

September 7, 1999

IMPORTANT
DEADLINE November 1, 1999

MEMO TO: Presidents
Community College System

FROM: Brenda H. Rogers
Vice President for Administration

SUBJECT: College Staff Information Data
(Fiscal Year 1999-2000)
Due Date: November 1, 1999

The College Staff Information Data System is the source of data on college staff and faculty average salaries, numbers of full-time staff per college per position, and other statistical information on college staffing. It is one of our most used data systems and provides crucial information in such areas as the development of the biennial budget request. It is critical that the data reported by each college are both accurate and valid. The person to whom you assign this responsibility should be knowledgeable of your staffing system and should read the instructions enclosed with this memo before preparing the report.

Reporting changes from last year are listed below:

1. In the attached instructions, the "Employee Classification" codes and definitions changed. Read carefully the descriptions for data field 13 in the instructions.
2. Rates of pay for part-time staff are **not** to be reported.
3. A "total" record as the first record in the file has been added to enable a more efficient and timely file processing.

CC99-243
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Two important points to remember are the following:

- C Assignments of staff to an Area of Responsibility must be made according to the primary actual responsibility of the position. Try not to use the "other" area of responsibility codes as such use provides no useful comparative information.
- C Report total months employed for the 1999-2000 fiscal year. For full-time employees on separate summer contracts, include the months this past summer (1999) in addition to their regular annual contract if employees are paid at the same rate as the regular contract. Read the examples given in the instructions (Attachment A, page 4).

Descriptions of fields in record layout NCCCS 7-8 Staff Information Data are given in Attachment A. For accuracy and uniformity, we recommend that one person at your college determine the code (Principal Area of Responsibility) to be assigned to each employee. Please review all attachments carefully before producing and submitting your final report to the System Office.

Data which you provide to establish college staff information will not be released in a manner that will identify individuals by name except as mandated by law. The NCHED A-5 report (Full-time Instructional Faculty in Institutions of Higher Education, Fall 1999) will be produced for your college using the staff data you submit in this report. Copies of the final NCHED A-5 report will be sent to you when completed.

Provide complete and accurate data for all staff members, full-time and part-time, who are employed by your college as of October 1, 1999, whether or not they receive compensation for October. Employees are to be categorized as full-time (regular) permanent, full-time (other), or part-time according to the definition of these terms (refer to field 13 on NCCCS 7-8 which is part of Attachment A).

We request that you submit your college staff information electronically for fiscal year 1999-2000 (as of October 1, 1999).

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NOTE: Colleges using the IIPS software developed by NCCCS staff can produce the college staff information report in machine-readable form. Instructions for this process are on **Attachment D**. Please ask your System's Administrator about the software and supporting documentation. Contact Rick Bundy at NCCCS **(919) 733-7051, ext. 324**, for questions about using the IIPS software.

If you need assistance in providing the required data, contact Mei-Hsin Ju at (919) 733-7051, ext. 358, or Arthur Hohnsbehn at ext. 365.

Submit the machine-readable data, as soon as possible. **The Final Due Date is NOVEMBER 1, 1999**. E-mail the verification to Mei-Hsin Ju. E-mail address is **jum@ncccs.cc.nc.us**. For colleges using the IIPS Software, the E-mail is sent as part of the staff file shipment.

We appreciate your cooperation in our efforts to establish and maintain the college staff information file for 1999-2000.

Attachments
C: Data Coordinators

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COLLEGE STAFF INFORMATION DATA, Description of NCCCS 7-8 (Revised 08/99)

**Revised 08/99: Employment Classification -- See field #13 and
Rates of Pay by Source -- See fields #15 - #19**

The major purpose of this collection process is to gather statistical demographic data from all staff employed as of October 1 in each college regardless of the source of funds from which the staff member is paid. This will establish college staff information data for fiscal year 1999-2000.

The resulting data will be used in preparing reports required by the U.S. Department of Education, UNC-General Administration, the State Board of Community Colleges, the Governor, the General Assembly of North Carolina, and the North Carolina Community College System.

For colleges using the Institutional Information Processing Systems (IIPS) software, the STAFF data collection is automated as a part of the IIPS package. Non-IIPS colleges must report data in accordance with the attached instructions.

FILE TRANSFER OF THE STAFF INFORMATION REPORT DATA: The STAFF information report file shipped to the System Office must contain a total record. This must be on the first record in the file or the file will not be processed. The description of the total record and a file layout is included. Once the local editing of the file is complete and the total record is added to the beginning of the file, the file is shipped to the System Office.

