



Cascade Employers  
Association

# Oregon Regional Pay Survey

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Methodology &  
Demographics

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**2018**  
Spring Edition

# Oregon Regional Pay Survey Spring 2018 Edition

## ***Introduction\****

\*Disclaimer: The terms “Exempt” and “Non-Exempt” are not intended to imply appropriate classification under the Fair Labor Standards Act or any state wage and hour law. Regardless of job title, exemption status is dependent upon compensation practices and actual job duties.

## **A Joint Market Survey Effort**

Cascade Employers Association and United Employers Association come together to conduct the Oregon Regional Pay Survey each year. By doing so, the number of participants are increased and the validity of the survey results are strengthened.

Cascade Employers Association and United Employers Association appreciate your participation and continuing support of the market survey programs. Please call if you have any questions or comments.

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## **CONFIDENTIAL INFORMATION**

This survey is provided to assist you in administering your pay programs; and is considered confidential information. To preserve this confidentiality, the survey may not be duplicated or used to support specific actions in discussions with any third party.

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# Table of Contents

<b>INTRODUCTION .....</b>	<b>1</b>
Introduction .....	2
Report Formats .....	3
Counties Included in Each Geographic Area.....	4
Data Presentation Standards.....	4
Estimated Survey Data Aging Factors .....	5
Cascade Employers Association Surveys.....	6
<b>PARTICIPANTS BY AREA .....</b>	<b>7</b>
Portland Metro Area .....	8
Mid-Willamette Area.....	10
Surrounding Area.....	12
Participant Distribution by Geographic Area .....	13
Participant Distribution by Employee Count.....	14
Participant Distribution by Revenue or Budget.....	15
Participant Distribution by Industry.....	16
Participant Distribution by Profit Status.....	17
Participant Distribution by Union Status.....	18
<b>INDEX OF JOBS SURVEYED .....</b>	<b>19</b>
<b>JOB DESCRIPTION SUMMARIES .....</b>	<b>44</b>

# INTRODUCTION

## Introduction

Summary statistics relative to the 2018 Oregon Regional Pay Survey Spring Edition

- Geographic region covered by survey data.....*Oregon & SW Washington*
- Number of regional participating employers.....**379**
- Number of surveyed jobs with at least five (5) Organizations responding.....**318**
- Pay data reflected in the reports has been aged to.....**April 1, 2018**
- Publication Date.....**May 2018**

We hope you find the survey valuable in your pay decision-making process. To that end, we have structured the output to meet the requirements of a variety of users.

## Report Formats

Data is separated into four primary sections:

- **Participants by Area**
- **Index of Jobs Surveyed**
- **Job Description Summaries**
- **Regional Job Detail Reports**

### Participants by Area

This section lists all Oregon and Southwestern Washington survey participants in alphabetical order by geographic area unless a participant requested not to be listed. In addition, demographic analyses are provided based on participant geographic area, total employment, and industry groupings of participants.

### Index of Jobs Surveyed

This section includes a listing of all jobs surveyed in job code order within each job family. For each job title, a page number is provided for easy reference to the applicable Job Description Summary.

### Job Description Summaries

For each job title, a job description summary, which notes the typical duties and qualifications associated with the job, is provided in job code order. The survey job description summary is intended as a reference for assuring job comparability when analyzing pay data.

### Regional Job Detail Reports (Located in the Non-Exempt, Exempt, and Executive Reports)

This section provides detailed reports of pay data for each job surveyed throughout Oregon and Southwestern Washington and is in job code order. They are useful to organizations which need to analyze various market considerations to meet the objectives of their compensation programs. In addition to a summary of all Oregon and Southwestern Washington participants combined, this report displays data breakouts based on the following regional participant considerations:

- Geographic Area\*
- Employment Size
- Revenue/Budget
- Industry
- Union Status
- Profit Status
- Job Match Degree

\*Includes Portland Metro, Mid-Willamette, Total Willamette and Surrounding Area breakouts

This section also studies the impact of bonuses and incentive plans on pay practices within the region. It presents bonus, incentive and total compensation information for jobs in which bonuses or incentives were reported. Because many organizations pay bonuses or incentives to some or all employees, this analysis provides critical information for accurately pricing jobs.

## Counties Included in Each Geographic Area

Portland Metro	Mid-Willamette	Total Willamette		Surrounding Area	
Clackamas	Benton	Benton	Linn	Coos	Josephine
Clark	Lane	Clackamas	Marion	Curry	Klamath
Columbia	Linn	Clark	Multnomah	Deschutes	Lincoln
Cowlitz	Marion	Columbia	Polk	Douglas	Tillamook
Multnomah	Polk	Cowlitz	Washington	Hood River	Umatilla
Washington	Yamhill	Lane	Yamhill	Jackson	

## Data Presentation Standards

Whenever necessary, data within individual job detail reports is either suppressed or adjusted (indicated by dashes, asterisks or the use of italics) to assure confidentiality of individual participant data. Please note the following in reviewing reports:

**Dash:** Data has been suppressed because the number of responses is not sufficient to compute the statistic and safeguard individual participant data confidentiality.

At least five (5) responses are required to display any pay information for a job.

**Double Asterisks:** Data is not applicable. For example, because range of pay statistics (such as start pay) applies to responding organizations, the weighted averages (weighted by the number of employees) does not apply.

**Italicized Data:** If the data from one or more survey respondents dominates any line of data (50% or more of the employee sample), the number of employees for the dominating organization(s) has been adjusted to reduce the influence of the dominating organization(s) below the 50% threshold. If the same rate appears multiple times (e.g., for 10th Percentile, 25th Percentile, and/or Median), this reflects the influence on the data by the dominating organization(s).

### CAUTIONARY NOTE

*Despite current response rates and job matches, the data on select jobs is limited. Users should view such jobs with discretion. The data on such jobs may not be representative of overall market pay practices.*

*As always, the survey job description summaries should be reviewed carefully when applying the survey results to your organization.*

**Estimated Survey Data Aging Factors**

(April 1, 2017 – March 31, 2018)

The following formulas can be used to age base pay data to current market levels and are based on historical pay trend data. Assuming a data effective date of April 1, 2018, month one is April 30, 2017, and month twelve is March 31, 2018.

Age of Data*	Formula	Aging Factor	
▪ 1 Month	$(.002083 \times 1)$	=	.002083
▪ 2 Months	$(.002083 \times 2)$	=	.00417
▪ 3 Months	$(.002083 \times 3)$	=	.00625
▪ 4 Months	$(.002083 \times 4)$	=	.008333
▪ 5 Months	$(.002083 \times 5)$	=	.010415
▪ 6 Months	$(.002083 \times 6)$	=	.0125

Age of Data*	Formula	Aging Factor	
▪ 7 Months	$(.002083 \times 7)$	=	.014583
▪ 8 Months	$(.002083 \times 8)$	=	.01667
▪ 9 Months	$(.002083 \times 9)$	=	.01875
▪ 10 Months	$(.002083 \times 10)$	=	.02083
▪ 11 Months	$(.002083 \times 11)$	=	.022916
▪ 12 Months	$(.002083 \times 12)$	=	.025

**Data Aging Example:**

Add 1 to the applicable aging factor and multiply the result times the survey pay rate to determine the "aged pay rate" (e.g., if a survey salary is \$32,000 on April 1, 2018, to age it 6 months to September 30, 2018 the calculation would be  $1 + .012498 = 1.012498 \times \$32,000 = \$32,400$ ).

\*Reflects months from the date the survey data was initially aged (4/1/2018). While it is possible to age data beyond 12 months (by multiplying the monthly aging factor of .002083 by the number of months the data is to be aged), the accuracy of these estimates decreases as the original data ages.

## Cascade Employers Association Surveys

### Diversified Industry Surveys:

	Results Published	Number of Jobs	Participants
National Executive Comp. Survey	May	47	1464*
Policies & Benefits Survey	April	N/A	1595*
SalaryTrends <sup>®</sup> Oregon Regional Survey	May & October	573	379
Salary Budget Survey	October	N/A	196
Sales Compensation Survey	November	15	838*
IT & Engineering Survey	September	193	1231*
Cascade's Nonprofit Pay & Benefits Survey	June	244	118

### Target Industry Surveys:

	Results Published	Number of Jobs	Participants
Northwest Utility Survey	March	24	21
Oregon Refuse & Recycling Survey	July	33	62
Cooperative Executive Comp. Survey	August	9	8
National Refiners Group Salary Survey	August	135	14
NWPPA Linecrew Pay and Benefits Survey	June	6	70

### Custom Data Base Cuts:

User Defines

*\*Includes national (most of U.S.) and regional (Oregon and SW Washington) market survey data*

## **PARTICIPANTS BY AREA**

**Partial Listing of Participants by Area**

(135 Organizations elected not to be included on this list)

**Portland Metro Area**

Ajinomoto Windsor	Kendal Floral
All God's Children International	Key Knife, Inc.
Allied Systems Company	Knife River - Portland
American Machine & Gear, Inc.	Leatherman Tool Group, Inc.
American Tokyo Kasei, Inc.	Main Street Oregon City
Audix Corporation	Marks Brothers, Inc.
Bear Mountain Forest Products, Inc.	Mondelez International
Bergstrom Nutrition	Motus Recruiting and Staffing
Cadet Manufacturing Company	Multnomah Athletic Club
Canby Excavating, Inc.	NACM Northwest Co.
Carco Industries, Inc.	NWPPA
Christian Copyright Licensing, Inc.	OCP (Oregon Catholic Press)
Columbia Industries LLC	Okada America, Inc.
Columbia Steel Casting Co. Inc.	OMIC USA Inc.
Commstructure Consulting LLC	Orchid Orthopedic Solutions
Corwin Beverage Company	Oregon Beverage Recycling Cooperative - Portland
Cranston Machinery Company, Inc.	Oregon Beverage Recycling Cooperative - Surrounding
Crimson Trace Corporation	Oregon Beverage Recycling Cooperative - Willamette
Dyno Nobel, Inc.	Oregon Child Development Coalition
E.E. Schenck Company	Oregon Episcopal School
Ecotrust Forest Management	Oregon Ice Cream Company
Exterior Wood, Inc.	Oregon School of Massage
FACT Oregon	P & A Metal Fab Inc.
Fought & Company, Inc.	Pacific Medical Group P.C.
Framers' Inventory	Pacific Nutritional Foods, Inc.
Fujimi Corporation	Package Containers, Inc.
G.Loomis, Inc.	PECO-Astronics
Gateway to College National Network	Peninsula Iron Works
Graphic Packaging International	Pinehurst Management
Green Electronics Council	Plas Newydd LLC
Hardwood Industries, Inc.	Portfolio Financial Servicing Company
Hartung Glass Industries	Portland Police Bureau Sunshine Division
Helser Industries	Precision Fiber, Inc.
Homewoods on the Willamette	S.R. Smith, LLC
House of Antique Hardware	SCAFCO Corporation
Indepak, Inc.	Scenic Fruit Company
Industrial Machine Services	Scientific Research Company
Instrument Sales & Service, Inc.	Sheldon Manufacturing, Inc.
Integrity Logistics	Shikosha, Inc.

