

**MASTER BOR CATEGORY (BCAT) LIST, WITH DEFINITIONS**

| IPEDS CATEGORY | BCAT #   | BOR JOB CATEGORY   |  |
|----------------|--|--|--|
|                |  | AC = Academic; Tenured/Tenure-Track Academic Rank<br>AD = Administrative; Non-Academic Appointment |  |
| <b>1</b>       | <b>EXECUTIVE ADMINISTRATORS</b>  |  |  |
|                | Persons whose primary assignments require management of the institution or a customarily recognized division thereof. All are FLSA Exempt.   |  |  |
| <b>1A</b>      | <b>Senior Executive Officers</b>   |  |  |
| 1A             | 100  | Chancellor   |  |
| 1A             | 101  | Vice Chancellor  |  |
| 1A             | 102  | President  |  |
| 1A             | 103  | Provost  |  |
| <b>1B</b>      | <b>Institutional &amp; Chief Functional Officers</b>   |  |  |
|                | (Academic or administrative) if they - -<br>* Report directly to an individual in 1A, or another individual in 1B, and<br>* Direct a major functional area, and<br>* Direct the work of other professional employees |  |  |
| 1B             | 110  | Chief Academic Affairs Officer   |  |
| 1B             | 112  | Chief Business/Finance/Administrative Officer  |  |
| 1B             | 114  | Chief Development/Advancement Officer  |  |
| 1B             | 116  | Chief External Affairs Officer   |  |
| 1B             | 118  | Chief Student Affairs Officer  |  |
| 1B             | 119  | Chief Research Officer   |  |
| 1B             | 120  | Dean AC  |  |
| 1B             | 125  | Dean AD  |  |
| 1B             | 160  | Chief Accounting Officer/Controller  |  |
| 1B             | 162  | Chief Athletics Administrator  |  |
| 1B             | 163  | Chief Audit Officer  |  |
| 1B             | 164  | Chief Auxiliary Services Officer   |  |
| 1B             | 166  | Chief Budget Officer   |  |
| 1B             | 168  | Chief Enrollment Services Officer  |  |
| 1B             | 170  | Chief Facilities Officer   |  |
| 1B             | 172  | Chief Hospital Administrator   |  |
| 1B             | 174  | Chief Human Resources Officer  |  |
| 1B             | 176  | Chief Information (IT) Officer   |  |
| 1B             | 177  | Chief Institutional Research (IR) Officer  |  |
| 1B             | 178  | Chief Investment Officer   |  |
| 1B             | 180  | Chief Legal Affairs Officer  |  |
| 1B             | 182  | Chief Librarian  |  |
| 1B             | 184  | Chief Operations Officer   |  |
| 1B             | 186  | Chief Planning Officer   |  |
| 1B             | 188  | Chief Public Relations Officer   |  |
|                |  |  | <b>1B COMMENTS</b>   |
|                |  |  | Include those with faculty rank, as long as the individual's ADMINISTRATIVE, non-teaching responsibilities represent at least 50% of fulltime effort. Include campus titles such as                                    |
|                |  |  | * Vice President<br>* Vice Provost<br>* Assoc/Asst Vice President<br>* Assoc/Asst Vice Provost   |
|                |  |  | IF the position is equivalent to & meets the definition of a chief functional officer.   |
| 1B             | 130  | Assoc/Asst Vice Chancellor   | 130 - 155:   |
| 1B             | 140  | Vice President   | Report in these categories ONLY those positions that do NOT serve as a chief functional officer otherwise categorized above. Think of these categories like "Associate Vice President, Other" or "Asst Provost, Other" |
| 1B             | 145  | Assoc/Asst Vice President  |  |
| 1B             | 150  | Vice Provost   |  |
| 1B             | 155  | Assoc/Asst Provost   |  |
| <b>1C</b>      | <b>Department Heads, Chairs, &amp; Directors</b>   |  |  |
|                | if they - -<br>* Report directly to an individual in 1A or 1B, and<br>* Direct a customarily recognized department, and<br>* Direct the work of other professional employees   |  |  |
|                |  |  | <b>1C COMMENTS</b>   |
|                |  |  | Include those with faculty rank, as long as the individual's ADMINISTRATIVE, non-teaching responsibilities represent at least 50% of fulltime effort. Include campus titles such as                                    |
| 1C             | 190  | Director, College/Division/School AC   |  |
| 1C             | 193  | Director, Division/Department AD   |  |
| 1C             | 196  | Department Chair/Head AC   |  |
|                |  |  | * Registrar AD<br>* Treasurer<br>* Director, School of Music   |
|                |  |  | * Chief of Police<br>* Director, Financial Aid<br>* Chair, Biology Dept  |
|                |  |  | if the position is equivalent to & meets the definition of a department head or director.  |
| <b>2</b>       | <b>FACULTY / ACADEMICS</b>   |  |  |
|                | 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 COMMENTS   |
| 2A  | 200                            | Professor                                 |   |
| 2A  | 201                            | Associate Professor                       | Include those with faculty rank, as long as the individual's        |