For colleges using the Institutional Information Processing Systems (IIPS) software on a UNIX system, the file is shipped automatically when you run menu item 4 on the STAFF Information System Main Menu. A verification form is e-mailed during this process. Non-IIPS colleges must ship the data using the instructions below and e-mail or fax the verification form to STAFF information contact person in the State-Level Information Services Section. When shipping the file, it must be named **STAFF.DATA_xxx. Replace the xxx with College Finance Code.**

FTP Manual Instructions: The manual instructions are as follows:

```
ftp ccftp.ncccs.cc.nc.us
User id=ccftp
password=cc_ftp_1
cd FILE.RECEIVE
put STAFF.DATA_xxx (Replace the xxx with your College Fiscal Code)
bye
```

File Processing Status Report: You can determine the status of system office processing of your Staff Information report on the NCCCS web page, www.ncccs.cc.nc.us, under the “reports” section.

***Special Note on the Total Record:** Full Time refers to staff with an employment classification of ‘1.’ Part Time refers to staff with any other employment classification. ATTACHMENT A-1 include a reference to Total Record Layout.

DESCRIPTION OF DATA FIELDS

NOTE: **DO NOT** report students who may be employed by your college.

DO NOT report individuals who work on campus but are paid by an outside contractor. The numbers shown below refer to the item number record layout NCCCS 7-8.

1. Name of College - Self-explanatory.
2. Employee Name - Last name, first name, middle initial.
3. Social Security Number - Self-explanatory. A college assigned nine-digit unique employee identification number may be substituted.
4. Reserved for future use --
5. Sex - Report a "1" if male, "2" if female.
6. Physically Handicapped - Report a "1" if yes, "2" if no.
7. Race/Ethnic Identification - The following racial/ethnic categories and divisions were agreed upon by the Office for Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC). They do not denote scientific definitions of anthropological origins. Only these categories are to be used for reporting purposes. Each employee should be classified into one of the following categories:
 - 1 - White (not of Hispanic Origin)
 - 2 - Black (not of Hispanic Origin)
 - 3 - American Indian or Alaskan Native
 - 4 - Hispanic or Spanish Culture
 - 5 - Asian or Pacific Islands
 - 6 - Other

8. Highest Academic Educational Level Attained - Report the two-digit code that corresponds to the highest academic educational level attained by the employee. Each employee should be classified into one of the following categories:

01 - Less than High School	02 - High School or Equivalent
03 - One Year of College	04 - Vocational Diploma
05 - Two Years of College	06 - Associate Degree
07 - Three-Four Years of College	08 - Bachelor's Degree
09 - Master's Degree	10 - Doctor's Degree
11 - Educational Specialist	

9. Non-Resident Alien - Report a "1" if yes, "2" if no. Resident aliens (i.e., persons who are not citizens of the U. S. but hold a "green card" -- Form I-151) should enter a "2".

Important: ITEMS 10-27 must be completed by the Business Office (or the Personnel Office). In addition, verify data entered in ITEMS 1-9. We recommend that one person assign codes to each employee at your college so that data will be consistent and each employee will be placed into the proper category.

10. Principal Area of Responsibility - Select the code representing the Principal Area of Responsibility from CODE SHEET A attached. When more than one code may seem appropriate, select only one code which best represents the main area of responsibility.

CODE SHEET A: Principal Areas of Responsibility and Codes

The **first number** in the four-digit Principal Area of Responsibility code designates the **functional** area of a position as defined on Code Sheet A. The **second number** of the code for Principal Area of Responsibility designates the **category** of a position as defined on Code Sheet A. When determining a code to assign to each employee, select the functional area from the first number and select the category from the second number of the codes displayed on CODE SHEET A, Pages 1 through 4.

Example of assigning an Area of Responsibility Code:

An employee works in the student services area as an administrator over the counseling, recruitment, and placement functions. He/she manages the staff as well as carries out some of the functions in counseling, recruitment, and placement as needed. He/she reports to the Dean of Student Services, who is the senior student services staff at the college.

Since he/she works in student services, the first digit of that code is a '5', as shown on Code Sheet A.

Since the primary function is as a manager and he/she reports to the senior administrator for student services, he/she is in the category of EXECUTIVE/ADMINISTRATIVE MANAGERIAL, so the second digit of her Area of Responsibility code is a '1'.