**Partial Listing of Participants by Area**  
(135 Organizations elected not to be included on this list)

**Portland Metro Area**

Shimadzu USA Manufacturing Inc.	University Medical Group
Signature Graphics, Inc.	Vanguard EMS, Inc
Simonds Industries, Inc.	Volunteers of America of Oregon
Simplex Manufacturing	Walsh Trucking Co. Ltd.
Skutt Ceramic Products, Inc.	Warn Industries
South Tabor Family Physicians LLP	Warne Scope Mounts
Southwest Neighborhoods Inc. (SWNI)	WCP Solutions
Stack Metallurgical Services Inc	Western Energy Institute
Tech-Mark	Western States Pharmacy Coalition
Temco Metal Products Company	Yakima Products
Test Products International	Yecuris
The CHP Group	Zidell Marine Corporation
The Oregon Community Foundation	ZRT Laboratory, LLC
Toyo Tanso USA	

## Partial Listing of Participants by Area

(135 Organizations elected not to be included on this list)

### Mid-Willamette Area

ABC House	Food for Lane County
Advantage Dental	Friendsview Retirement Community
AM Equipment Company	G. Christianson Construction
ARE Manufacturing, Inc.	Gelco Companies
ATI Cast Products Salem Operations	Goodwill Industries of Lane & South Coast Counties
Benton Hospice Service	Guaranty RV
Bi-Mart Corporation	Harvest House Publishers, Inc.
Blazer Industries, Inc.	Hi-Tek Electronics
Boldt, Carlisle & Smith, LLC	Industrial Finishes & Systems, Inc.
BOWTECH	InnSight Hotel Management Group
Bulk Handling Systems (BHS)	JB Instant Lawn, Inc.
Burley Design, LLC	JCI, Inc.
C & D Landscape Company	Jerrys Home Improvement Center
Cabinet Door Service Co.	Kerr Concentrates, Inc.
Camp Lutherwood Oregon	Kids & Company of Linn County
Capital Manor Retirement Community	Kingsford Manufacturing Company
Cascade Cardiology	Knife River - Harrisburg
Cascade Health	Knife River - Tangent
Cascade Steel Rolling Mills	Linfield College
Catholic Community Services	Linn Gear Co.
Citizens Bank	Math Learning Center
CoEnergy Propane	McDonald Wholesale Co.
Confederated Tribes of Grand Ronde	Meggitt Polymers & Composites
Corvallis Clinic	MEI LLC
Dallas Area Chamber of Commerce	Mennonite Village
DanoneWave	Mount Angel Abbey
Delta Concrete LLC	MV Advancements (Industrial Services)
Delta Construction Company	MV Advancements (Residential)
Delta Sand & Gravel Company	MV Advancements (Wood Products)
DeWilde & Basinger Inc.	National Intramural-Recreational Sports Assoc.
Diana Naturals, INC	Natural Plant Products, Inc.
Doty Pruett, Wilson, PC	NORPAC Foods, Inc.
Emerald Peoples Utility Dist.	Northwest Christian University
Entek International, LLC	Northwest Human Services, Inc.
Environ-Metal, Inc.	Northwest Pathology Services
Eugene Area Chamber of Commerce	OCAPA
Eugene Urgent Care	Options Counseling Services of Oregon
Fall Creek Farm & Nursery, Inc.	Options Pregnancy Resource Centers
Family Building Blocks	Oregon Career Information System
Family Promise of the Mid-Willamette	Oregon Freeze Dry, Inc.
First Alternative Co-op	Oregon Home Builders Association

**Partial Listing of Participants by Area**

(135 Organizations elected not to be included on this list)

**Mid-Willamette Area**

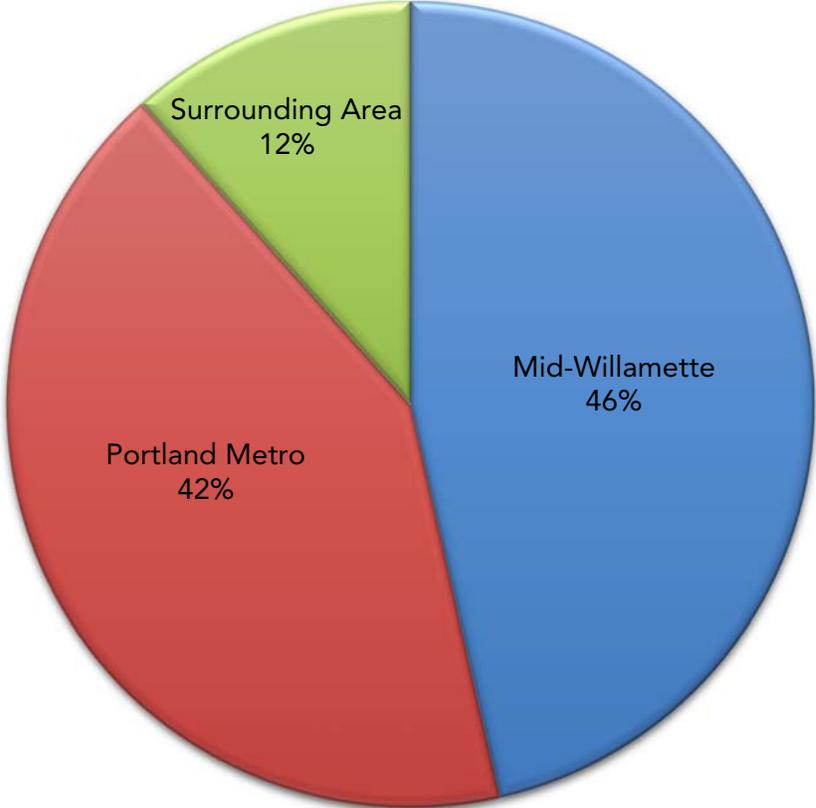
Oregon Medical Group, P.C.	Timber Products Company (Lane)
Oregon Research Institute	Trio Property Management Inc.
Oregon School Boards Association	Truitt Bros., Inc.
Oregon Tilth	Tyree Oil
Oregon Urology Institute	UniMeasure, Inc.
Organically Grown Company	University of Oregon Bookstore, Inc.
Pacific Sanitation, Inc.	Ushio America, Inc. / OR Operations
PacificSource Health Plans	Valley Equipment Company, Inc.
Partnerships in Community Living, Inc.	Viper Northwest, Inc.
Peak Internet	West Hills Healthcare
Peterson Pacific Corporation	Western Pulp Products Company, Inc.
Ram Steelco, Inc.	Wilco Farmers
Salem Area Mass Transit District	Windedahl, Rangitsch, Groeneveld & Norton, LLC
SCTC	Wine By Joe, LLC
Specialty Polymers, Inc.	Yamasa Corporation U.S.A.
Spirit Mountain Gaming, Inc.	
Square Deal Construction Company	
TEC Laboratories, Inc.	

**Partial Listing of Participants by Area**  
(135 Organizations elected not to be included on this list)

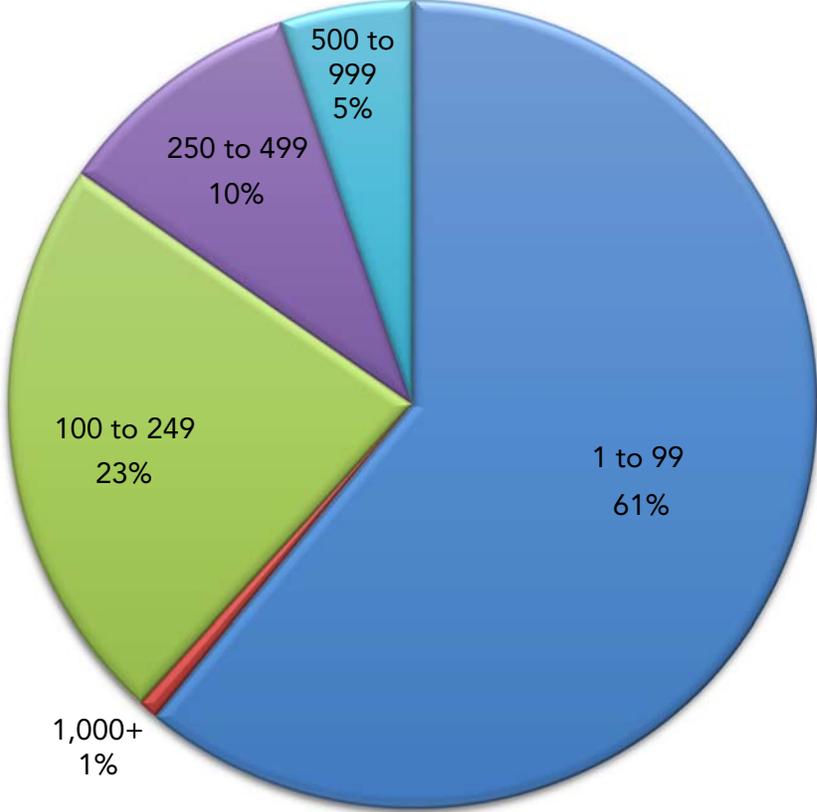
**Surrounding Area**

Confederated Tribes of Siletz Indians	Natura Health Products
Con-Vey Keystone, Inc.	NeighborImpact
Darex, LLC	Orenco Systems, Inc.
Deschutes Land Trust	Prigel Machine Fabrication
Deschutes Public Library	Smokehouse Products, LLC
Douglas County Farmers Co-op	Southern Oregon Sanitation, Inc.
F.V. Martin Trucking Company	Thompson Sanitary Service, Inc.
Family Solutions	Tillamook Family Counseling Center
Grange Cooperative Supply Association	Timber Products Company (Jackson)
Herb Pharm, LLC	United Community Action Network
Kairos	Wagner Electronics
LTM, Incorporated	