| 2A  | 202                            | Assistant Professor                       | <b>ACADEMIC</b> (teaching, research, non-administrative)            |
| 2A  | 203                            | Instructor                                | responsibilities represent <b>more than 50%</b> of fulltime effort. |
| 2A  | 204                            | Lecturer                                  | Include campus titles as appropriate such as                        |
| 2A  | 215                            | <i>Principal Lecturer* (added 6/2018)</i> |   |
| 2A  | 205                            | Fellow AC                                 | * Assoc Dean      Asst Dean<br>* Assoc Provost      Asst Provost    |

|           |   |   |  |
|-----------|---|---|--|
| <b>2B</b> | <b>Professionals with Academic Rank</b>   |   | * Chair      Assoc Chair      Asst Chair   |
| 2B        | 206   | Post-Doctoral Associate AC                      | * Dept Head      Assoc Dept Head      Asst Dept Head   |
| 2B        | 209   | Registrar AC                                    | * Center Director      Assoc Ctr Dir      Asst Ctr Dir   |
| 2B        | 210   | Librarian AC                                    | * Institute Director      Assoc Inst Dir      Asst Inst Dir  |
| 2B        | 211   | Counselor AC                                    | * Project Director      Assoc Proj Dir      Asst Proj Dir  |
| 2B        | 212   | Researcher AC                                   |  |
| 2B        | 213   | Academic Professional AC                        |  |
| 2B        | 214   | Public Service Professional AC                  | if administrative duties represent less than 1/2 time.   |
|           |   |   |  |
|           |   |   |  |
| <b>3</b>  | <b>OTHER ADMINISTRATIVE PROFESSIONALS</b>   |   |  |
|           | Persons whose primary assignment involves administrative responsibility for 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. |   |  |
| <b>3A</b> | <b>Administrative Unit Heads</b>  |   | <b>3A COMMENTS</b>   |
| 3A        | 300   | Director, Subdivision/Unit AD                   | Include individuals who do not otherwise meet the definitions in Category 1 (Executive Administrators), if they  |
| 3A        | 302   | Assoc/Asst Director, College/School AC          | * lead a unit or subdivision of a department, or   |
| 3A        | 304   | Assoc/Asst Dean AC                              | * do not direct the work of other professional employees   |
| 3A        | 306   | Assoc/Asst Dean AD                              |  |
| 3A        | 308   | Assoc/Asst Dept Chair/Director/Head AC          | Include individuals who either do not hold academic rank or who  |
| 3A        | 310   | Assoc/Asst Director, Division/Department AD     | hold rank but their <b>ADMINISTRATIVE</b> (non-teaching) responsibilities represent <b>at least 50%</b> of fulltime effort.  |
| 3A        | 312   | Assoc/Asst Director, Subdivision/Unit AD        | Include campus titles as appropriate such as   |
|           |   |   | * Director   |
|           |   |   | * Center/Institute/Project Director  |
|           |   |   | Include individuals who are subordinate to individuals in Category 3A or higher, if they do not hold academic rank and/or if their <b>ADMINISTRATIVE</b> (non-teaching) responsibilities represent <b>at least 50%</b> of fulltime effort.   |
|           |   |   | Include campus titles as appropriate such as   |
|           |   |   | * Assoc/Asst Dean  |
|           |   |   | * Assoc/Asst Dept Head   |
|           |   |   | * Assoc/Asst Director  |
|           |   |   | * Assoc/Asst Center/Institute/Project Director   |
| <b>3B</b> | <b>Managers</b>   |   | <b>3B COMMENTS</b>   |
| 3B        | 315   | Manager   | Include exempt-level positions that  |
| 3B        | 316   | Assoc/Asst Manager                              | * Spend the majority of effort managing rather than directly performing the duties   |
| 3B        | 317   | Administrative Support Manager / Supervisor     | * Manage the work of other administrative, professional or support staff.  |
| 3B        | 318   | Skilled Craft Manager (From 700 per marion)     |  |
| 3B        | 319   | Service / Maintenance Manager                   |  |
| 3B        | 321   | Client Care Manager / Supervisor                |  |
| 3B        | 322   | Police / Security Manager / Supervisor          |  |
| <b>3C</b> | <b>Administrative Associates</b>  |   | <b>3C COMMENTS</b>   |
| 3C        | 320   | Deputy/Associate Administrator                  | 320: Include exempt-level positions that are NOT administrative support positions, but rather a "right-hand" senior administrator / chief of staff position, generally requiring an advanced degree.   |
| 3C        | 325   | Executive Assistants                            | This might include titles such as:<br>* Deputy to the President/ Provost/ VP/ Dean<br>* Executive Associate/Assistant to the President/Provost/VP/Dean<br>* Administrative Officer   |