Now, look at Code Sheet A under Other Administrators. The only Area of Responsibility code beginning with a '51' is '5122'.

11. Program Code - for instructional personnel only. Report the program code that best identifies the employee's Principal Area of Instruction from CODE SHEET B. This item MUST be completed if the employee is an instructor and has an area of responsibility code 2280-2283 (Curriculum) or 3284-3296 (Extension).
12. OCR Code - If you think that the responsibility code reported in ITEM 10 does not properly classify the employee for OCR (Office for Civil Rights) purposes related to occupational activity code, report the correct OCR code in ITEM 12 from the following:
 - 1 - Executive, Administrative, and Managerial
 - 2 - Instructional Faculty
 - 3 - Professional (Other than Executive/Administrative/Managerial)
 - 4 - Clerical
 - 5 - Technical and Paraprofessional
 - 6 - Skilled Crafts
 - 7 - Service/Maintenance

Complete definitions for these seven categories of occupational activities are given on ATTACHMENT B in these instructions.

All civil rights summary reports provided to the Department's staff with reference to race/sex faculty/staff representation will be based on the classification given in ITEM 12. If ITEM 12 is left blank, the second digit of the area of responsibility code will be substituted for the OCR code.

13. Employment Classification - Report the appropriate code. (According to your college's definition of these terms).

- Report "1" for full-time (regular) permanent employees that are under contract for a minimum of nine months of the fiscal year and are employed for the college-defined full-time work week;
- or "3" for full-time (other) employees that are under contract for a minimum of nine months of the fiscal year and who work for 30 or more hours per week but are employed for less than the college-defined full-time work week (employees are qualified for fringe benefits, e.g., retirement, health insurance);
- or "4" for part-time employees who do not fall into the full-time categories as defined. Includes temporary or permanent employees who are employed for less than nine months or less than 30 hours per week, permanent and temporary part-time employees.

14. Reserved for future use --

15.-19. Rates of Pay by Source - For full-time employees, report the monthly salary rate by source of funds. Do not include extra payment for overtime, overload, or additional part-time hourly rates. For full-time staff, all monthly amounts should be rounded to the nearest whole dollar.

*Hourly rate of pay for Part-Time employees **is not** to be reported.

20. Reserved for future use --

21. Months of Employment - (July 1, 1999 - June 30, 2000) - Report the GREATER - EITHER total months of employment this fiscal year OR the months this position is normally employed in a 12-month fiscal year.

A fraction of a month can be reported. If months of employment is 9 3/4 months, it would be reported as 0975, 9 months would be reported as 0900, 11 1/2 months reported as 1150. The first two digits are for the whole months and the last two are for the decimal number of months, if any.

Example 1: A faculty member is employed on a nine-month contract but was also employed in this past summer on a separate 1 1/4 month contract at the same rate of pay. This employee's Months of Employment should be reported as 10 1/4 (1025). The salary for this person should be the monthly salary paid under the 9-month contract. If in this example the faculty member had been employed in the summer on a contract at less than the same rate of pay, then the summer months would not be counted. In this case the Months Employed would be reported as 9 months (report 0900).

Example 2: An employee is hired to begin work on September 1, to fill a position normally occupied for twelve months in a fiscal year. This employee's Months of Employment should be reported as 12 although the employee will work only 10 months this fiscal year.

If months of employment cannot be determined for part-time instructors, report the number of months of the current contract. Months of employment may be estimated for temporary employees.

22. Principal Area of **Part-Time** Responsibility - Select the code representing the principal area of part-time responsibility from CODE SHEET A attached. This code may be the same as or different from the code used in ITEM 10.

Items 22 and 23 are to be reported only for **full-time** employees who are also employed on a part-time basis to provide additional services.

23. **If Item 23 is instructional** Principal Area of **Part-Time** Instruction. Report the program code that identifies the employee's principal area of instruction for the additional part-time employment in an instructional capacity. This item is to be reported only if Item 22 is coded 2280-2283 or 3284-3295.
24. Year of Birth - Report ***FOUR-DIGIT YEAR*** of birth; **DO NOT** report the day and month.
25. Original Date of Employment - (for **full-time** personnel only) Report the month, day, and the ***FOUR-DIGIT YEAR*** this employee was placed on the payroll at **THIS** college in any position.
26. Date Employed in Current Position - (for **full-time** personnel only). Report the month, day, and ***FOUR-DIGIT YEAR*** this employee was placed into the position held as a full-time employee on October 1 this fiscal year at **THIS** college only. If the employee has never changed positions, this date would be the same as the **Original Date of Employment** (ITEM 25).