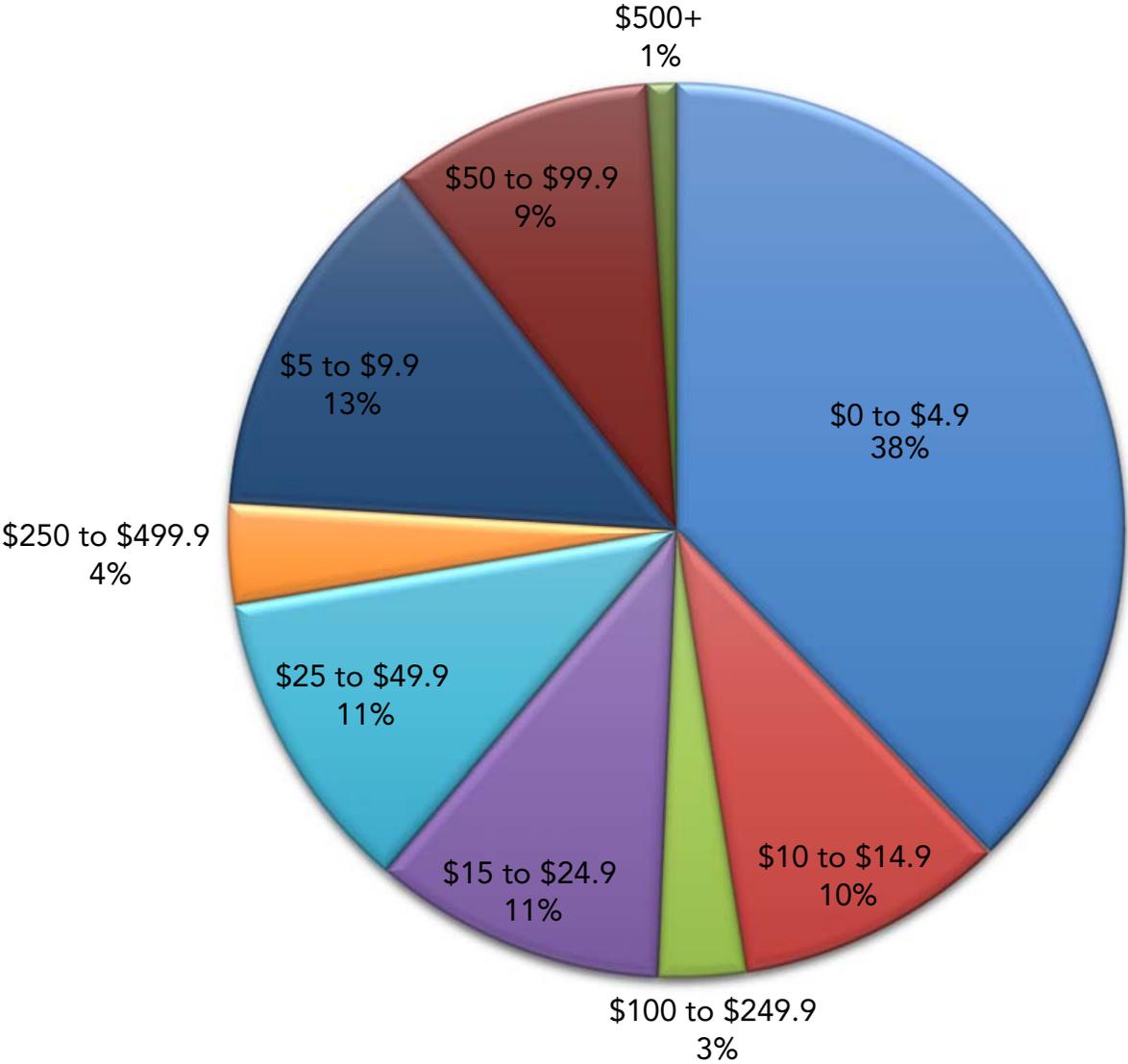
### Participant Distribution by Geographic Area



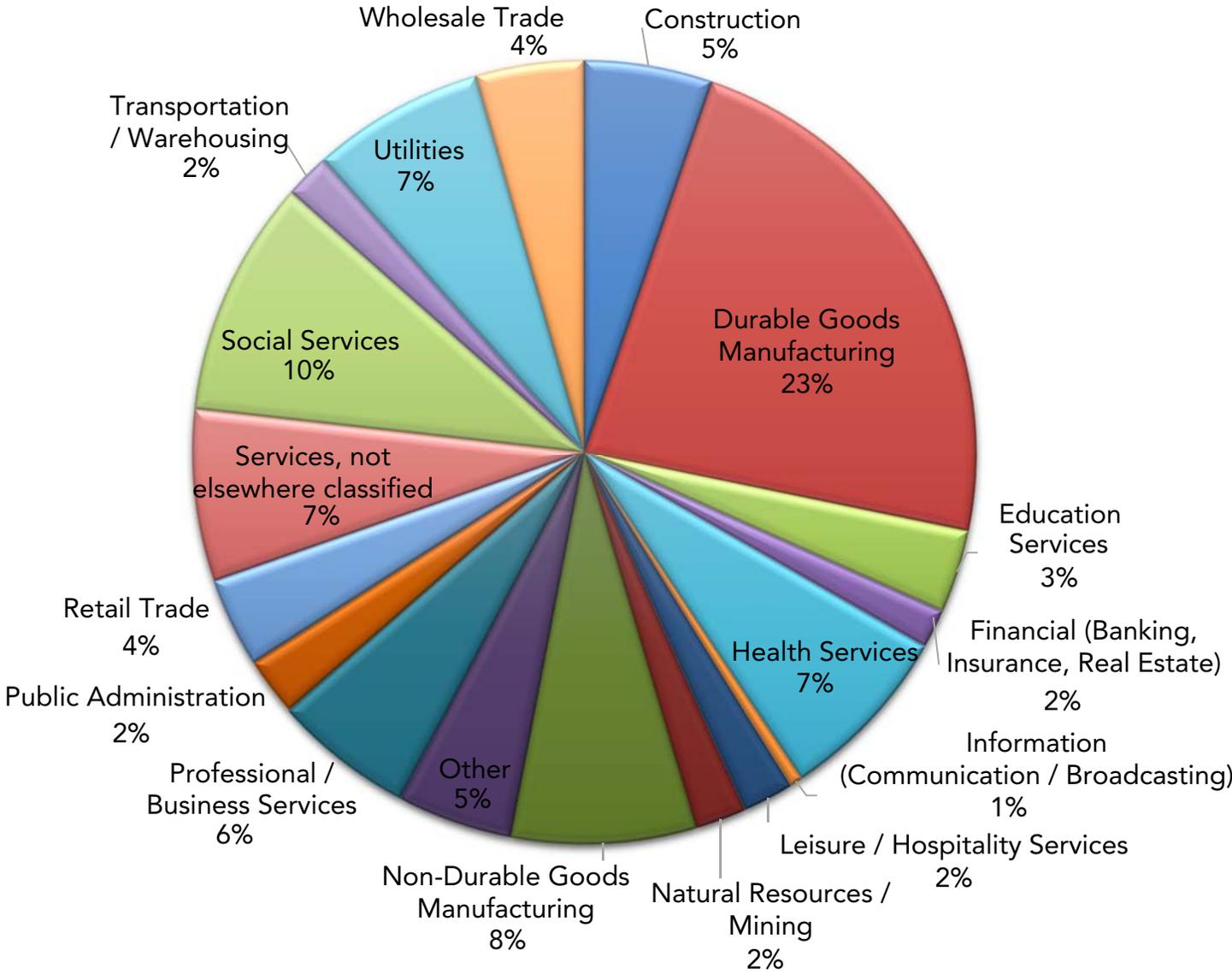
### Participant Distribution by Employee Count