|           |   |   | 325: Include exempt-level administrative professionals who report to an individual in Category 1 (Executive Administrators) and meet requirements for FLSA exemption designation. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations. Reference DOL Fact Sheet #7 ( <a href="https://www.dol.gov/whd/overtime/fs17a_overview.htm">https://www.dol.gov/whd/overtime/fs17a_overview.htm</a> ). |
| <b>3D</b> | <b>Managers in Professional Fields - New</b>  |   | <b>3D COMMENTS</b>   |
| 3D        | 330   | Academic Affairs Manager                        | Include exempt-level positions that  |
| 3D        | 331   | Student Affairs Manager                         | * Spend the majority of effort managing rather than directly performing the duties   |
| 3D        | 332   | Institutional Affairs Manager                   |  |
| 3D        | 333   | Fiscal Affairs Manager                          |  |
| 3D        | 334   | External Affairs Manager                        |  |
| 3D        | 335   | Facilities Manager                              | * Manage the work of other exempt and non-exempt staff.  |
| 3D        | 336   | Information Technology Manager                  |  |
| 3D        | 337   | Research and Public Service Manager             |  |
| 3D        | 338   | Health Science Manager                          |  |
| 3D        | 339   | Agriculture/Forestry/Marine/Aeronautics Manager |  |
| 3D        | 340   | Athletics Affairs Manager                       |  |
| <b>4</b>  | <b>OTHER PROFESSIONALS</b>  |   |  |
|           | Persons whose primary assignments involve performing exempt-level work in areas such as academic support,   |   |  |

|           |   |   |   |
|-----------|---|---|---|
|           | <b>student services, health professions, fiscal management, facilities management, human resource management, and information technology.</b><br><b>Requires at least a baccalaureate degree in the field or an equivalent combination of education and related experience</b><br><b>Could also require a terminal degree and/or professional licensure or certification in the field. All are FLSA Exempt.</b> |   |   |
| <b>4A</b> | <b>Academic Affairs Professionals</b>   |   | <b>4 COMMENTS</b>   |
| 4A        | 400   | Academic Services Professional            | Include positions that do not hold academic rank.                         |
| 4A        | 401   | Library Professional AD                   | 401: Include archivists   |
| 4A        | 402   | Museum Professional AD                    | 402: Include curators   |
| 4B        | 403   | Continuing Education Professional         |   |
| 4A        | 404   | Artist AD                                 | 404: Include musicians & teaching/performing artists without faculty rank |
| <b>4B</b> | <b>Student Affairs Professionals</b>  |   |   |
| 4B        | 410   | Student Services Professional             |   |
| 4A        | 411   | Counseling Professional AD                | 411: Include licensed counselors, psychologists & social workers          |
| <b>4C</b> | <b>Institutional Affairs Professionals</b>  |   |   |
| 4C        | 420   | Attorney                                  |   |
| 4C        | 421   | Consultant                                |   |
| 4C        | 422   | HR/EEO/OD Professional                    | 422: Include human resources/affirmative action/training/org development  |
| 4C        | 424   | Institutional Research Professional       |   |
| <b>4D</b> | <b>Fiscal Affairs Professionals</b>   |   |   |
| 4D        | 430   | Accounting Professional                   |   |
| 4D        | 431   | Audit Professional                        |   |
| 4D        | 432   | Finance / Budget Professional             |   |
| 4D        | 433   | Materials Management Professional         | 433: Include buyers, purchasing agents, material managers                 |
| 4D        | 434   | Business Operations Professional          | 434: Include business managers  |
| <b>4E</b> | <b>External Affairs Professionals</b>   |   |   |
| 4E        | 440   | External Affairs Professional             |   |
| 4E        | 441   | Alumni Relations Professional             |   |
| 4E        | 442   | Communications Professional               |   |
| 4E        | 443   | Development/Fundraising Professional      |   |
| 4E        | 444   | Marketing / Public Relations Professional |   |
| 4E        | 445   | Grants & Contracts Professional           |   |
| 4E        | 446   | Technical Design Professional             | 446: Include CAD illustrators, graphic designers, photographers, drafters |
| <b>4F</b> | <b>Facilities Professionals</b>   |   |   |
| 4F        | 450   | Facilities Management Professional        |   |
| 4F        | 451   | Architect                                 |   |
| 4F        | 452   | Engineer                                  |   |
| 4F        | 453   | Safety / Risk Management Professional     |   |
