

Section V

Definitions

MAJOR OCCUPATIONAL CATEGORIES

PATCO Definitions: The Five Major Occupational Categories (Professional-P, Administrative-A, Technical- T, Clerical-C, and Other-O) (PATCO) are based solely on occupational series codes except for twenty-two nonprofessional series, each of which is divided into administrative, technical, and clerical by General Schedule or equivalent grade. Occupational series designated "professional" are the same under both classifications, whereas PATCO categories further refine nonprofessional employment. These PATCO categories are based on the definitions and position classification standards contained in the Office of Personnel Management's Handbook of Occupational Groups and Series of Classes. These standards relate to the subject matter of work, the level of difficulty or responsibility involved, and the educational requirements. PATCO categories are defined as follows:

PROFESSIONAL occupations are those that require knowledge in a field of science or learning, characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education. The work of a professional occupation requires the exercise of discretion, judgement, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations, and to improve the data, materials, and methods. These occupations follow a two-grade interval pattern.

ADMINISTRATIVE occupation are those that involve the exercise of analytical ability, judgement, discretion, personal responsibility, and the application a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. While the positions do not require specialized educational majors, they do involve the type of skills (analytical, research, writing, judgement) typically gained through a college level general education, or through progressively responsible experience. Occupational series in this group typically follow two-grade interval pattern.

TECHNICAL occupations are those that involve work typically associated with and supportive of a professional or administrative field, which is non routine in nature; such occupations involve extensive practical knowledge, gained through on-the-job experience and/or specific training less than that represented by college graduation. Work in these occupations may involve substantial elements of the work of the professional or administrative field but require less than full competence in the field involved. Occupational series in this group typically follow a one-grade interval pattern.

CLERICAL Occupations are those that involve structured work in support of office, business or fiscal operations; duties are performed in accordance established policies, experience, or working knowledge related to the tasks to be performed.

OTHER occupations are those that cannot be related to the above professional, administrative, technical or clerical groups.