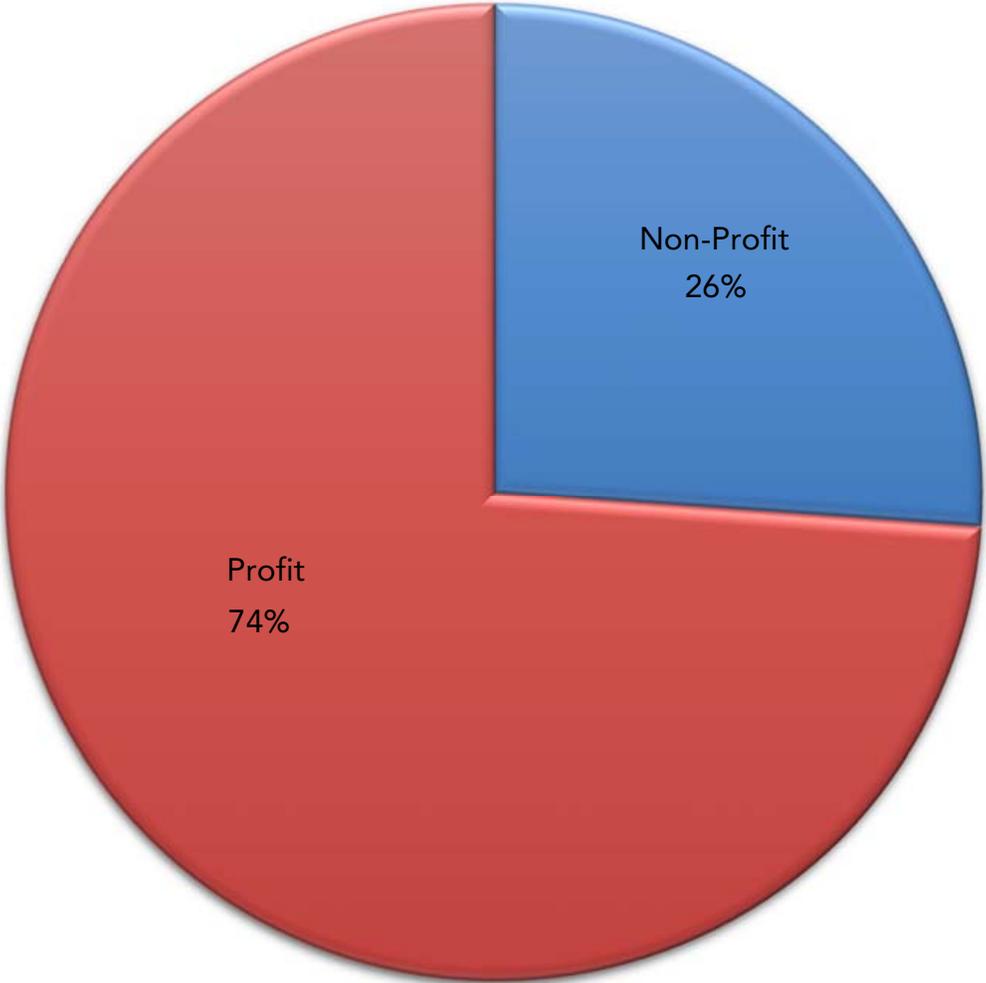
### Participant Distribution by Revenue or Budget (In Millions)



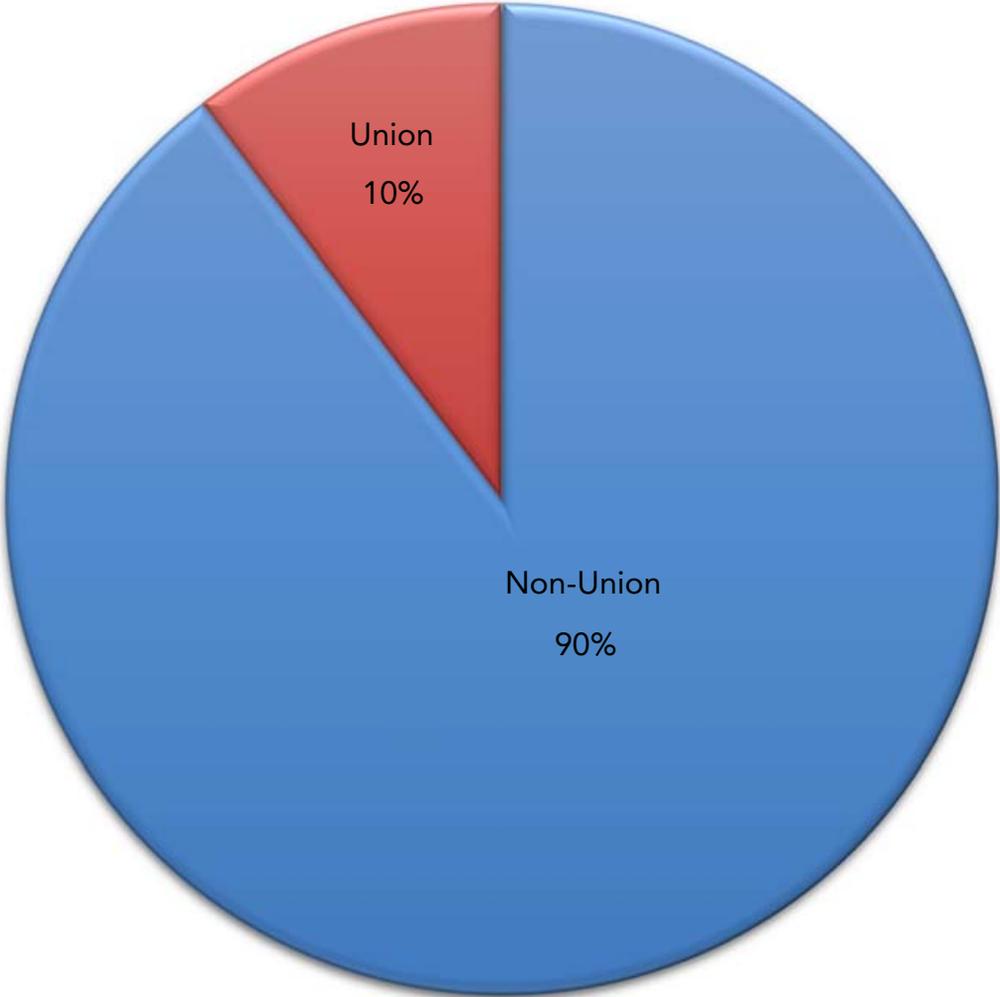
### Participant Distribution by Industry



### Participant Distribution by Profit Status



### Participant Distribution by Union Status



## **INDEX OF JOBS SURVEYED**

**Note:** This section includes a listing of all jobs surveyed in job code order within each job family. For each job title, a page number is provided for easy reference to the applicable Job Description Summary.

The SalaryTrends® – Oregon Regional Survey includes three reports based on job group, including the Non-Exempt, Exempt, and the Regional Executive Reports. The job titles and descriptions for all three reports are included in the Job Title Index and the Job Description Summaries sections of the Introduction. To help you identify jobs applicable to each report, note that the last digit of each job code identifies if the job is in the Non-Exempt, Exempt, or Executive report as follows:

- Non-Exempt Report = N
- Exempt Report = E
- Executive Report = O

**Jobs Surveyed – Job Descriptions**

Job Number	Job Title	Page
<b>A - Finance, Accounting, Billing, Credit, Payroll</b>		
1075O	Chief Financial Officer	46
1080O	Finance Director	46
1085O	Chief Audit Executive	46
1090O	Corporate Treasurer	46
1095O	Chief Tax Executive	46
1098E	Finance Manager	46
1100E	General Accounting Manager	46
1105O	Controller	47
1107E	Assistant Controller	47
1110E	General Accounting Supervisor	47
1115E	Accountant III	47
1120E	Accountant II	47
1122E	Accountant I	47
1125N	Accountant-Bookkeeper	47
1130N	Bookkeeper	48
1135N	Accounting Clerk III	48
1137N	Accounting Clerk II	48
1139N	Accounting Clerk I	48
1141N	Accounts Payable Clerk	48
1142N	Accounts Receivable Clerk	48
1143N	Accounts Payable/Receivable Clerk	48
1150E	Cost Accounting Manager	49
1153E	Cost Accountant III	49
1155E	Cost Accountant II	49
1157E	Cost Accountant I	49
1160N	Cost Accounting Clerk	49

**Jobs Surveyed – Job Descriptions**

Job Number	Job Title	Page
1165E	Budget Manager	49
1180E	Internal Audit Manager	49
1185E	Internal Auditor	50
1200E	Financial/Business/Budget Analyst	50
1300N	Invoicing Supervisor	50
1310N	Billing Clerk III	50
1320N	Billing Clerk II	50
1330N	Credit Analyst III	50
1335N	Credit Analyst II	50
1340N	Credit Analyst I	50
1345N	Assistant Credit Manager	51
1350E	Credit and/or Collection Manager III	51
1355E	Credit and/or Collection Manager II	51
1370N	Credit and/or Collection Specialist	51
1375N	Credit and/or Collection Clerk	51
1440E	Payroll Supervisor/Manager	51
1450E	Payroll Supervisor/Administrator	52
1455N	Payroll Clerk II	52
1460N	Payroll Clerk I	52
1470N	Cashier	52
<b>B - Executive, Administrative, Legal, Staff, General Office</b>		
1475O	Chief Executive Officer	52
1477O	Chief Operating Officer	52
1479O	Chief Executive Multi-Function Responsibility	53
1481O	Chief Operations Executive Non-Manufacturing	53
1483O	Chief Staff Legal Counsel	53
1485O	Chief Government Relations Executive	53

**Jobs Surveyed – Job Descriptions**

<b>Job Number</b>	<b>Job Title</b>	<b>Page</b>
1490E	Attorney	53
1496N	Legal Assistant	53
1500E	Risk Manager	53
1505E	Operations Manager	53
1510E	General Manager	54
1512O	Chief Executive (Not-for-profit)	54
1514O	Program Director	54
1516O	Development Director	54
1520E	Senior Project Manager	54
1530E	Project Manager	54
1535N	Project Coordinator	54
1540E	Events Coordinator	54
1545E	Office Manager	55
1550E	Office Administrator III	55
1555N	Office Administrator II	55
1556E	Administrative Assistant to Chief Executive Officer	55
1557E	Administrative Assistant III	55
1559N	Administrative Assistant II	56
1561N	Administrative Assistant I	56
1563E	Office Services Supervisor	56
1565E	Publications Editor	56
1575N	Executive Secretary	56
1580N	Secretary III	56
1585N	Secretary II	57
1590N	Secretary I	57
1595N	Typist Clerk	57
1655N	Receptionist	57