| 4F        | 454   | Interior Design Professional              |   |
| 4F        | 455   | Facility Operations Professional          |   |
| 4F        | 456   | Retail Operations Professional            |   |
| <b>4G</b> | <b>Information Technology Professionals</b>   |   |   |
| 4G        | 460   | IT (Information Technology) Professional  | 460: Use 460 as "IT Prof, Other," for positions that don't fit in 461-466 |
| 4G        | 461   | IT Application Support Professional       |   |
| 4G        | 462   | IT Database Support Professional          |   |
| 4G        | 463   | IT Client Support Professional            |   |
| 4G        | 464   | IT Network Support Professional           |   |
| 4G        | 465   | IT Systems Support Professional           |   |
| 4G        | 466   | IT Security Support Professional          |   |
| 4G        | 468   | Telecommunications Professional           |   |
| <b>4H</b> | <b>Research &amp; Public Service Professionals</b>  |   |   |
| 4H        | 470   | Research Professional AD                  |   |
| 4H        | 471   | Post-Doctoral Associate AD                |   |
| 4H        | 472   | Laboratory Professional AD                |   |
| 4H        | 473   | Public Service Professional AD            |   |
| 4H        | 474   | Teacher AD                                |   |
| <b>4J</b> | <b>Health Science Professionals</b>   |   |   |
| 4J        | 479   | Resident                                  |   |
| 4J        | 480   | Physician AD                              |   |
| 4J        | 481   | Medical Professional                      |   |
| 4J        | 482   | Nursing Professional                      |   |
| 4J        | 475   | Dentist AD                                |   |
| 4J        | 483   | Dental Professional                       |   |
| 4J        | 476   | Pharmacist AD                             |   |
| 4J        | 484   | Pharmacy Professional                     |   |
| 4J        | 485   | Physical / Occupational Therapist         |   |
| 4J        | 486   | Allied Health Professional                |   |
| 4J        | 487   | Social / Human Service Professional       |   |
| 4J        | 477   | Veterinarian AD                           |   |
| 4J        | 488   | Veterinary / Animal Science Professional  |   |
| 4J        | 489   | Dietetic / Nutrition Professional         |   |
| <b>4K</b> | <b>Agriculture / Forestry / Marine / Aeronautics Professionals</b>  |   |   |
| 4K        | 490   | Agriculture / Forestry Professional       |   |
| 4K        | 491   | Food Science Professional                 |   |
| 4K        | 492   | Extension Professional / Agent            |   |
| 4K        | 493   | Aeronautics Professional                  |   |
| 4K        | 494   | Marine Professional                       |   |
| <b>4L</b> | <b>Athletic Affairs Professionals</b>   |   |   |
| 4L        | 412   | Athletics Professional                    |   |
| 4L        | 413   | Coach                                     |   |
| <b>4M</b> | <b>Police / Security Professionals</b>  |   |   |

|                                 |  |   |   |
|---------------------------------|--|---|---|
| 4M                              | 495  | Police / Security Professional  |   |
| <b>5 CLERICAL / SECRETARIAL</b> |  |   |   |
| <b>5</b>                        |  | Persons whose primary assignments are associated with office clerical, secretarial, or non-exempt administrative assistance. Includes first line managers and supervisors of such employees. All positions in this group are FLSA non-exempt. |   |
| <b>5A</b>                       | <b>Clerical Supervisors (All Non-Exempt)</b> |   | <b>5A COMMENTS</b>  |
| 5A                              | 500  | Office Manager / Clerical Supervisor  | Include non-exempt first-line and/or working supervisors of employees in Category 5.                              |
| <b>5B</b>                       | <b>Clerical Assistants</b>                   |   | <b>5B COMMENTS</b>  |
| 5B                              | 505  | Office / Clerical Lead  | Non-exempt positions.   |
| 5B                              | 510  | Office / Clerical Assistant   | Include non-exempt "Assistant to..." campus titles  |
| 5B                              | 515  | Administrative Specialist / Coordinator   | IF the position is equivalent to and meets the definition of a clerical assistant. Include such campus titles as: |
|                                 |  |   | * Accounting Assistants   |
|                                 |  |   | * Administrative Assistants   |
|                                 |  |   | * Cashiers  |
|                                 |  |   | * Clerks, Store Clerks  |
|                                 |  |   | * Computer Operators  |
|                                 |  |   | * Customer Service Assistants   |
|                                 |  |   | * Department Assistants   |
|                                 |  |   | * File / Records Assistants   |