ATTACHMENT A
College Staff Information Data, REPORT NCCCS 7-8
Record Layout

File Label: NL		File Name: CCD.SEA.PRODBS.SEA404-0.ANyyynn			Form: DCC 7-8
- where yy=century and nn=year					
Record Name: LRECL=160, Recording mode=EBCDIC BLKSIZE=960, RECFM=FB				Analyst: K. Blake Contact: Mei-Hsin Ju	
Item No.	Data Element	Item Positions - Size - Type			Remarks
1	College Name	1-3	3	N	right justify, zero fill
2	Employee Name - Last	4-23	20	A	left justify
	First	24-33	10	A	left justify
	Middle Initial	34	1	A	leave blank if non-applicable
3	Social Security Number	35-43	9	N	right justify, zero fill
4	Blank	44-45	2	-	leave blank
5	Sex	46	1	N	(required)
6	Physically Handicapped	47	1	N	(required)
7	Race/Ethnic Identification	48	1	N	(required)
8	Highest Academic Educational Level Attained	49-50	2	N	right justify, zero fill
9	Non-Resident Alien	51	1	N	(required)
10	Principal Area of Responsibility	52-55	4	N	(required)
11	Principal Area of Instruction	56-59	4	N	right justify, zero fill (required if ITEM 12 is instructional)
12	Office for Civil Rights (OCR) Code	60	1	N	(required)
13	Employment Classification	61	1	N	(required)
14	Blank	62-63	2	-	leave blank
15	Monthly State Salary (FT Only)	64-68	5	N	right justify, zero fill
16	Monthly Local Salary (FT Only)	69-73	5	N	right justify, zero fill
17	Monthly Federal Salary (FT Only)	74-78	5	N	right justify, zero fill
18	Monthly Other Salary (FT Only)	79-83	5	N	right justify, zero fill
19	Monthly Full-Time Total (Full-Time Staff -- Round off to Whole Dollars)	84-88	5	N	right justify, zero fill
20	DISCONTINUED -- Current Position Classification	89	1	-	leave blank
21	Months of Employment -- Greater of <u>Total</u> Months This Fiscal Year <u>Or</u> Months this Position is Normally Employed in a 12-Month Fiscal Year	90-93	4	N	four digits (two decimal) right justify, zero fill (Ex. 9 1/2 months would be 0950)
22	Blank	94-95	2	-	leave blank
23	Part-Time Principal Area of Responsibility	96-99	4	N	leave blank if non-applicable
24	Part-Time Principal Area of Instruction (ITEMS 23 and 24 for Full-Time Only)	100-103	4	N	right justify, zero fill (required if ITEM 23 is instructional & ITEM 13-1,2) leave blank if non-applicable
25	Year of Birth	104-107	4	N	right justify, zero fill (YYYY)
26	Original Date of Employment at <u>This</u> College in <u>Any</u> Position (Full-Time Only)	108-115	8	N	right justify, zero fill (MMDDYYYY) (required if ITEM 13 = 1, 2)
27	Date Employed in Current Position at <u>This</u> College Only (Full-Time Only)	116-123	8	N	right justify, zero fill (MMDDYYYY) (required if ITEM 13 = 1, 2)
28	Blank	124-160	37	-	filler

