

Employment Equity Occupational Group Definitions

1. Senior Managers

Employees holding the most senior positions in large firms or corporations. They are responsible for the corporation's policy and strategic planning, and for directing and controlling the functions of the organisation.

Examples: President, chief executive officer, vice-presidents, chief operating officer, senior government officials, general managers and divisional heads, and directors who have several middle managers reporting to them or are responsible for the direction of a critical technical function.

2. Middle and Other Managers

Middle and other managers receive instructions from senior managers and administer the organisation's policy and operations through subordinate managers or supervisors. Senior managers, and middle and other managers comprise all managers.

Examples: Managers of transport operations, communications, finances, human resources, sales, advertising, purchasing, production, marketing, research and development, information systems, maintenance; commissioned police officers, commissioned officers in the armed forces.

3. Professionals

Professionals usually need either university graduation or prolonged formal training and often have to be members of a professional organization.

Examples: Engineers (civil, mechanical, electrical, petroleum, nuclear, aerospace), chemists, biologists, architects, economists, lawyers, teachers, doctors, accountants, computer programmers, registered nurses, physiotherapists, ministers of religion.

4. Semi-Professionals and Technicians

Workers in these occupations have to possess knowledge equivalent to about two years of post-secondary education, offered in many technical institutions and community colleges, and often

have further specialized on-the-job training. They may have highly developed technical and/or artistic skills.

Examples: Technologists and technicians (broadcast, forestry, biological, electronic, meteorological, geological, surveying, drafting and design, engineering, library, medical, dental), specialized inspectors and testers (public and environmental health, occupational health and safety, engineering, industrial instruments), dental hygienists, midwives, ambulance attendants, paralegal workers, graphic designers and illustrating artists, announcers and other broadcasters, coaches.

5. Supervisors

Non-management first-line coordinators of white-collar (administrative, clerical, sales, and service) workers. Supervisors may, but do not usually, perform any of the duties of the employees under their supervision.

Examples: Supervisors of administrative and clerical workers such as general office clerks, secretaries, word processing operators, receptionists, and switchboard operators, computer operators, accounting clerks, letter carriers, tellers; supervisors of sales workers such as airline sales agents, service station attendants, grocery clerks and shelf stockers, cashiers; and supervisors of service workers such as food and beverage workers, canteen workers, hotel housekeeping, and cleaning workers, dry cleaning and laundry workers, janitors, groundspeople, tour guides, parking lot attendants.

6. Supervisors: Crafts and Trades

Non-management first-line coordinators of workers in manufacturing, processing, trades, and primary industry occupations. They supervise skilled crafts and trades workers, semi-skilled manual workers and/or other manual workers. Supervisors may, but do not usually, perform any of the duties of the employees under their supervision.

Examples: Supervisors of workers in manufacturing (motor vehicle assembling,

electronics, electrical, furniture, fabric, etc.), processing (mineral and metal, chemical, food & beverage, plastic and rubber, textiles, etc.), trades (carpentry, mechanical, heavy construction equipment, printing, etc.), and primary industry (forestry, logging, mining and quarrying, oil and gas, agriculture and farms, etc.).

7. Administrative and Senior Clerical Personnel

Workers in these occupations carry out and coordinate administrative procedures and administrative services primarily in an office environment, or perform clerical work of a senior nature.

Examples: Administrative officers; executive assistants; personnel and recruitment officers; loan officers; insurance adjusters; secretaries; legal secretaries; medical secretaries; court recorders; property administrators.

8. Skilled Sales and Service Personnel

Highly skilled workers engaged wholly or primarily in selling or in providing personal service. These workers have a thorough and comprehensive knowledge of the processes involved in their work and usually have received an extensive period of training involving some post-secondary education, part or all of an apprenticeship, or the equivalent on-the-job training and work experience.

Examples: Sales: insurance agents and brokers, real estate agents, retail and wholesale buyers, technical sales specialists. **Service:** police officers, firefighters, chefs, cooks, butchers, bakers, funeral directors and embalmers.

9. Skilled Crafts and Trades Workers

Manual workers of a high skill level, having a thorough and comprehensive knowledge of the processes involved in their work. They are frequently journeymen and journeywomen who have received an extensive period of training.

Examples: Sheet metal workers, plumbers, electricians, tool and die makers, carpenters, glaziers, welders, telecommunications line and cable, installation and repair technicians; mechanics (heavy duty, refrigeration, aircraft, elevator, motor vehicle), tailors, jewellers, oil

and gas well drillers, fishing masters and officers, paper making control operators.

10. Clerical Personnel

Workers performing clerical work, other than senior clerical work.

Examples: General office and other clerks (data entry, records and file, accounting, payroll, administrative, personnel, library, purchasing, storekeepers and parts, mail and postal, insurance clerks, customer service, statistics, purchasing and inventory clerks); typists and word processing operators; receptionists and switchboard operators; computer operators; typesetters; dispatchers and radio operators; couriers and messengers; letter carriers; tellers.

11. Intermediate Sales and Service Personnel

Workers engaged wholly or primarily in selling or in providing personal service who perform duties that may require from a few months up to two years of on-the-job training, training courses, or specific work experience. Generally, these are workers whose skill level is less than that of skilled sales and service, but greater than that of elementary sales and service workers.

Examples: Sales: airline sales agents, non-technical wholesale sales representatives, retail salespersons. **Service:** dental assistants, nurses aides and orderlies, tour and travel guides, hotel front desk clerks, correctional service officers, sheriffs and bailiffs, bartenders, nannies, aestheticians, pet groomers.

12. Semi-Skilled Manual Workers

Manual workers who perform duties that usually require a few months of specific vocational on-the-job training. Generally, these are workers whose skill level is less than that of skilled crafts and trades workers, but greater than that of elementary manual workers.

Examples: Truck drivers, railway yard workers, longshore workers, material handlers, foundry workers, machine operators (plastics processing, chemical plant, sawmill, textile, pulp mill, tobacco, welding), workers assembling, inspecting or testing products (motor vehicles, boats, electrical motors, furniture).

13. Other Sales and Service Personnel

Workers in sales and service jobs which generally require only a few days or no on-the-job training. The duties are elementary, and require little or no independent judgement.

Examples: Sales: service station attendants, grocery clerks and shelf stockers, cashiers.
Service: security guards, janitors, kitchen and food service helpers, dry cleaning and laundry occupations, attendants in recreation and sport.

14. Other Manual Workers

Workers in blue collar jobs which generally require only a few days or no on-the-job training or a short demonstration. The duties are manual, elementary, and require little or no independent judgement.

Examples: Helpers and labourers in construction and other trades (plumber assistants, carpenter helpers, refrigeration mechanic helpers, surveyor helpers), garbage collectors, road maintenance workers, railway labourers, tobacco or fruit pickers, landscape labourers, fish farm helpers, roustabouts, roughnecks, swamper, labourers in processing industry.