## Jobs Surveyed – Job Descriptions

Job Number	Job Title	Page
1670N	Telephone Operator/Receptionist	57
1700N	Office Generalist	57
1705N	General Clerk III	57
1710N	General Clerk II	58
1715N	General Clerk I	58
1720N	File Clerk	58
1725N	Stock Room Clerk (Office)	58
1730N	Mail Clerk	58
1740N	Messenger	58
1745N	Corporate Travel Agent	58
<b>C - Info Systems, Data Processing, Systems Analysis, Software, Programming</b>		
1790O	Chief Information Officer	58
1800E	Information Systems Director III	59
1805E	Information Systems Director II	59
1810E	Information Systems Manager	59
1815E	Data Processing Supervisor	59
1820E	Systems & Programming Manager	59
1840E	Systems Project Leader	59
1850E	Systems Analyst	59
1860E	Network Operations Technician	59
1865E	Programmer/Analyst III	60
1870E	Programmer/Analyst II	60
1875E	Programmer/Analyst I	60
1880E	Applications Programming Supervisor	60
1885E	Computer Operations Manager	60
1900N	Programmer III	60
1910N	Programmer II	60

## Jobs Surveyed – Job Descriptions

Job Number	Job Title	Page
1915N	Programmer I	60
1920E	Database Administrator	60
1925E	Database Analyst	61
1930E	Database Analyst - Senior	61
1935E	LAN Administrator	61
1940E	Webmaster	61
1943E	Help Desk Manager	61
1945E	Help Desk Analyst	61
1947E	Network Engineer	61
1950E	Network Administrator	61
1955E	Network Systems Manager	61
1960E	Web Site Manager	62
1965E	PC Systems Manager	62
2010E	Software Engineer III	62
2015E	Software Engineer II	62
2115N	Computer Operator III	62
2120N	Computer Operator II	62
2160N	Data Entry Operator II	62
2163N	Data Entry Operator I	62
2165N	Personal Computer Specialist	63
2166N	PC Support Technician	63
2170N	Webmaster Assistant	63
2180N	Telecommunications Specialist	63
<b>D - Human Resources, Recruiting, Compensation, Safety, Security</b>		
2190O	Human Resources VP/SVP	63
2200O	Human Resources Director	63
2215E	Human Resources Manager	64

**Jobs Surveyed – Job Descriptions**

Job Number	Job Title	Page
2220E	Human Resources Generalist, Senior	64
2225E	Human Resources Generalist	64
2230E	Human Resources Administrator	64
2235E	Employee Relations Specialist	64
2240E	Human Resources Assistant III	65
2245N	Human Resources Assistant II	65
2250N	Human Resources Clerk	65
2360E	Compensation Analyst	65
2400E	Benefits Manager	65
2420E	Benefits Administrator	65
2430N	Benefits Assistant	66
2520E	Technical/Professional Recruiter	66
2530E	Employment Interviewer III	66
2535E	Employment Interviewer II	66
2540N	Security Guard (Unarmed)	66
2545E	Workers' Compensation Administrator	66
2550E	Safety Manager	66
2555E	Safety Specialist	67
2575E	Training Manager	67
2580E	Training Specialist II	67
2583E	Training Specialist I	67
2585E	Security Supervisor	67
2590E	HRIS Specialist	67
<b>E - Sales, Marketing, Public Relations, Customer Service, Estimating</b>		
2600O	Chief Sales-Marketing Executive	68
2602O	Chief Sales Exec/Domestic Markets (Excluding Marketing)	68

**Jobs Surveyed – Job Descriptions**

<b>Job Number</b>	<b>Job Title</b>	<b>Page</b>
2604O	Chief Business Development Executive	68
2606O	District Sales Manager	68
2608O	Regional Sales Manager	68
2610O	Chief International Executive	68
2614O	Top Sales Executive-Domestic-Foreign	68
2620O	General Sales Manager	68
2622O	E-commerce Director	68
2625E	Account Manager	69
2625O	E-commerce Manager	69
2627E	E-commerce Analyst	69
2630E	Field Sales Supervisor	69
2635E	Outside Sales Representative III	69
2640E	Outside Sales Representative II	69
2645E	Outside Sales Representative I	70
2660N	Sales Correspondent III	70
2665N	Sales Correspondent II	70
2670N	Telemarketing Sales Representative	70
2680N	Sales Order Analyst III	70
2685N	Sales Order Analyst II	70
2690E	Order Processing Supervisor	70
2695N	Order Clerk	70
2700O	Chief Marketing Executive (Excludes Sales)	71
2702E	Marketing Manager	71
2703E	Marketing Generalist III	71
2705E	Marketing Generalist II	71
2707E	Marketing Generalist I	71
2710O	Product Manager	71

**Jobs Surveyed – Job Descriptions**

Job Number	Job Title	Page
2720E	Market Research Analyst	71
2725O	Director of Communications	72
2727N	Communications Specialist	72
2730E	Public Relations Manager	72
2735N	Public Relations Specialist	72
2740E	Territory Manager	72
2745N	Customer Service Representative III	72
2750N	Customer Service Representative II	72
2753N	Customer Service Representative I	72
2757E	Customer Service Supervisor	73
2760E	Customer Service Manager	73
2765O	Customer Service Director	73
2770N	Customer Service Clerk	73
2780E	Service/Repair Manager	73
2810N	Salesperson - Parts	73
2875E	Cost Estimator Supervisor	73
2880E	Estimator	73
2882E	Inside Sales Manager	74
2884E	Inside Sales Supervisor	74
2885N	Inside Sales Representative	74
2895N	Sales/Marketing Assistant	74
2900N	Trade Show Coordinator	74
<b>F - Engineering, Scientific, Chemical, R &amp; D, Technical, Design, Drafting</b>		
2950O	Vice President of Engineering	74
2955O	Industrial Engineering Head	74
2960O	Head Research Engineer	74
2965O	Head Product/Development Engineer	75

**Jobs Surveyed – Job Descriptions**

<b>Job Number</b>	<b>Job Title</b>	<b>Page</b>
2970O	Director of Engineering	75
2975E	Research & Development Manager	75
2980E	Product Development Analyst	75
2985E	Project Engineer	75
3000E	Design Engineering Manager III	75
3010E	Design Engineering Manager II	75
3020E	Design Engineering Supervisor	76
3025E	Design Engineer V	76
3027E	Design Engineer IV	76
3030E	Design Engineer III	76
3033E	Design Engineer II	77
3035E	Design Engineer I	77
3040E	Food/R&D Technologist	77
3045N	Continuous Improvement & Lean Coordinator	77
3160E	Engineer - Industrial	77
3200E	Manufacturing Engineering Supervisor	78
3220E	Engineer - Manufacturing	78
3250E	Engineer (Electrical/Electronic/Mechanical) III	78
3255E	Engineer (Electrical/Electronic/Mechanical) II	78
3260E	Engineer (Electrical/Electronic/Mechanical) I	78
3265N	Engineering Technician III	78
3270N	Engineering Technician II	79
3275N	Mechanical Engineering Technician	79
3280N	Inside Service Technician	79
3285N	Field Service Technician III	79
3290N	Field Service Technician II	79
3291N	Field Service Technician I	79

**Jobs Surveyed – Job Descriptions**

<b>Job Number</b>	<b>Job Title</b>	<b>Page</b>
3293N	Lab Technician III	80
3295N	Lab Technician II	80
3298N	Lab Technician I	80
3300E	Civil Engineer III	80
3320E	Civil Engineer II	80
3325E	Engineer - Environmental	80
3383N	Methods & Process Technician III	80
3385N	Methods & Process Technician II	81
3387N	Methods & Process Technician I	81
3430E	Chemist - Supervising	81
3435E	Chemist III	81
3440E	Chemist II	81
3445E	Chemist I	81
3460E	Design Supervisor (Chief Designer)	81
3470E	Designer - Product	82
3475N	Designer - Tool	82
3485N	Draftsperson III	82
3490N	Draftsperson II	82
3510N	CAD Drafter III	82
3515N	CAD Drafter II	82
3520N	CAD Drafter I	83
3530N	Technical Writer (Non-MIS)	83
3560N	Engineering Cost Estimator	83
3570N	Engineering Clerk	83
3576E	Scientist/Project Leader	83
3577E	Scientist III	83
3578E	Scientist II	83

## Jobs Surveyed – Job Descriptions

Job Number	Job Title	Page
3580E	Scientist I	84
3583N	Environmental Specialist	84
<b>G - Maintenance, Repair, Installation, Cleaning (Facilities - Equipment)</b>		
3584O	Facility Engineer	84
3585E	Facilities Supervisor (Single location)	84
3590E	Facilities Manager (Multi-location)	84
3600E	Maintenance Supervisor (Facilities)	84
3610E	Maintenance Supervisor (Equipment)	84
3612E	Trades Supervisor - Production Support	85
3615E	Engineer - Facility Maintenance III	85
3620E	Engineer - Facility Maintenance II	85
3625E	Engineer - Facility Maintenance I	85
3700N	Carpenter - Maintenance	85
3710E	Field Service Manager	85
3720N	Electrician - Maintenance	85
3725N	Painter - Maintenance	85
3740N	Electronic - Maintenance	86
3750N	Helper - Maintenance	86
3760N	Machine Repairer - Millwright	86
3770N	Machinist - Maintenance	86
3775N	Machine Maintenance Mechanic III	86
3777N	Machine Maintenance Mechanic II	86
3780N	Machine Maintenance Mechanic I	86
3783N	Methods & Process Technician III	87
3785N	Methods & Process Technician II	87
3787N	Methods & Process Technician I	87
3790N	Oiler - Maintenance	87