ATTACHMENT A-1

**STAFF INFORMATION Reporting System
Total Record Layout**

		File Name: Staff			
Record size =160					Analyst: Kathy Blake Contact: Mei-Hsin Ju
Item No.	Data Element	Item Positions - Size - Type			Remarks
1	College Code	1-3	3	N	Right justify, zero fill (See Code Sheet A)
2	E-mail Address	4-63	60	A	Left justify, required
3	Total Full Time Executive/Administrative/Managerial	64-68	5	N	Right justify, zero fill
4	Total Full Time Instructional (Faculty)	69-73	5	N	Right justify, zero fill
5	Total Full Time Professional	74-78	5	N	Right justify, zero fill
6	Total Full Time Clerical	79-83	5	N	Right justify, zero fill
7	Total Full Time Technical/Paraprofessional	84-88	5	N	Right justify, zero fill
8	Total Full Time Skilled Crafts	89-93	5	N	Right justify, zero fill
9	Total Full Time Service/Maintenance	94-98	5	N	Right justify, zero fill
10	Total Part Time Executive/Administrative/Managerial	99-103	5	N	Right justify, zero fill
11	Total Part Time Instructional (Faculty)	104-108	5	N	Right justify, zero fill
12	Total Part Time Professional	109-113	5	N	Right justify, zero fill
13	Total Part Time Clerical	114-118	5	N	Right justify, zero fill
14	Total Part Time Technical/Paraprofessional	119-123	5	N	Right justify, zero fill
15	Total Part Time Skilled Crafts	124-128	5	N	Right justify, zero fill
16	Total Part Time Service/Maintenance	129-133	5	N	Right justify, zero fill
17	Total Staff Reported	134-138	5	N	Right justify, zero fill
18	Filler	139-160	22	A	Blank

ATTACHMENT B

CODE SHEET A: Principal Area of Responsibility as of 9/97

Summary Descriptions

The areas of responsibility are grouped into seven general categories on CODE SHEET A. A brief description follows of the types of personnel considered to fit into each category. We are requesting that the **Business Office** or the **Personnel Office** at your college assign the code for an employee's Principal Area of Responsibility and, if the employee is coded as instructional, assign the code from CODE SHEET B which best identifies the employee's Principal Area of Instruction.

If a **full-time employee** is additionally employed on a part-time basis, report ITEM 23 (and ITEM 24, if instructional) using CODE SHEET A and CODE SHEET B.

Personnel must be assigned to a single area of responsibility and code. If an employee has multiple areas of responsibility, then assign the code which best identifies the principal area if possible. If determining a single principal area is not possible, then determine the general category into which the employee falls and classify him into the "other" classification within that general area. Please remember, the "other" area of responsibility and code within each category is only to be used to place employees who simply cannot fit into any of the specific areas of responsibilities.

The area of responsibility names on CODE SHEET A should be viewed as naming a functional area rather than as naming the title of a position. For example, a person classified as "Institutional Development Officer" might have the local title of "Planning Director", "Director of Research and Development", "Coordinator of Institutional Development", or other titles.

Senior Administrators

CATEGORY- **Executive/Administrative/Managerial**

(OCR CODE = 1 unless otherwise specified in ITEM 12 of FORM NCCCS 7-8)

Includes staff who are responsible for the overall executive and/or administrative direction of the college as a whole or of a major component of the college. Included in this category is the chief executive officer (president) and staff who normally report directly to the president and might have functional titles such as dean, vice president, executive vice president, or other titles. However, all persons who report to the president may not be in this category.

ATTACHMENT B

Other Administrators

CATEGORY- Executive/Administrative/Managerial (continued)

(OCR CODE = 1 unless otherwise specified in ITEM 12 of FORM NCCCS 7-8)

Includes staff whose major responsibility is administrative and whose major activities impact instructional or non-instructional programs. Staff in this category normally report to a senior administrator and have primary responsibility for either an instructional or non-instructional area. Some descriptive titles might include director, assistant/associate dean, associate vice-president, or other titles.

CATEGORY- Professional (Non-Teaching)

(Other than Executive/Administrative/Managerial)

(OCR CODE = 3 unless otherwise specified in ITEM 12 of FORM NCCCS 7-8)

Includes staff who are assigned to manage non-teaching functions. Staff in this category would normally report to an administrator of an instructional or non-instructional program and some functional titles might include coordinator of ABE, computer systems analyst, recruitment coordinator, registrar, counselor, librarian, equipment/purchasing agent, facilities coordinator, etc. Educational minimum requirements would normally be a baccalaureate degree or its equivalent.

CATEGORY- Technical/Paraprofessional

(OCR CODE = 5 unless otherwise specified in ITEM 12 of FORM NCCCS 7-8)

Includes staff whose assignments require specialized knowledge or skills which may be acquired through experience or education at an associate degree level. Staff in this category normally report to an administrative-level or professional-level person. Job titles may include, but are not confined to, administrative assistant, library assistant, accounting technician, admissions assistant, computer operations assistant, audiovisual coordinator, etc.

CATEGORY- Service/Maintenance

(OCR CODE = 7 unless otherwise specified in ITEM 12 of FORM NCCCS 7-8)

Includes staff who perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body, or which contribute to the upkeep and care of buildings, facilities or grounds of college property. Some functional areas are cafeteria worker, truck driver, construction laborer, some security personnel, maintenance worker, gardener, etc. Assignments require limited degrees of previously acquired skills and knowledge.

