist	
7B	719	Instrument Maker	
7B	721	Locksmith	
7B	723	Machinist	
7B	725	Mason	725: brickmasons, stonemasons, etc.
7B	727	Metalworker	727: sheetmetal, ironworkers, steel workers
7B	729	Boilermaker / Stationary Engineer / Power Plant Operator	
7B	731	Painter	
7B	733	Plumber / Pipefitter	
7B	735	Printer / Bookbinder	
7B	737	Roofer	
7B	739	Welder	
7B	741	Textile Skilled Worker	741: Skilled tailors, dressmakers, patternmakers, upholsterers, etc
7B	742	Vehicle Mechanic	742: Skilled aircraft/automotive/diesel/heavy equipment mechanics & specialists

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MASTER LIST, with definitions & guidelines

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8		SERVICE / MAINTENANCE STAFF & SUPERVISORS	
		Persons whose primary responsibilities involve supporting the comfort, convenience, hygiene, or welfare of institutional students, employees, patients, visitors, or constituents. Generally requires no more than high-school or limited post-high school training and experience. Includes the leads, foremen, and supervisors of such employees. Supervisors & Professionals (8A series) are FLSA Exempt All others are FLSA Non-Exempt.	
8A		Service/Maintenance Supervisor	
			8A COMMENTS
8A	800	Service / Maintenance Supervisor	
8A	801	Police / Public Safety Supervisor	
8A	802	Police / Public Safety Professional	802 & 807: Includes FLSA-exempt safety/security professionals such as senior investigators
8A	805	Fire Safety/Prevention Supervisor	
8A	807	Fire Safety/Prevention Professional	
8A	808	Client Care Supervisor	
8B		Service/Maintenance Staff	
			8B COMMENTS
8B	810	Service / Maintenance Foreman/Lead	810: Include service & maintenance workers, as well as FLSA non-exempt Leads, Foremen, Corporals, Sergeants, and other working
8B	811	Service / Maintenance Worker, General	811: Not otherwise categorized below
8B	812	Construction Laborer	
8B	813	Custodian / Housekeeper	
8B	814	Equipment Operator	
8B	815	Equipment Repairer / Inspector	815: Include Athletic Equipment Coordinator
8B	816	Farm Worker	
8B	817	Food Prep Worker	
8B	818	Food Server	
8B	819	Grounds / Landscape Worker	819: Include Athletic Field/Court Maintenance Staff
8B	820	Installer / Finisher	820: Installers / Finishers of carpet, drywall, tile, etc
8B	821	Mail Carrier	
8B	822	Motor Vehicle Operator	
8B	824	Mover / Delivery Worker	
8B	825	Parking / Traffic Attendant	
8B	826	Pest Control Worker	
8B	827	Trades Helper	
8B	828	Sales Worker	
8B	830	Firefighter / Fire Safety Lead	
8B	831	Firefighter	
8B	840	Police / Public Safety Lead	
8B	841	Police Officer	841: Use for Commissioned Police Officers
8B	842	Security Guard	842: Use for non-commissioned officers or security guards
8B	850	Client Care Lead	850/851: Use for patient care assistants, child care workers,
8B	851	Client Care Assistant	teacher aides, eldercare workers & similar. Report certified, degreed teachers in 474.

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9		OTHER POSITIONS	9 COMMENTS
		Post Docs, students, trainees, temporary positions, and miscellaneous status designations for payroll purposes.	
9A		Post Docs & Residents	
9A	900	Post-Doctoral Trainee	
9A	902	Post-Doctoral Fellow	
9A	904	Post-Doctoral Research Associate	
9A	906	Post-Doctoral Teaching Associate	
9A	908	Medical Resident	908: Medical / veterinary residents (post-MD or post-DVM) treated as trainees. If considered regular professional st
9B		Student Workers (Enrolled at Institution)	
9B	910	Student Assistant	FLSA NonEx 910: Whether undergrad or grad, if performing FLSA non-exempt tasks
9B	912	Work Study Student	FLSA NonEx
9B	914	Student Trainee / Intern	FLSA NonEx
9B	916	Graduate Assistant	916: Use for "other" GAs that don't fit any category below, but doing professional-level work
9B	918	Graduate Lab Assistant	
9B	920	Graduate Research Assistant	916-924: Must perform FLSA-exempt professional-level duties requiring at least a bachelors degree
9B	922	Graduate Teaching Assistant	
9B	924	Graduate Extension/Engagement Assistant	
9C		Trainees / Fellows / Interns (Students Enrolled at Another Institution)	
9C	930	Fellow	9C: Temporary, non-benefitted, positions
9C	932	Intern	
9C	934	Trainee	
9D		Limited Term Positions	
9D	940	Limited Term Executive	FLSA Ex LIMITED TERM positions are created or budgeted for some defined period that is expected to be at least 6 months, but that is not expected to continue indefinitely. Typical examples are positions funded through grants or sponsored projects, where the life cycle of the grant may be 1 to 3 years. Other examples are positions that are established only for a limited period due to a special campus project or need.
9D	941	Limited Term Faculty	FLSA Ex
9D	942	Limited Term Administrator	FLSA Ex
9D	943	Limited Term Professional	FLSA Ex
9D	944	Limited Term Office / Clerical	FLSA NonEx
9D	945	Limited Term Technical / Paraprofessional	FLSA NonEx
9D	946	Limited Term Skilled Crafts / Trades	FLSA NonEx
9D	947	Limited Term Service / Maintenance	FLSA NonEx Limited term positions of at least 50% FTE are benefits-eligible, and must be posted/advertised just like a regular position. Positions expected to exist for more than 3 years should be established as regular classified positions.

