Iowa Department of Administrative Services – Human Resources Enterprise

Temporary Worker & Seasonal Worker Classification

Background and Classification Guide

Temporary and seasonal positions on the State's payroll must be placed in the classification of Temporary Worker or Seasonal Worker, respectively. While these are not job classifications in the typical sense (i.e., those with a job class description used for the classification of *permanent* positions), these classes have been established to ensure the consistent compensation management and data reporting of all temporary and seasonal positions. The elongated pay ranges allow agencies a wide degree of flexibility in setting the hourly pay rate for a wide variety of types and levels of work.

While these classes are intended to contain *all* temporary and seasonal positions, EEO reporting is still required by specific category. As a result, multiple class codes have been established to break out positions for proper EEO reporting by category. In the table below, the Temporary Worker class and Seasonal Worker class each have seven class codes, with the only difference among them being the EEO category.

When establishing a new temporary or seasonal position, agencies simply need to select the appropriate class code. A detailed description of EEO categories is found on the next page of this document, which will aid in the selection of the class code that would provide the best EEO category fit for the temporary or seasonal position, as based on the work performed. For example, if a temporary position will be primarily performing clerical work, class code 70006 would be the appropriate selection for use.

Class Code	Class Title	EEO Category	Pay Grade	Pay Plan	FLSA	OT
70001	Temporary Worker	01 – Official/Administrator	57(-55)	000	Y	2
70002	Temporary Worker	02 – Professional	57(-55)	000	Y	2
70003	Temporary Worker	03 – Technician	57(-55)	000	Y	2
70004	Temporary Worker	04 – Protective Service (Sworn)	57(-55)	000	Y	2
70006	Temporary Worker	06 – Administrative Support	57(-55)	000	Y	2
70007	Temporary Worker	07 – Skilled Craft	57(-55)	000	Y	2
70008	Temporary Worker	08 – Service/Maintenance	57(-55)	000	Y	2
70101	Seasonal Worker	01 – Official/Administrator	22(-20)	000	Y	2
70102	Seasonal Worker	02 – Professional	22(-20)	000	Y	2
70103	Seasonal Worker	03 – Technician	22(-20)	000	Y	2
70104	Seasonal Worker	04 – Protective Service (Sworn)	22(-20)	000	Y	2
70106	Seasonal Worker	06 – Administrative Support	22(-20)	000	Y	2
70107	Seasonal Worker	07 – Skilled Craft	22(-20)	000	Y	2
70108	Seasonal Worker	08 – Service/Maintenance	22(-20)	000	Y	2

Description of EEO-4 Job Categories

01 Officials and Administrators – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis.

Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

02 Professionals – Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

03 Technicians – Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

04 Protective Service Workers – Occupations in which workers are entrusted with public safety, security, and protection from destructive forces.

Includes: police patrol officers firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

06 Administrative Support – Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

07 Skilled Craft Workers – Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

08 Service/Maintenance – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.

Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.