ATTACHMENT B

CATEGORY - Clerical (Secretarial/Clerical)

(OCR CODE = 4 unless otherwise specified in ITEM 12 of FORM NCCCS 7-8)

Includes staff whose assignments typically are associated with duties which are clerical/secretarial in nature. Staff in this category are responsible for internal and external communications, recording and retrieval of information (not to include computer operator/programmer), and other office work, such as bookkeeper, typist, data entry operator, bookstore clerk, library clerk (not recognized as a librarian), secretaries, etc.

CATEGORY- Skilled Crafts

(OCR CODE = 6 unless otherwise specified in ITEM 12 of FORM NCCCS 7-8)

Includes staff whose assignments typically require special skills and a knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Staff in this category would have titles such as mechanic, repairer, electrician, skilled maintenance, machinist, carpenter, printer, etc.

CATEGORY- Instructional (Curriculum and Extension Faculty)

(OCR CODE = 2 unless otherwise specified in ITEM 12 of FORM NCCCS 7-8)

Includes staff whose primary responsibilities are instructional and involve guiding/directing the learning experience of pupils in an instructional environment.

ATTACHMENT C

AVERAGE SALARIES COMPUTATION

Average annual salaries for community college staff and faculty are computed from the data submitted to the state on the Staff Information System data collection process. In that process, a unit record of information is reported on each full and part-time employee employed as of October 1. In that unit record is included the employment status (full/part-time), the number of months employed, the monthly salary (for full-time staff), as well as other information.

For full-time staff, the monthly salary is reported by its distribution across sources of state, federal, local, other fund sources, and total monthly salary. Generally, annual salaries studies are computed for either state only or for total salaries.

Computations of average annual state salaries are made using the following methodology:

For each person employed full-time 9 months or more, the months employed is multiplied by the state salary giving a computed annual salary. The annual state salary for each person is summed and the total is divided by the total number of faculty to give the average annual salary.

The number of months employed should include months employed on summer contracts if any, added to the number of months employed under the regular school year contract, if such employment was for full-time level work. The instructions to the Staff Information Report explain how to determine the total months employed when some of the months are for summer employment.

(Page 2 of 4) Code Sheet A. Principal Areas of Responsibility and Codes
 COLLEGE STAFF INFORMATION DATA
 (Revised 09/96)

The code which best defines the Principal Area of Responsibility should be entered in Item 10 (and Item 22, if applicable)

FOR YOUR INFORMATION:

The first digit of the code for principal area of responsibility designates functional area for position as defined below:

- 1 - Administrative (General)
- 2 - Curriculum Programs
- 3 - Extension Programs
- 4 - Learning Resource Center
- 5 - Student Services
- 6 - Facilities Management/Maintenance/Skill Crafts
- 7 - General College Support
- 8 - Auxiliary Services
- 9 - Secretarial/Clerical

The second digit of the code for principal area of responsibility designates the CATEGORY in which the position falls as defined below:

- 1 - Executive/Administrative/Managerial
- 2 - Instructional (Faculty)
- 3 - Professional
- 4 - Clerical
- 5 - Technical/Paraprofessional
- 6 - Skilled Crafts
- 7 - Service/Maintenance

CATEGORY--Professional (Non-Teaching) (Other than Executive/Administrative/Managerial)