|                                 |  |   | * Library / Archival Assistants   |
|                                 |  |   | * Secretaries, Senior Secretaries   |

| 6         |     | TECHNICAL / PARAPROFESSIONAL/PROFESSIONAL   |  |
|-----------|-----|---|--|
|           |     | <b>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. It is possible that some positions in this group may require a Bachelor's degree or more. These positions may pass the FLSA "duties test" but the minimum salary may not meet the FLSA "salary test". All positions in this group are FLSA non-exempt.</b> |  |
| <b>6A</b> |     | <b>Academic Affairs Paraprofessional/Professional</b>   |  |
| 6A        | 629 | Academic Services Paraprofessional/Professional   |  |
| 6A        | 625 | Museum Paraprofessional/Professional  |  |
| 6A        | 626 | Continuing Education Paraprofessional/Professional  |  |
| 6A        | 627 | Artist  |  |
| 6A        | 630 | Library Technical Paraprofessional / Professional   |  |
| <b>6B</b> |     | <b>Student Affairs Paraprofessional/Professional</b>  |  |
| 6B        | 657 | Student Services Paraprofessional/ Professional   |  |
| 6B        | 658 | Counseling Paraprofessional/Professional  |  |
| <b>6C</b> |     | <b>Institutional Affairs/Paraprofessional/Professional</b>  |  |
| 6C        | 600 | Paralegal   |  |
| 6C        | 646 | Consultant (Hourly)   |  |
| 6C        | 647 | HR/EEO/OD Paraprofessional/Professional   |  |
| 6C        | 648 | Institutional Research Paraprofessional/Professional  |  |
| <b>6D</b> |     | <b>Fiscal Affairs Paraprofessional/Professional</b>   |  |
| 6D        | 631 | Audit Paraprofessional/Professional   |  |
| 6D        | 632 | Finance/Budget Paraprofessional/Professional  |  |
| 6D        | 633 | Materials Management Paraprofessional/Professional  |  |
| 6D        | 634 | Business Operations Paraprofessional/Professional   |  |
| 6D        | 635 | Accounting Paraprofessional/Professional  |  |
| <b>6E</b> |     | <b>External Affairs Paraprofessional/Professional</b>   |  |
| 6E        | 640 | External Affairs Paraprofessional/Professional  |  |
| 6E        | 641 | Alumni Affairs Paraprofessional/Professional  |  |
| 6E        | 642 | Communications Paraprofessional/Professional  |  |
| 6E        | 643 | Development/Fundraising Paraprofessional/Professional   |  |
| 6E        | 644 | Marketing/Public Relations Paraprofessional/Professional  |  |
| 6E        | 645 | Grants & Contracts Paraprofessional/Professional  |  |
| <b>6F</b> |     | <b>Facilities Paraprofessional/Professional</b>   |  |
| 6F        | 618 | Safety/Risk Mgmt Technical /Paraprofessional/Professional   |  |
| 6F        | 650 | Facilities Management Paraprofessional/Professional   |  |
| 6F        | 651 | Architect   |  |
| 6F        | 652 | Engineer  |  |
| 6F        | 654 | Interior Design Paraprofessional/Professional   |  |
| 6F        | 655 | Facility Operations Paraprofessional/Professional   |  |
| 6F        | 656 | Retail Operations Paraprofessional/Professional   |  |
| <b>6G</b> |     | <b>Technology Technical/Paraprofessional/Professional</b>   |  |
| 6G        | 602 | Audiovisual Technical/Paraprofessional  |  |
| 6G        | 603 | IT Technical/Paraprofessional/Professional  |  |
| 6G        | 604 | Telecommunications Technical/Paraprofessional/Professional  |  |
| 6G        | 624 | Technical Design Paraprofessional   |  |
| 6G        | 661 | IT Application Support Paraprofessional/Professional  |  |
| 6G        | 662 | IT Database Support Paraprofessional/Professional   |  |
| 6G        | 663 | IT Client Support Paraprofessional/Professional   |  |
| 6G        | 664 | IT Network Support Paraprofessional/Professional  |  |
| 6G        | 665 | IT Systems Support Paraprofessional/Professional  |  |
| 6G        | 667 | IT Security Support Paraprofessional/Professional   |  |
| <b>6H</b> |     | <b>Research/Lab Tech Paraprofessional/Professional</b>  |  |
| 6H        | 605 | Research Paraprofessional/Professional  |  |
| 6H        | 606 | Laboratory Paraprofessional/Professional  |  |
| 6H        | 671 | Postdoctoral Fellow (non-exempt)  |  |
| 6H        | 673 | Public Service Paraprofessional/Professional  |  |
| 6H        | 674 | Teacher Paraprofessional/Professional   |  |
| <b>6J</b> |     | <b>Health Science Tech Paraprofessional/Professional</b>  |  |
| 6J        | 610 | Allied Health Technical/Paraprofessional/Professional   |  |
| 6J        | 611 | Dental Technical/Paraprofessional/Professional  |  |
| 6J        | 612 | Medical Technical/Paraprofessional/Professional   |  |
| 6J        | 613 | Nursing Technical/Paraprofessional/Professional   |  |
| 6J        | 614 | Pharmacy Technical/Paraprofessional/Professional  |  |
| 6J        | 615 | Physical / Occupational Therapy Technician/Therapist  |  |
| 6J        | 616 | Animal Care/Veterinary/Animal Science Paraprofessional/Professional   |  |
| 6J        | 620 | Social/Human Service Paraprofessional/Professional  |  |