**Jobs Surveyed – Job Descriptions**

Job Number	Job Title	Page
3795N	Parts Clerk	87
3820N	Welder - Maintenance	87
3900E	Janitorial Services Supervisor	87
3910N	Office Janitor	87
3915N	Plant Janitor/Sanitation	88
3920N	Grounds Maintenance Worker	88
3922N	Building/Grounds Maintenance Mechanic II	88
3923N	Building/Grounds Maintenance Mechanic I	88
3925N	Facilities Maintenance Worker III	88
3927N	Facilities Maintenance Worker II	88
3928N	Facilities Maintenance - Specialist	88
3930N	Mechanic - Auto-Bus-Truck	88
3935N	Mechanic - Body Shop	88
3940N	Mechanic - Heavy Equipment	88
3945N	Mechanic - Helper	89
3950N	Oil-Lubrication Specialist	89
3965N	Tire Repairer/Changer	89
<b>H - Purchasing, Material Sourcing and Planning, Inventory Control</b>		
3990O	Top Supply Chain Executive	89
4000O	Materials Manager	89
4015O	Purchasing Director	89
4020O	Purchasing Manager	89
4025E	Purchasing Supervisor	89
4030N	Purchasing Assistant	90
4045E	Buyer III	90
4050N	Buyer II	90
4055N	Buyer I	90

**Jobs Surveyed – Job Descriptions**

Job Number	Job Title	Page
4060N	Purchasing Clerk	90
4180E	Inventory Control Manager	90
4200E	Inventory Control Supervisor	91
4220N	Inventory Control Clerk/Cycle Counter	91
4225N	Material Records Clerk	91
4230E	Supply Chain Manager	91
4235E	Supply Chain Analyst	91
<b>I - Material Handling, Shipping, Receiving, Warehousing</b>		
4815E	Warehouse Manager	91
4818E	Shipping/Receiving Supervisor	91
4820E	Warehouse Supervisor	91
4835N	Crane Operator/Overhead	91
4840N	Forklift Driver	92
4845N	Forklift Truck Operator	92
4850N	Boxer/Crater	92
4855N	Order Filler - General	92
4860N	Packer	92
4865N	Receiving Clerk	92
4870N	Shipping Clerk	92
4875N	Shipping and/or Receiving Clerk	92
4880N	Shipping-Receiving Checker	92
4900N	Material Handler	93
4930N	Stock Clerk (Plant)	93
<b>J - Transportation, Distribution, Delivery</b>		
5200E	Traffic Manager	93
5220E	Fleet Supervisor/Manager	93
5225N	Fleet Coordinator	93

**Jobs Surveyed – Job Descriptions**

Job Number	Job Title	Page
5230N	Traffic Dispatcher	93
5235N	Import/Export Clerk	93
5240N	Traffic Clerk	93
5320N	Driver IV (Over the Road)	94
5325N	Driver III (Local)	94
5330N	Driver II	94
5335N	Driver I	94
5340N	Bus Driver - School	94
5345N	Truck Driver - Heavy (Short Haul)	94
5410N	Dump Truck Driver	94
5415N	Collection Driver - General	94
5420N	Collection Driver - Recycle	94
5465N	Driver/Sales Route	94
<b>K - Production Planning, Inspection, Quality Control</b>		
5470E	Trades Supervisor - Production Support	95
5500E	Production Control Manager	95
5510E	Production Control Supervisor	95
5535N	Production Process Technician	95
5540N	Expediter	95
5545E	Production Planner/Scheduler III	95
5550N	Production Planner/Scheduler II	95
5555N	Production Planner/Scheduler I	96
5560N	Production Control Clerk	96
5600N	Quality Inspector/Auditor III	96
5610N	Quality Inspector/Auditor II	96
5620N	Quality Inspector/Auditor I	96
5700O	Quality Manager	96

## Jobs Surveyed – Job Descriptions

Job Number	Job Title	Page
5710E	Quality Control Supervisor (Chief Inspector)	97
5720E	Engineer - Quality Control	97
5725E	Quality Control Manager - Food Industry	97
5730N	Quality Control Technician	97
5745N	Inspector - Electrical II	97
5750N	Inspector - Mechanical III	97
5755N	Inspector - Mechanical II	97
5760N	Inspector - Floor	97
5765N	Regulatory Compliance Assistant	97
<b>L - Assembly, Finishing, Processing</b>		
5990O	Chief Manufacturing Executive	98
5992O	Top International Manufacturing Executive	98
5995O	Manufacturing Director (Multi-Facility)	98
6000O	Manufacturing Manager (Single-Facility)	98
6003O	Plant Manager	98
6005E	Production Manager	98
6010E	Area Superintendent	98
6013E	Production Supervisor III	98
6015N	Production Supervisor II	99
6017N	Production Supervisor I	99
6020E	Assembly Supervisor - Complex	99
6025E	Assembly Supervisor - Non Complex	99
6030N	Assembler - Electronics III	99
6035N	Assembler - Electronics II	99
6040N	Assembler - Electronics I	99
6045N	Assembler - Mechanical III	99
6050N	Assembler - Mechanical II	99

**Jobs Surveyed – Job Descriptions**

Job Number	Job Title	Page
6055N	Assembler - Mechanical I	100
6060N	Light Assembler III	100
6063N	Light Assembler II	100
6065N	Light Assembler I	100
6070N	Assembler - Precision	100
6081N	Assembler - General	100
6085N	Line Operator	100
6090N	Process Operator	100
6095N	Technician IV	101
6100N	Technician III	101
6105N	Technician II	101
6110N	Technician I	101
6120N	Furnace Operator/Heat Treat	101
6125N	Patternmaker	101
6135N	Painter - Production III	101
6140N	Painter - Production II	101
6145N	Inspector - CMM Operator	101
6150N	General Heavy Production Labor	101
6153N	General Light Production Labor	102
6155N	Cannery Worker	102
6160N	Food Batchmaker	102
6170N	Roasting/Drying Machine Operator	102
<b>M - Machine Operation, Tooling</b>		
6490E	Machine Shop Supervisor - Job Shop & Tool Room	102
6500E	Machine Shop Supervisor - Production	102
6505E	Tool and Die Supervisor	102
6510N	Machinist - Tool Room	103

**Jobs Surveyed – Job Descriptions**

<b>Job Number</b>	<b>Job Title</b>	<b>Page</b>
6515N	Tool and Die Maker III	103
6520N	Tool and Die Maker II	103
6523N	Tool and Die Maker I	103
6525N	Tool and Cutter Grinder	103
6530N	Tool Crib Attendant	103
6535N	Drill Press Operator - Single or Multi Spindle	103
6540N	Drill Press Operator - Radial	104
6550N	Fabricating Machine Operator (Sheet Metal)	104
6555N	Fabricating Machine Operator (CNC)	104
6560N	Lathe Operator - Bench	104
6565N	Machine Operator - General	104
6570N	Machinist Helper	104
6575N	Machinist, Pre-Production	104
6580N	Machinist III	104
6584N	Machinist II	104
6587N	Machinist I	105
6588N	Machinist Specialist	105
6590N	Machine Operator - Set up	105
6595N	Milling Machine Operator	105
6605N	NC/CNC Programmer	105
6610N	NC/CNC Milling/Drilling Machine Operator	105
6617N	CNC Machining Center Operator III	105
6620N	CNC Machining Center Operator II	105
6622N	CNC Machining Center Operator I	106
6625N	Laser Beam Machine Operator (Cutter/Welder)	106
6630N	Machine Tool Operator III	106
6635N	Machine Tool Operator II	106

## Jobs Surveyed – Job Descriptions

Job Number	Job Title	Page
6640N	Machine Tool Operator I	106
<b>N - Fabrication, Welding</b>		
6800E	Metal Fabrication Supervisor	106
6805E	Welding Supervisor	106
6810N	Production Operator	106
6815N	Metal Pourer/Caster	107
6820N	Sandblast Operator	107
6825N	Precision Sheet Metal Worker	107
6830N	Plater	107
6835N	Welder III	107
6840N	Welder II	107
6845N	Welder I	107
6850N	Welder - Fitter	107
6855N	Welding Machine Operator	107
6860N	Burning (Cutting) Machine Operator	108
6865N	Finisher	108
6870N	Grinding Machine Operator	108
6890N	Molding/Casting Machine Operator	108
6895N	Press Brake Operator	108
6900N	Punch Press Operator	108
6905N	Rolling Machine Operator	108
6910N	Sawing Machine Operator	108
6915N	Shear Operator	108
6920N	Helper - Fabrication	108
<b>O - Banking, Financial Services</b>		
7100E	Branch Manager II	108
7110E	Branch Manager I	108

**Jobs Surveyed – Job Descriptions**

<b>Job Number</b>	<b>Job Title</b>	<b>Page</b>
7120E	Branch Manager - (Commercial Lending)	108
7130E	Branch Supervisor II	109
7135E	Branch Supervisor I	109
7200N	Teller III	109
7201N	Teller II	109
7202N	Teller I	109
7205N	Account Representative/Customer Service	109
7220N	Loan Officer (Commercial) II	109
7222N	Loan Officer (Commercial) I	109
7225N	Loan Processing Specialist (Commercial) III	109
7230N	Loan Processing Specialist (Commercial) II	109
7235N	Loan Processor (Consumer)	109
7240N	Loan Officer (Consumer)	110
7245N	Loan Manager (Consumer)	110
7250N	Loan Processor (Mortgage) III	110
7255N	Loan Processor (Mortgage) II	110
7260N	Loan Officer (Mortgage)	110
7265N	Loan Center Manager (Residential)	110
7270N	Loan Servicing Representative II	110
7275N	Loan Servicing Representative I	110
7285N	Collector	110
7290N	Operations Support Specialist	110
7295E	Operations Officer	110
7305N	Bankcard Specialist	111
7310E	Business Development Officer	111
7315N	Branch Auditor	111
7320E	Compliance Officer	111

