

CATEGORY DEFINITIONS

EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL

Persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others. Included in this category are all officers holding titles such as, top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; education administrators, Postsecondary -- president, vice presidents, assistant and associate vice presidents (include here if direct work of others; otherwise include in Other Administrative), assistant and associate deans (include here if direct work of others; otherwise include in Other Administrative), deans, directors, department head, if their principal activity is administrative; engineering managers; food service managers; lodging managers; medical and health services managers.

Other Administrative

Persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof but who are subordinate to employees classified as executive and managerial. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are all officers holding titles such as, assistant, associate vice presidents (if no direction of others is required); assistant, associate deans (if no direction of others is required); assistant, associate directors; assistant, associate department head, if their principal activity is administrative; assistant, associate managers including first-line managers of service, production and sales workers who spend more than 80% of their time performing supervisory activities