| 6J        | 621 | Dietetic/ Nutrition Technical/Paraprofessional/Professional   |  |
| 6J        | 675 | Dentist (Hourly)  |  |
| 6J        | 676 | Pharmacist (Hourly)   |  |
| 6J        | 677 | Veterinarian (Hourly)   |  |
| 6J        | 679 | Resident (Hourly)   |  |
| 6J        | 680 | Physician (Hourly)  |  |
| <b>6K</b> |     | <b>Environment Tech/Paraprofessional/Professional</b>   |  |
| 6K        | 617 | Agriculture/ Forestry Technical/Paraprofessional/Professional   |  |
| 6K        | 622 | Marine Technical/ Paraprofessional/Professional   |  |
| 6K        | 623 | Aeronautics Technical / Paraprofessional/Professional   |  |
| 6K        | 691 | Food Service Paraprofessional/Professional  |  |
| 6K        | 692 | Extension Paraprofessional/Professional/Agent   |  |
| <b>6L</b> |     | <b>Athletic Affairs</b>   |  |
| 6L        | 601 | Athletics Technical/Paraprofessional/Professional   |  |

|           |                                      |                             |  |  |  |
|-----------|--------------------------------------|-----------------------------|--|--|--|
| 6L        | 619                                  | Coach(Hourly)               |  |  |  |
| <b>6M</b> | <b>Science Tech/Paraprofessional</b> |                             |  |  |  |
| 6M        | 607                                  | Life Science Technician     |  |  |  |
| 6M        | 608                                  | Social Science Technician   |  |  |  |
| 6M        | 609                                  | Physical Science Technician |  |  |  |
|           |                                      |                             |  |  |  |

| 7 SKILLED CRAFTS       |  |  |             |
|------------------------|--|--|-------------|
|                        |  | Persons whose primary assignments require specialized manual skills acquired through apprenticeship, formal training programs, or on-the-job training. Includes the non-exempt first-line supervisors of such employees. All positions in this group are FLSA non-exempt.  |             |
| 7A                     | Skilled Craft First Line Supervisor (All Non-Exempt)       |  | 7A COMMENTS |
| 7A                     | 700  | Skilled Craft Supervisor   |             |
|                        |  | Include Non-Exempt first-line and/or working supervisors of employees in Category 7  |             |
| 7B                     | Skilled Craftsperson                                       |  | 7B COMMENTS |
| 7B                     | 705  | Skilled Craft Foreman  |             |
| 7B                     | 710  | Skilled Craftsperson   |             |
|                        |  | Include skilled craftspersons, as well as non-exempt Leads, and Foremen. Include campus titles such as:  |             |
|                        |  | * Electrician  |             |
|                        |  | * Carpenter / Cabinetmaker   |             |
|                        |  | * Instrument Maker   |             |
|                        |  | * HVAC Technician / System Control Specialist  |             |
|                        |  | * Locksmith  |             |
|                        |  | * Boilermaker / Stationary Engineer  |             |
|                        |  | * Painter  |             |
|                        |  | * Plumber  |             |
|                        |  | * Printer / Bookbinder   |             |
|                        |  | * Welder   |             |
| 8 SERVICE MAINTENANCE  |  |  |             |
|                        |  | 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 non-exempt first line supervisors of such employees. All positions in this group are FLSA non-exempt. |             |
| 8A                     | Service/Maintenance First Line Supervisor (All Non-Exempt) |  | 8A COMMENTS |
| 8A                     | 800  | Service / Maintenance Supervisor   |             |
| 8A                     | 801  | Police / Security Supervisor   |             |
| 8A                     | 802  | Police / Security Professional   |             |
| 8A                     | 803  | Client Care Supervisor   |             |
|                        |  | Include Non-Exempt first line and/or working supervisors of employees in Category 8.   |             |
|                        |  | 802: Includes non-exempt security professionals such as senior investigators.  |             |
| 8B                     | Service/Maintenance Worker                                 |  | 8B COMMENTS |
| 8B                     | 805  | Service / Maintenance Foreman/Lead   |             |
| 8B                     | 810  | Service / Maintenance Worker   |             |
|                        |  | Include service & maintenance workers, as well as non-exempt Leads, Foremen, Corporals, and Sergeants.   |             |
|                        |  | Include such campus titles as:   |             |
| 8B                     | 815  | Police / Security Lead   |             |
| 8B                     | 820  | Police Officer   |             |