## Jobs Surveyed – Job Descriptions

Job Number	Job Title	Page
<b>P - Timber, Wood Working, Wood Products</b>		
7480N	Cabinetmaker and Bench Carpenter	111
7500N	Precision Woodworker	111
7510N	Resaw Operator - Cut Stock	111
7520N	Sander - Woodworking	111
7530N	Sawing Machine Operator/Tender	111
7560N	Woodworking Machine Operator III	111
<b>Q - Construction (Buildings-Roads)</b>		
7835N	Construction Superintendent/Manager	112
7840N	Construction Project Manager	112
7845N	Construction Site Foreman	112
7850N	Dispatcher - Construction	112
7855N	Electrician III	112
7860N	Electrician II	112
7865N	Electrician I	113
7890N	Operating Engineer HVAC	113
7892N	HVAC Technician, Journey	113
7900N	Heavy Equipment Operator	113
7910N	Laborer - General	113
7940N	Pipelayer	113
<b>R - Printing, Graphics, Publishing</b>		
8100N	Graphic Artist	113
8105N	Production Artist/Graphics Specialist	113
8110N	Desktop Publishing Specialist	113
8210N	Bindery Machine Operator	114
8230N	Offset Lithographic Press Operator	114
8250N	Printer	114

## Jobs Surveyed – Job Descriptions

Job Number	Job Title	Page
<b>S - Restaurant, Food Preparation, Hotel, and Related Services</b>		
8610N	Cook - Cafeteria	114
8620N	Cook - Restaurant	114
8645E	Food Service Manager	114
8650N	Food Preparation Worker	114
8660N	Host/Hostess	114
8670N	Waiter/Waitress	114
8680N	Dish Washer	114
8690E	Restaurant Supervisor	114
8700N	Maid/Housekeeping Cleaner	114
8720N	Laundry Worker	115
8730E	Housekeeping Supervisor	115
8740E	Laundry Supervisor	115
<b>T - Medical, Nursing, Child Care, and Related Services</b>		
9000N	Child Care Worker	115
9020N	Nuclear Medicine Technologist	115
9030N	Ultrasonographer	115
9040N	Registered Respiratory Care Practitioner	115
9050N	Registered Occupational Therapist	115
9060N	Certified Medical Assistant	115
9080N	Certified Nursing Assistant	115
9090E	Nurse Practitioner	115
9110N	Medical Technologist (ASCP)	116
9120N	Registered Dietitian	116
9140N	Medical Records Clerk	116
9200N	Nursing Aide/Orderly/Attendant	116
9220N	Physical/Corrective Therapy Assistant	116

**Jobs Surveyed – Job Descriptions**

Job Number	Job Title	Page
9230N	Licensed Practical Nurse (LPN)	116
9240N	Member Service Representative	116
9245N	Medical Claims Processor	116
9255N	Clinical Ward Clerk/MOA	116
9260N	Certified Surgical First Assistant	116
9265N	Physician's Assistant	117
9275N	Radiological Technologists (RRT)	117
9280N	Radiology Support Clerk/Dark Room Technician	117
9285N	ICD-9/CPT Coding Specialist	117
9290N	Patient Financial Representative (Collections)	117
9310N	Scheduler/Patient Registration	117
9315N	Referral Coordinator	117
9325N	Medical Office Assistant	117
9410N	Pharmacy Assistant	117
9415N	Pharmacy Technician	117
9510E	Program Manager	117
9520E	Assistant Program Manager	117
9530E	Physical Therapist	117
9540E	Registered Nurse (RN)	118
9560E	Pharmacy Manager	118
9570E	Pharmacist	118
<b>U - Utility U - Utility Related Occupations Related Occupations</b>		
9605N	Line Installer/Repairer	118
9615N	Water Plant Operator	118
<b>V- Retail Occupations</b>		
9700E	District/Regional Manager	118
9705E	Store Manager	118

**Jobs Surveyed – Job Descriptions**

<b>Job Number</b>	<b>Job Title</b>	<b>Page</b>
<b>9710E</b>	<b>Assistant Store Manager</b>	<b>118</b>
<b>9715E</b>	<b>Department Manager</b>	<b>118</b>
<b>9720N</b>	<b>Salesperson - General</b>	<b>119</b>
<b>9725N</b>	<b>Stock Clerk, Sales Floor</b>	<b>119</b>
<b>9730N</b>	<b>Cashier-Checker</b>	<b>119</b>

## **JOB DESCRIPTION SUMMARIES**

**Note:** This section includes summary descriptions of all jobs surveyed in job code order within each job family. Each job description summary, notes the typical duties and qualifications associated with the job. The survey job description summary is intended as a reference for assuring job comparability when analyzing pay data.

The SalaryTrends® – Oregon Regional Survey includes three reports based on job group, including the Non- Exempt, Exempt, and the Regional Executive Reports. As a reminder: The terms “Exempt” and “Non-Exempt” are not intended to imply appropriate classification under the Fair Labor Standards Act or any state wage and hour law. Regardless of job title, exemption status is dependent upon compensation practices and actual job duties.

The job titles and descriptions for all three reports are all included in the Job Title Index and the Job Description Summaries sections of the Introduction. To help you identify jobs applicable to each report, note that the last "letter" of each job code identifies if the job is in the Non-Exempt, Exempt, or Executive report as follows:

- Non-Exempt Report = N
- Exempt Report = E
- Executive Report = O

**A - Finance, Accounting, Billing, Credit, Payroll**

10750	<b>Chief Financial Officer</b>	Responsible for the entire range of financial activity in the organizational unit, including both the treasury and accounting functions. The job typically requires a Certified Professional Accountant (CPA) and/or a Master's of business administration degree and 10+ years of experience, or equivalent. Formulates and recommends policies on banking, receipt, and disbursement of funds, extension of credit, fiscal and accounting matters. Responsible for development of standard accounting, analysis, and reporting procedures, and for exercise of overall financial control. This position typically reports to the CEO and will serve as a key decision making member of the management team.
10800	<b>Finance Director</b>	Responsible for financial management of the budgeting and forecasting processes, financial analysis, reporting and financial planning. The job typically requires a Bachelor's degree in accounting or finance and 10+ years of financial experience, or equivalent. Directs and oversees all the financial management functions supporting and attaining profitable growth and strategic goals. This position typically reports to the President and will provide support as a key member of the management team.
10850	<b>Chief Audit Executive</b>	Has overall responsibility for planning, developing, recommending, and monitoring all administrative internal audit programs throughout the company. Directs the systematic audit of programs to ensure the sound application of internal controls as applied to financial and administrative activities and practices including measuring and evaluating the effectiveness of accounting and management controls. Additional responsibilities may include coordinating outside audit programs and the auditing of joint ventures, partnerships, and subsidiaries. Normally reports functionally to the Board of Directors and administratively to the Chief Financial Officer or the Chief Executive Officer.
10900	<b>Corporate Treasurer</b>	Responsible for directing the corporate treasury functions of the organization, including the care and custody of funds and other financial assets. Directs the banking, credit and insurance functions, cash management, and the insurance activities of the corporation. Ensures that all financial transactions, policies, and procedures meet corporate objectives as well as regulatory body requirements. May develop and interpret financial and economic data related to short- and long-term funding requirements. Additional functions may include coordinating shareholder relations and Board of Directors activities. Normally reports to the CEO or Senior Financial Executive.
10950	<b>Chief Tax Executive</b>	Responsible for the development and execution of the company's tax policy. Minimizes tax liability and maximizes after-tax profits and cash flows by implementing policies with other top executives. Will organize and direct tax research and tax compliance activities. Oversees the preparation and reviews tax returns and related reports. Oversees the analysis of the consequences of the organization's past and future tax actions and advises organization of the most suitable methods for tax methods that yield the most favorable results to the company.
1098E	<b>Finance Manager</b>	Plans and directs accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an organization. Prepares informational analyses on current processes, actual performance versus budget and prior year data for Operations team. Assists operations team in monthly financial review. Requires a Bachelor's degree or higher and 6-8 years of experience. May require a CPA.
1100E	<b>General Accounting Manager</b>	Accounting manager job with responsibility for operation of a department focused on general accounting functions. The job typically requires a Bachelor's degree in accounting with 8+ years of experience, or equivalent. This job typically reports to a CFO or Controller. Responsible for the application of principles of accounting to install and maintain the general accounting system, including preparation of reports and statistics reflecting assets, liabilities, financial transactions, earnings, profits, cash balances, and other financial results. Maintains accounts and records of disbursements, expenses and tax payments. Prepares and files tax returns and other reports to government agencies; maintains insurance and property records. Supervises and directs work of professional and clerical staff.