1305 Manager - Administrative/General Services	710-15xx
1310 Manager - Accounting/Controller	110-151x
1320 Manager - College Res/Dev/Plan/Effectiveness	110-11xx
2330 Manager - Curriculum Programs (Non-Teaching)	2xx-15xx
2340 Manager - Cooperative Education	2xx-15xx
3331 Manager - Extension/Cont. Ed/ (Non-Teaching)	3xx-15xx
3340 Assessment & Retention Specialist (Literacy)	510-15xx
3333 Manager - Adult Education Programs	340-15xx
3337 Manager - Apprenticeship	340-113x
3338 Area Coordinators	340-113x
3332 Manager - Compensatory Education	390-113x
3330 Manager - HRD	350-113x
3350 Manager -JTPA	(college funds)
3334 Visiting Artist	334-15xx
3335 Manager - Small business Center	370-113x
3336 Manager - Business & Industry (FIT/New & Exp. Industry)	340-113x
4336 Manager - Individualized Instruction Center/Learning Lab	420-15xx
4337 Manager - Audiovisual Services	710-15xx
4335 Librarian	410-15xx
4334 OTHER: Learning Resources Center/Library Professional	410-15xx
5337 Counselor	510-15xx
5338 Financial Aid Officer	510-15xx
5339 Placement/Follow-up/Career Planning	510-15xx
5342 Manager - Veterans Affairs	510-15xx
5355 Recruitment	32x-152x
5340 Registrar	510-152x
5344 Registration Coordination/ Specialist	510-15xx
5346 Admissions/Enrollment Management	510-15xx
5341 Testing/Student Assessment (Curriculum)	510-15xx
5325 Manager - Student Services	510-15xx
5326 Student Activities	510-15xx
5320 Student Support Services/Special Services	510-15xx
5310 OTHER: Student Services	510-xxxx
6343 Manager - Plant Operations/Maintenance/Facilities	6xx-15xx
7340 Professional Development Specialist	720-15xx
7346 College Development/Foundation Specialist	710-15xx
7347 College research/Effectiveness/Planning Specialist	710-15xx
7345 Grants Writer/Coordinator	710-15xx
7342 FTE Auditing	110-15xx

(Page 3 of 4) Code Sheet A. Principal Areas of Responsibility and Codes
 COLLEGE STAFF INFORMATION DATA
 (Revised 09/96)

The code which best defines the Principal Area of Responsibility should be entered in Item 10 (and Item 22, if applicable)

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(Page 4 of 4) Code Sheet A. Principal Areas of Responsibility and Codes
 COLLEGE STAFF INFORMATION DATA
 (Revised 09/96)

The code which best defines the Principal Area of Responsibility should be entered in Item 10 (and Item 22, if applicable)

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COLLEGE STAFF INFORMATION DATA

(Revised 09/96)

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ACADEMIC, GENERAL, AND RELATED

2501 Adult Basic Education
 2503 Adult High School Education
 2505 English As A Second Language
 2508 (GED) General Education Development
 2509 Reading
 2510 Sign Language
 2512 Compensatory Education
 2514 Human Resources Development
 2211 Afro-American Studies
 1002 Art
 0401 Biology
 0402 Botany
 1905 Chemistry
 0020 Civil Preparedness
 1008 Dance
 1007 Drama
 0030 Driver Education
 1917 Earth Science
 2204 Economics
 0838 Education, Business
 0802 Education, Elementary
 0823 Education, Pre-Elementary
 0803 Education, Secondary
 1501 English
 0040 First Aid
 1101 Foreign Language
 2205 History
 1701 Mathematics
 1005 Music
 0835 Physical Education
 1902 Physics
 2207 Political Science and Government
 2001 Psychology
 2102 Public Administration
 2601 Recreational Athletics
 2603 Recreational Games
 2605 Recreational Hobbies
 0070 Safety

2201 Social Science

2208 Sociology
 2301 Theology and Religion
 0407 Zoology
 2999 OTHER, Academic

AGRICULTURE

3014 Agricultural Bus. & Mgt.
 3030 Agricultural Mechanics
 3010 Agricultural Production
 3040 Agricultural Products
 3060 Agricultural Resources
 (Recreation Grounds, Soil,
 Wildlife, and Fisheries)
 3020 Agricultural Supp./Serv.
 3011 Animal Science
 3012 Equine
 3070 Forestry (Production, Harvesting,
 Utilization)
 3050 Ornamental Horticulture
 3999 OTHER, Agriculture

DISTRIBUTION AND MARKETING

4010 Advertising Services
 (Broadcasting, Visual Graphics)
 4020 Apparel & Accessories
 4040 Finance and Credit
 4060 Food Distribution
 4070 Food Services
 4080 Gen. Merchandising & Retailing
 4110 Hotel and Lodging
 4130 Insurance
 4120 Marketing and Wholesaling
 4170 Real Estate
 4180 Recreation and Tourism
 4190 Transportation