| 8B                     | 821  | Security Guard   |             |
|                        |  | * Child Care Worker / Teacher Aide   |             |
|                        |  | * Custodian  |             |
|                        |  | * Equipment Repairer / Inspector   |             |
| 8B                     | 825  | Client Care Lead   |             |
| 8B                     | 830  | Client Care Assistant  |             |
|                        |  | * Firefighter  |             |
|                        |  | * Food Prep Worker   |             |
|                        |  | * Food Server  |             |
|                        |  | * Grounds / Landscape Worker   |             |
|                        |  | * Mail Carrier   |             |
|                        |  | * Motor Vehicle Operator   |             |
|                        |  | * Moving / Delivery Worker   |             |
|                        |  | * Parking Attendant  |             |
|                        |  | * Pest Control Worker  |             |
|                        |  | 820: Use 820 for Commissioned Police Officers  |             |
|                        |  | 821: Use 820 for non-commissioned officers or security guards  |             |
|                        |  | 825/830: Use for patient care assistants, child care workers, elder care workers, teachers aids  |             |
| 9 OTHER POSITIONS      |  |  |             |
|                        |  | Students, pre- and post-doctoral trainees, temporary positions, and miscellaneous status designations for payroll purposes.  |             |
| Student Workers        |  |  |             |
| 9A                     | 900  | Student Assistant  | NonEx       |
| 9A                     | 901  | Work Study Student   | NonEx       |
| 9A                     | 904  | Trainee  | NonEx       |
| 9A                     | 905  | Graduate Assistant   | Ex          |
| 9A                     | 906  | Graduate Lab Assistant   | Ex          |
| 9A                     | 907  | Graduate Research Assistant  | Ex          |
| 9A                     | 908  | Graduate Teaching Assistant  | Ex          |
| 9A                     | 909  | Graduate Assistant (Hourly)  | NonEx       |
| Fellows/Interns        |  |  |             |
| 9B                     | 916  | Intern   | Ex          |
| 9B                     | 918  | Fellow AD  | Ex          |
| Limited Term Positions |  |  |             |
| 9C                     | 921  | Limited Term Executive   | Ex          |
| 9C                     | 922  | Limited Term Faculty   | Ex          |
| 9C                     | 923  | Limited Term Administrator   | Ex          |
| 9C                     | 924  | Limited Term Professional  | Ex          |
| 9C                     | 925  | Limited Term Office / Clerical   | NonEx       |
| 9C                     | 926  | Limited Term Technical / Paraprofessional  | NonEx       |
|                        |  | 905: Use 905 for "other" GA's that don't fit 906, 907, or 908  |             |
|                        |  | 918: Fellows with faculty-equivalent status should be listed as 205  |             |
|                        |  | 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   |             |



|    |     |                                      |       |  |
|----|-----|--------------------------------------|-------|--|
| 9C | 927 | Limited Term Skilled Crafts / Trades | NonEx | only for a limited period due to a special campus project or need.                       |
| 9C | 928 | Limited Term Service / Maintenance   | NonEx | Limited term positions of at least 50% FTE are benefits-eligible, and                    |
| 9C | 954 | Limited Term Hourly Professional     | NonEx | 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. <b>Refer to Employee Categories HRAP for full details.</b> |
|    |     |                                      |       |  |
|    |     |                                      |       | 954: Use for professional staff (eg nurses) who would ordinarily qualify as exempt       |
|    |     |                                      |       | professionals, but who need to be paid on an hourly basis due to market demands,         |
|    |     |                                      |       | or widely varying work schedules, where hourly work is tracked and overtime is           |
|    |     |                                      |       | paid.  |
|    |     |                                      |       |  |

| Temporary Positions              |     |   | TEMPORARY positions may typically be filled for up to 6 months, and may be full-time or part-time. Temporary positions are not benefits-eligible, regardless of FTE. Refer to Employee Categories HRAP for full details.  |
|----------------------------------|-----|---|---|
| 9D                               | 931 | Temporary Executive Ex                        |   |
| 9D                               | 932 | Temporary Faculty Ex                          |   |
