EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS
Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprise/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies.

- Includes: In larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO, i.e. CEO; COO; CFO line of business heads; VP’s; Chief HR, marketing, legal, or information officers, etc.

FIRST/MID LEVEL OFFICIALS AND MANAGERS
Individuals who serve as managers overseeing the delivery of products, services or functions at group, regional or divisional levels of organizations. Also, individuals who report directly to middle managers

- Includes: group, regional or divisional controllers, treasurers, HR, marketing or operations; first-line managers; team managers; unit managers; purchasing and transportation managers, etc.

PROFESSIONAL
Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.

- Includes: accountants and auditors, airplane pilots, and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

SALES
Occupations engaged wholly or primarily in direct selling.

- Includes: advertising agents and salesworkers, insurance agents and brokers, real estate agents and brokers, stock and bond salesworkers, demonstrators, salesworkers and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

ADMINISTRATIVE SUPPORT WORKERS
Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the product is included.
Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

CRAFT WORKERS
Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.

Includes: The building trades, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, automotive repairers, millwrights, etc.

OPERATIVES
Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Includes: electrical or electronic assemblers, semiconductor processors, testers, apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), chauffeurs, truck and tractor drivers, hand packers and packagers.

LABORERS
Workers in manual occupations which generally require no special training, perform elementary duties that may be learned in a few days, and require the application of little or no independent judgment.

Includes: production and construction worker helpers; freight, stock and material movers; refuse and recyclable materials collectors, etc.

SERVICE WORKERS
Workers in both protective and non-protective service occupations.

Includes: attendants (hospital and other institutions, professional and personal service, including nurses’ aides and orderlies), barbers, cleaners, cooks, counter and fountain workers, elevator operators, fire fighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, etc.