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9D	Temporary Positions		
9D	950	Temporary Executive FLSA Ex	TEMPORARY positions may be filled for up to 6 months, and may be full-time or part-time. Temporary positions are not benefits-eligible, regardless of FTE. Departments may seek an extension of a temporary appointment for up to 6 additional months (twelve consecutive months total). However, under BOR policy, once the individual has worked for the institution for 12 consecutive months, the employment relationship must end. The individual may not be rehired as a temp in the same institution unless there has been a break of at least 30 days.
9D	951	Temporary Faculty FLSA Ex	
9D	952	Temporary Administrator FLSA Ex	
9D	953	Temporary Professional FLSA Ex	
9D	954	Temporary Office / Clerical FLSA NonEx	
9D	955	Temporary Technical / Paraprofessional FLSA NonEx	
9D	956	Temporary Skilled Crafts / Trades FLSA NonEx	
9D	957	Temporary Service / Maintenance FLSA NonEx	
9E	Occasional / As-Needed Positions		
9E	960	Occasional Executive FLSA Ex	OCCASIONAL positions are similar to temporary positions. An individual with an "occasional" appointment works only sporadically, but might work on a recurring basis, as needed, over a period longer than 6 months. Examples include an individual who works in Admissions for a few weeks during every peak registration period, or a stagehand who builds sets for performances a few times per year. These individuals may work full-time or part-time for brief periods, but their total FTE over the course of a year should not exceed about 25% time. Occasional positions are not benefits-eligible.
9E	961	Occasional Faculty FLSA Ex	
9E	962	Occasional Administrator FLSA Ex	
9E	963	Occasional Professional FLSA Ex	
9E	964	Occasional Office / Clerical FLSA NonEx	
9E	965	Occasional Technical / Paraprofessional FLSA NonEx	
9E	966	Occasional Skilled Crafts / Trades FLSA NonEx	
9E	967	Occasional Service / Maintenance FLSA NonEx	
9F	Retirees & Other Affiliates		
9F	992	Member, UNC Board of Governors	992-999 are status designations used for tracking purposes through payroll
9F	993	Member, Institutional Board of Trust	
9F	994	Non-Compensated Affiliate	994: Use for individuals not paid by your institution, but who need to appear in the system for tracking purposes. Examples: ROTC faculty paid directly by the military; clerics paid directly by their religious order; loaned execs, visitor or consultant who must be known to ERP system for IT access, parking, etc.
9F	995	Retiree	
9F	996	Volunteer	
9F	997	Unknown - Authorized HR Use Only	995 / 996: Volunteers / Retirees not paid for services rendered
9F	998	Test Field - Authorized HR Use Only	
9F	999	Test Field - Authorized HR Use Only	
9F	968-991	Reserved for Future Use - Authorized HR Use Only	

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JCAT Descriptor		JCAT Special Descriptor			
	X	(NONE) - default	Use these "modifiers" as a 4th character, following any 3-digit J-CAT, to identify special designations related to that category title.		
	A	Adjunct			
	(B)	<i>(reserved for future use)</i>			
	C	Clinical	In general, the 4th digit of any category title will be "X" -- meaning None, or no special designation.		
	D	Distinguished			
	E	Emeritus			
	F	Acting	However, if there are "adjectives" associated with an individual's appointment (like "acting" or "senior") this is how those qualifiers are denoted.		
	G	Interim			
	H	Hourly (meets FLSA professional exemption test, but is paid hourly)			
	(I)	<i>(not to be used)</i>			
	J	Executive	EXAMPLES		
	K	Deputy			
	L	Associate	200	X	Professor
	M	Assistant	200	D	Distinguished Professor
	N	Named	or		
	(O)	<i>(not to be used)</i>	153	X	Dean - Academic
	P	Of the Practice	153	G	Acting Dean - Academic
	(Q)	<i>(reserved for future use)</i>	or		
	R	Research	181	X	Vice Provost
	S	Senior	181	S	Senior Vice Provost
	T	Teaching	or		
	(U)	<i>(reserved for future use)</i>	202	X	Assistant Professor
	V	Visiting	202	C	Clinical Assistant Professor
	(W)	<i>(reserved for future use)</i>	or		
	Y	Phased Retiree	169	X	Chief Hospital Administrator
	Z	Rehired Retiree	169	K	Deputy Chief Hospital Administrator
	1	<i>(reserved for future use)</i>	or		
	2	<i>(reserved for future use)</i>	200	X	Professor
	3	<i>(reserved for future use)</i>	200	P	Professor of the Practice
	4	<i>(reserved for future use)</i>	or		
	5	<i>(reserved for future use)</i>	201	X	Associate Professor
	6	<i>(reserved for future use)</i>	201	R	Research Associate Professor
	7	<i>(reserved for future use)</i>	or		
	8	<i>(reserved for future use)</i>	200	X	Professor
	9	<i>(reserved for future use)</i>	200	Y	Professor on Phased Retirement
<i>Adapted from a model used by the University System of Georgia.</i>					