| 9D                               | 933 | Temporary Administrator Ex                    |   |
| 9D                               | 934 | Temporary Professional Ex                     |   |
| 9D                               | 935 | Temporary Office / Clerical NonEx             |   |
| 9D                               | 936 | Temporary Technical / Paraprofessional NonEx  |   |
| 9D                               | 937 | Temporary Skilled Crafts / Trades NonEx       |   |
| 9D                               | 938 | Temporary Service / Maintenance NonEx         |   |
| 9D                               | 939 | Temporary Hourly Professional NonEx           |   |
| Occasional (As Needed Positions) |     |   | OCCASIONAL positions are similar to temporary positions. An individual with an "occasional" appointment works only sporadically, but might work on a recurring basis 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 may not exceed about 20-25% time. Occasional positions are not benefits-eligible. |
| 9E                               | 941 | Occasional Executive Ex                       |   |
| 9E                               | 942 | Occasional Faculty Ex                         |   |
| 9E                               | 943 | Occasional Administrator Ex                   |   |
| 9E                               | 944 | Occasional Professional Ex                    |   |
| 9E                               | 945 | Occasional Office / Clerical NonEx            |   |
| 9E                               | 946 | Occasional Technical / Paraprofessional NonEx |   |
| 9E                               | 947 | Occasional Skilled Crafts / Trades NonEx      |   |
| 9E                               | 948 | Occasional Service / Maintenance NonEx        |   |
| 9E                               | 949 | Occasional Hourly Professional NonEx          |   |
| Retirees and Other Affiliates    |     |   | These are status designations used for tracking purposes through payroll  |
| 9F                               | 993 | Regent  |   |
| 9F                               | 994 | Disabled Former Employee                      |   |
| 9F                               | 995 | Non-Compensated Affiliate                     |   |
| 9F                               | 996 | Title Unused/Unknown                          |   |
| 9F                               | 997 | COBRA Participant                             |   |
| 9F                               | 998 | Surviving Spouse                              |   |
| 9F                               | 999 | Retiree                                       |   |

| BCAT SUB-ID | BOR SUBCAT | BCAT SubCategory   |  |  |  |
|-------------|------------|--|--|--|--|
| X           |            | (none)   |  |  |  |
| A           |            | Acting   |  |  |  |
| B           |            | Adjunct  |  |  |  |
| C           |            | Apprentice   |  |  |  |
| D           |            | Assistant  |  |  |  |
| E           |            | Associate  |  |  |  |
| F           |            | Clinical   |  |  |  |
| G           |            | (not used)   |  |  |  |
| H           |            | Emeritus   |  |  |  |
| I           |            | Leased (Augusta University only)   |  |  |  |
| J           |            | Executive  |  |  |  |
| K           |            | Deputy   |  |  |  |
| L           |            | Head   |  |  |  |
| M           |            | Interim  |  |  |  |
| N           |            | Intermediate   |  |  |  |
| O           |            | (not used)   |  |  |  |
| P           |            | Lead   |  |  |  |
| Q           |            | Public Service   |  |  |  |
| R           |            | Part-time (less than 1/2 per BOR policy)                                 |  |  |  |
| S           |            | Regents  |  |  |  |
| T           |            | Research   |  |  |  |
| U           |            | Senior   |  |  |  |
| V           |            | Temporary  |  |  |  |
| W           |            | Visiting   |  |  |  |
| Y           |            | (not used)   |  |  |  |
| Z           |            | Rehired Retiree (less than 1/2 per BOR policy)                           |  |  |  |
| 1           |            | Distinguished University Chair   |  |  |  |
| 2           |            | Distinguished Chair  |  |  |  |
| 3           |            | Distinguished Professor  |  |  |  |
| 4           |            | Distinguished Scholar  |  |  |  |
| 5           |            | (not used)   |  |  |  |
| 6           |            | Named Professor  |  |  |  |
| 7           |            | Named Chair  |  |  |  |
| 8           |            | (not used)   |  |  |  |
| 9           |            | Eminent Scholar  |  |  |  |
|             |            | AC = Academic.<br>Holds Tenured/Tenure-Track Academic Rank               |  |  |  |
|             |            | AD = Administrative.<br>Does not hold Tenure/Tenure-Track Academic Rank. |  |  |  |