4999 OTHER, Distribution and Marketing

HEALTH OCCUPATIONS

5041 Alcohol and Drug Abuse
 5095 Central Medical Supplies
 5096 Community Health Aide
 5025 Cytotechnology
 5011 Dental Assisting
 5012 Dental Hygiene
 5013 Dental Laboratory Technology
 5030 Geriatrics Technology
 5037 Home Health Aide
 5093 Inhalation Therapy
 5094 Medical Assistant
 5097 Medical Emergency Technician
 5020 Medical Laboratory Technology
 5080 Mental Health Technology
 5099 Mortuary Science
 5031 Nursing-Associate Degree
 5032 Nursing-Practical
 5033 Nursing Assistance (Aide)
 5038 Occupational Therapy
 5035 Operating Room Technician
 5061 Opticianry
 5991 Pharmacy Technology
 5042 Physical Therapy
 5091 Phlebotomy
 5034 Psychiatric Aide
 5050 Radiologic & Nuclear Medicine
 5040 Rehabilitation (Occupational
 Adjustment, Human Services)
 5092 Respiratory Care Technology
 5098 Social Service Associate
 5036 Surgical Technology
 5999 Other, Health Occupations

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<u>HOME ECONOMICS</u>	<u>8061 Aviation Management and Commercial Pilot ENGINEERING AND SCIENCE</u> (Continued)	<u>9102 Electricity 9153 Electronic Servicing TRADES</u> (Continued)
6021 Child Care and Guidance	8005 Chemical Technology	9281 Firemanship
6022 Clothing Management Production & Services	8006 Civil Technology	9190 Graphic Arts Occupations
6023 Food Management Production & Services	8007 Electrical Technology	9141 Industrial Electricity/Electronics
6010 Homemaking: Preparation For Personal, Home and Family Living (Non-Occupational)	8008 Electronic Technology	9211 Instrument Repair (Other Than Clocks & Watches)
6025 Institutional and Home Management and Supply Services	8009 Electromechanical Technology	9282 Law Enforcement/Police Training
6024 Interior Design/Decorating and Home Furnishing	8010 Environmental Control Technology (Air Conditioning and Refrigeration)	9142 Lineman
<u>6999 OTHER, Home Economics</u>	8992 Environmental Engineering (Water and Wastewater)	9232 Machine Shop
<u>OFFICE</u>	8062 Fire and Safety Technology	9233 Machine Tool Operation
7010 Accounting/Bookkeeping	8011 Industrial Technology	9170 Management Development
7080 Administrative Management and Supervisory Occupations	8012 Instrumentation Technology	Supervision/Foremanship
7022 Computer Keyboarding	<u>8013 Mechanical and Manufacturing Technology</u>	9220 Maritime Operations
7023 computer Microcomputer Applications	8014 Metallurgical Technology	9104 Masonry
7020 Computer Programming	8015 Nuclear Technology	9072 Metal Engraving
7021 Computer Operations	8064 Oceanographic Technology	9270 Plastic Occupations
7030 General Office Clerical Occupations (Filing, Office Machines, etc.)	8065 Police Science Technology	9075 Photography
7040 Information Communications Occupations (Journalism, Library Assisting, Postal Service)	<u>8999 OTHER, Engineering and Science</u>	9107 Plumbing and Pipefitting
7050 Paralegal	<u>TRADES</u>	9001 Pre-Employment Training
7060 Personnel Training and Related Occupations	9010 Air-conditioning, Heating & Refrig.	9073 Product Design (Arts & Crafts, Furniture Design)
7070 Secretarial, Stenographic, and Related Occupations	9031 Automotive Body & Fender	9152 Radio/Television Servicing
7090 Typing and Related Occupations	9032 Automotive Mechanic	9235 Sheet Metal
<u>7999 OTHER, Office</u>	9040 Aviation Occupations	9310 Small Engine Repair, Internal Combustion
<u>ENGINEERING AND SCIENCE</u>	9050 Blueprint Reading	9990 Surveying
8003 Architectural Technology	9101 Carpentry	9275 Taxidermy
8004 Automotive Technology	9071 Ceramics/Pottery	9151 Telephony
	9070 Commercial Art Occupations	9330 Textile Production and Fabrication
	9080 Commercial Fishery Occupations	9237 Tool and Die Making
	9090 Commercial Photography Occup.	9240 Truck Driving
	9262 Cosmetology	9350 Upholstering
	9292 Culinary Science (Cook/Chef)	9016 West Water Treatment
	9110 Custodial Services	9212 Watchmaking & Repair
	9120 Diesel Mechanic	9236 Welding and Cutting
	9130 Drafting	9360 Woodworking Occupations
	9021 Electrical Appliance	9998 Crafts/Ceramics/Needlework, etc.
	9140 Electrical Occupations	9999 OTHER, Trades