California Community Colleges
Management Information System
Data Element Dictionary

Employment Demographic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EB07	**EMPLOYEE-EE06-OCCUPATIONAL-ACTIVITY**	**X(01)**
This element describes the **single primary** EE06 Occupational Activity of the employee **as determined by the institution.**		

Coding	Meaning
Executive, Administrative, and Managerial	
1	Report all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof; including assignments requiring development of management policies or general business operations of the institution department, subdivision, etc. that requires incumbent to exercise discretion and independent judgment and to direct the work of others. Report all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators, such as associate dean, assistant dean, executive officer of academic departments, or the equivalent. *Do not use this code for faculty on released time to perform administrative or managerial responsibilities.* *NOTE*: Supervisors of non-professional employees (technical, clerical, skilled crafts, and service/maintenance) are to be reported within the specific categories of the personnel they supervise. (Fall 2011)
Faculty	
2	Report all faculty (regular, contract, temporary, adjunct and associate) who hold academic-rank titles such as counselor, librarian, professor, associate professor, assistant professor, instructor, lecturer, healthcare, learning disabilities, DSPS or EOPS professionals, or the equivalent of any of these academic ranks. Use this code for faculty on released time to perform administrative or managerial responsibilities (e.g., department head, chairpersons, or the equivalent.) Do not include student teachers or research assistants. Do not include librarians or counselors who are not considered faculty.
Professional (Non-Faculty)	
3	Report all people employed for the primary purpose of performing academic support, student service, and institutional support activities whose assignments require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as non-faculty librarians, accountants, human resources specialists, lawyers, and pharmacists. Include information technology staff requiring and possessing a minimum of a Bachelor's degree.

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Clerical / Secretarial	
4	Report all people whose assignments typically are associated with secretarial / clerical activities or have responsibility for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office (excluding information technology staff.) Include employees such as secretaries, typists, clerks, administrative assistants, bookkeepers, stenographers, office machine operators, statistical clerks, payroll clerks, accounting technicians, etc.

Technical / Paraprofessional	
5	Report all people whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as offered in many 2-year technical institutes, community colleges, or through equivalent on-the-job training. Include information technology staff who require and possess less than a Bachelor's degree, operators, drafters, engineering aides, junior engineers, mathematical aides, photographers, radio operators, scientific assistants, technicians, instructional aides, lab assistants, vocational nurses, children's programs assistants and specialists, reprographic technicians, athletic program assistants, athletic trainers, etc.

Skilled Crafts	
6	Report all people whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, typesetters, and telecommunications technicians.

Service / Maintenance	
7	Report all people whose assignments require limited degrees of previously acquired skills and knowledge and in which workers 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 the institutional property. Include chauffeurs, laundry and dry cleaning operators, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial staff, gardeners and groundskeepers, refuse collectors, construction laborers, and security staff.

Instruction / Research Assistants	
8	Report all students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude any student in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "Professionals."

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Chart 1

Employee Category Specifications:	EB07 (EEO6)	EB08 (Classification)	EJ01 (Assignment Type)	EJ08 (FTE)
Educational Administrator	1	A		
Tenured/Tenure Track	2	C,R		
Academic Temporary	2	T		
Classified Administrator	1	P		
	4,5,6,7,8	P	Begins with A	The sum of the FTE for the "A" assignment is greater than sum of the FTE for other assignment types
Classified Professional	3	P	Begins with S or I	
Classified Support	4,5,6,7,8	P	Begins with S or I	The sum of the FTE for the "S" or "I" assignment is greater than sum of the FTE for other assignment types

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Chart 2

Employee EB/EJ Coding Examples						
Position	EE06 Activity (EB07)	Employee Class (EB08)	Assignment Type (EJ01)	Leave Status (EJ02)	Account Code (EJ03)	FTE % (EJ08)
Educational	1	A	AN	Y	6010	100
Administrator			CO	Y	210200	10
Classified	6	P	AN	Y	6510	100
Administrator			CA	Y	070510	10
Admissions/	4	P	SN	Y	6200	100
Records Tech			CA	Y	130310	10
Tenured	2	R	CN	Y	220100	60
Faculty			IR	Y	6030	30
			CL	C	220100	10
Dean of	1	A	AN	Y	150100	80
English			CN	Y	150400	20
Counselor	2	R	IN	Y	6310	80
			CN	Y	493010	20
			IO	Y	6310	10
Academic	2	T	CN	Y	060300	30
Temporary			NN	Y	100430	10
			CP	Y	060300	10
Division	4	P	IN	Y	150100	80
Administrative			IN	Y	150200	20
Assistant			IA	Y	150100	10
Carpenter	6	P	SN	Y	6510	50
Tenure Track	2	C	CN	Y	070510	80
Faculty			CL	D	070510	20

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Processing Notes and Edits	
FIELD CHECK	1-8
INTEGRITY CHECK	If Faculty (2), then Employment Contract Duration (EB11) must be 1, 2, or 3.
DATA QUALITY CHECK	Classified Administrator: Must have at least one employee in an EEO6 category other than category 1. Classified Support: Must have at least one employee in EEO6 categories (4-7). (See Chart 1)

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Change History
Last Revision: 10/25/02 Deleted Code "9 = Other Administrative"
Last Revision: 01/01/02 Added Code "9 = Other Administrative"
Last Revision: 09/01/00 All code definitions have been rewritten.
Last Revision: 05/01/94 Delete "X = Unknown"
Added: 10/01/92 Original