

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS

OCCUPATIONAL CATEGORY

Definition: The category to which an occupational series belongs.

Responsible Organization: Office of Personnel Management, Division for Strategic Human Resources Policy.

Applicability: Voluntary.

Cross-Reference: [OCCUPATION](#)

Format: X

Note:

Exception Codes. For some white collar occupational series, the occupational category is based on the GS (General Schedule) pay plan grade or the GS-related grade, as described below:

THE GUIDE TO PERSONNEL DATA STANDARDS

OCCUPATIONAL CATEGORY**Note** (continued):

If Exception Code Is	And GS/Related Grade Is	Then Occ. Category Code Is
1	1-6	C
	7-15	T
2	1-6	C
	7-10	T
	11-15	A
3	1-10	T
	11-15	A
4	1-3	C
	4-15	T
5	1-5	C
	6-15	T
6	1-5	C
	6-10	T
	11-15	A
7	1-4	C
	5-15	T
8	1-4	T
	5-15	A

Thus, an occupational series with an exception code of 8 indicates that GS grades 1-4 (or positions related to GS grades 1-4) belong to occupational category T (Technical) and that GS grades 5-15 (or positions related to GS grades 5-15) belong to occupational category A (Administrative).

THE GUIDE TO PERSONNEL DATA STANDARDS

OCCUPATIONAL CATEGORY

<u>Code</u>	<u>Name/Explanation</u>
	BLUE COLLAR (Occupational Series 2501 through 9999)
B	Blue collar. Occupations comprising the trades, crafts, and manual labor (unskilled, semiskilled, and skilled), including foreman and supervisory positions entailing trade, craft, or laboring experience and knowledge as the paramount requirement.
	WHITE COLLAR (Occupational Series 0001 through 2299).
P	Professional. White collar occupations 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, judgment, 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.
A	Administrative. White collar occupations that involve the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. While these positions do not require specialized educational majors, they do involve the type of skills (analytical, research, writing, judgment) typically gained through a college level general education, or through progressively responsible experience. Occupation series in this category typically follow a two-grade interval pattern.
T	Technical. White collar occupations that involve work typically associated with and supportive of a professional or administrative field, that is nonroutine in nature; that involves extensive practical knowledge, gained through on-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 requires less than full competence in the field involved. Occupation series in this category typically follow a one-grade interval pattern.

THE GUIDE TO PERSONNEL DATA STANDARDS

OCCUPATIONAL CATEGORY

<u>Code</u>	<u>Name/Explanation</u>
C	Clerical. White collar occupations that involve structured work in support of office, business, or fiscal operations; performed in accordance with established policies, or techniques; and requiring training, experience, or working knowledge related to the tasks to be performed.
O	Other white collar. White collar occupations that cannot be related to the above professional, administrative, technical, or clerical categories.
1	Exception 1.
2	Exception 2.
3	Exception 3.
4	Exception 4.
5	Exception 5.
6	Exception 6.
7	Exception 7.
8	Exception 8.