1105O	<b>Controller</b>	Directs the overall accounting activities of a company. Administers accounting policies and directives. May assist in development of corporate policies and procedures. May coordinate preparation of monthly/quarterly/annual financial statements. Supervises unit accounting personnel. This position generally reports to the Chief Financial Officer and requires a degree and 8-10 years' experience or equivalent.
1107E	<b>Assistant Controller</b>	Assists Controller in all phases of company accounting activities. Coordinates preparation of monthly/quarterly/annual financial statements. Coordinates and prepares schedules for auditors. Prepares accounting policy and procedure manuals. May prepare SEC filings. May prepare tax returns. Typically requires a Bachelor's degree and 4-6 years of professional experience, or equivalent. Supervises employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
1110E	<b>General Accounting Supervisor</b>	First level of supervision of the accounting area. The job typically requires an Associate's degree in accounting and 5+ years of experience, or equivalent. Responsible for the supervision of non-exempt employees who maintain general and subsidiary ledgers of the facility, prepares operating and financial statements, and reconcile bank statements. Other subordinate functions may include fixed asset control and depreciation, accrual to meet anticipated liabilities, preparation of general tax reports such as those for sales, payroll and personal property taxes, and payables/receivables. Report supervisors of professional accountants as General Accounting Manager.
1115E	<b>Accountant III</b>	Third of three levels of professional general accounting work. The job typically requires a Bachelor's degree in accounting and 5+ years of experience, or equivalent. The job may also be referred to as Senior Accountant or Staff Accountant. Under direction from management and using independent judgment, performs advanced and specialized accounting assignments, usually involving complex and confidential data. Obtains and analyzes financial information to prepare reports, statements and recommendations. Provides work leadership and direction to other accountants and clerical workers. May also provide special project assistance to the CFO, Controller or Accounting Manager.
1120E	<b>Accountant II</b>	Second of three levels of professional general accounting work. The job typically requires a Bachelor's degree in accounting and 2+ years of experience, or equivalent. Under limited supervision, analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and/or projected company financial position(s). May establish, modify, document, and coordinate implementation of accounting and accounting control procedures. Typically uses standard spreadsheet and database software or an accounting applications package designed for general accounting. May direct and coordinate activities of other accountants and clerical workers performing accounting and bookkeeping tasks.
1122E	<b>Accountant I</b>	First of three levels of professional accounting work. The job typically requires a Bachelor's degree in accounting and less than 1 year of experience, or equivalent. Under general supervision, applies principles of accounting to record financial information and prepare financial reports. Duties include compiling and classifying financial information, preparing entries to accounts and documenting business transactions. Other duties include auditing contract terms, orders, and vouchers and/or preparing reports to substantiate individual transactions prior to settlement. Typically uses standard spreadsheet and database software or an accounting applications package designed for general accounting. May provide technical direction to clerical staff.
1125N	<b>Accountant-Bookkeeper</b>	Perform diversified duties in maintaining accounting records. Verify credits and deductions. Check allocation of charges on bills payable. Maintain and balance petty cash account. Pay minor expenses, prepare daily cash balance figures and weekly transaction report. Check employee expense accounts. Prepare monthly receipt and disbursement summaries, take trial balances, locate discrepancies and reconcile bank statements. Compile special reports. Assist and direct one or two others on accounting or bookkeeping assignments. Analyze facts to determine action to be taken within the limits of standard practice. This is a senior bookkeeping position typically requiring 2 years of formal business training and 3-4 years of related experience.

1130N	<b>Bookkeeper</b>	Experienced level bookkeeping job. This job typically requires a general understanding of accounting principles commensurate with 2+ years of accounting training or experience, or equivalent. Responsible for diverse duties in maintaining accounting records in a small company or office. Higher level accounting and financial system work is often provided by outside consultants or CPA's. Incumbents post entries from a wide variety of sources into ledgers and journals, often using computer applications. Incumbents reconcile bank statements, monitor schedules for notes payable and receivable, bonds, securities and interest, cross check, make comparisons, balance accounts and take trial balances. Work often includes payroll, credit and collection duties. Work is regularly reviewed by outside consultants or auditors to verify appropriate procedure and accuracy. Duties require analysis of facts to determine action to be taken within the limits of standard practice. Incumbents may regularly prepare budget status reports for managers. Incumbents may devote a minor portion of time to performing other office support duties. Do not report staff with four-year accounting or closely related degrees.
1135N	<b>Accounting Clerk III</b>	Third of three levels of non-exempt accounting. The job typically requires 5+ years of accounting training and experience, or equivalent. This job may be called Accounting Technician or Senior Accounting Clerk. Incumbents at this level are qualified to work in all phases of accounting. However, in a large organization work may be specialized. Incumbents make non-routine choices within established precedent and with limited supervision. A higher level of computer skill is required, including mastery of the internal accounting package and strong spreadsheet skills. At this level, incumbents will assist with monthly trial balances and custom report generation involving intermediate levels of financial analysis using generally prescribed procedures. Incumbents may provide technical direction and work review to lower level accounting staff, but do not provide complete supervision. Do not report staff with four-year degrees in accounting or a closely related field.
1137N	<b>Accounting Clerk II</b>	Second of three levels of accounting clerical work. The job typically requires a general understanding of accounting principles commensurate with 2+ years of accounting training or experience, or equivalent. In larger departments this level may specialize in accounts payable, accounts receivable or another area of accounting. Incumbents make routine choices within established procedures. Incumbents perform basic troubleshooting to reconcile account balances and inquiry to obtain missing information or verify unusual data. An intermediate level of computer skill is required, usually involving use of an accounting software package and spreadsheets to enter, compile or extract data. Work is relatively independent, with supervision available to address non-routine questions.
1139N	<b>Accounting Clerk I</b>	First of three levels of accounting clerical work. The job typically requires reading, communication and math skills commensurate with a high school education or GED and no previous accounting experience, or equivalent. Work is task oriented, routine and repetitive, such as matching bills to purchase orders or entering data. Much of the time is spent using a keyboard. Follows instructions and is subject to close supervision.
1141N	<b>Accounts Payable Clerk</b>	Perform moderately complex accounts payable work. Review and verify calculations of incoming billings; match invoices with purchase orders and statements; check authorization and signature; post entries to accounting system; reconcile bills; may prepare 1099's, statements and reports, process checks, etc. Typically requires at least 1 year of related accounting experience.
1142N	<b>Accounts Receivable Clerk</b>	Keeps customer ledger accounts and prepares monthly accounts receivable statements. Posts invoice data to sales sheets. Prepares petty cash entries. May assist in posting receipts. Typically requires 1-2 years accounting experience.
1143N	<b>Accounts Payable/ Receivable Clerk</b>	Performs routine accounting operations of both accounts payable and accounts receivable clerk. Performs any combination of the following: calculating, posting and verifying to obtain financial data for use in maintaining accounting records. Compiles and sorts documents such as invoices and checks, substantiating business transactions. Verifies and posts details of business transactions, such as funds received and disbursed, and total accounts, using calculator or computer. Computes and records charges, refunds, and cost of lost or damaged goods, freight charges, rentals, and similar items. May type vouchers, invoices, checks account statements, reports and other records, using typewriter or computer. May assist with collection calls on past due accounts.

1150E	<b>Cost Accounting Manager</b>	Manager responsible for the operation of a department focused on cost accounting. The job typically requires a Bachelor's degree in accounting and 8+ years of experience, or equivalent. This job typically reports to a CFO or Controller. The incumbent manages the preparation of cost accounting reports, designs and implements cost control procedures, oversees the recording and calculation of unit cost for products or services related to specific jobs or projects and produces cost accounting or operating reports for use by management. In addition, the incumbent examines any costs that seem contrary to past experience. Incumbents at this level typically provide full supervision and work direction to professional and clerical staff.
1153E	<b>Cost Accountant III</b>	Three of three levels of professional cost accounting work. The job typically requires a Bachelor's degree in accounting and 5+ years of experience, or equivalent. Under direction from management and using independent judgment analyzes financial data obtained through studies to determine effects of costs on business. Analyzes changes in product design, raw materials, manufacturing methods, or services provided, to determine effects on costs. Compares actual cost to estimates and identify reasons for variances. Analyzes actual manufacturing costs and prepares periodic reports comparing standard costs to actual production costs. Provides management with detailed reports for use in making business decisions and controlling expenditures. May lead major projects and/or direct the work of professional cost accounting staff.
1155E	<b>Cost Accountant II</b>	Second of three levels of professional cost accounting work. The job typically requires a Bachelor's degree in accounting and 2+ years of experience, or equivalent. Under limited supervision, incumbents conduct and analyze cost audits to determine costs of business activity, such as raw material purchases, inventory, and labor. Incumbents analyze data obtained and organize results into management reports using standard spreadsheet or database software programs. Analysis includes review of changes in product design, raw materials, manufacturing methods, or services provided, to determine effects on costs. Provides management with reports specifying and comparing factors affecting prices and profitability of products or services. Incumbents at this level may direct the work of clerical cost accounting staff.
1157E	<b>Cost Accountant I</b>	First of three levels of professional cost accounting. The job typically requires a Bachelor's degree in accounting and less than 1 year of experience, or equivalent. Under general supervision, incumbents apply principles of cost accounting to conduct studies that provide detailed cost information for use by management. Incumbents collect data from multiple sources and compute the costs of business activity, such as raw material purchases, inventory, and labor. Incumbents analyze data obtained and organize results into management reports using standard spreadsheet or database software programs.
1160N	<b>Cost Accounting Clerk</b>	Perform a variety of routine duties following established procedures, requiring a general knowledge of cost accounting methods and principles, care and accuracy in selection of correct figures and proper entries and calculations. Compile composite reports showing labor, material and overhead costs on parts, assemblies and products. Compile cost of selling or operating a work unit or a group of units, using payroll, shipping, material and production records. Typically requires at least 1 year of directly related accounting experience.
1165E	<b>Budget Manager</b>	Responsible for managing the organization's budget process, including the preparation, consolidation and distribution of budgets and related reports. Reviews ongoing operating results and prepares appropriate reports, financial information and recommendations for review by company management. Develops and administers budget related policies and procedures. May supervise a staff of budget personnel. Typically requires a related degree and 3-5 years of related work experience.
1180E	<b>Internal Audit Manager</b>	Manage all segments of the auditing function either directly or through subordinate supervisors. Subordinates verify the financial status and operating procedures of the organizational unit through a systematic program of audits and prepare reports of audit findings. Responsible for development of audit procedures and systems. Recommend changes in operating procedures when audits reveal weakness in financial control. Does not include managers with substantial responsibility for non-audit activities such as general accounting or finance. Typically requires a degree and 5-8 years of related work experience.

1185E	<b>Internal Auditor</b>	Working individually or as part of a team, conduct audits of various company departments and locations to verify accuracy of records, compliance of operations with prescribed plans, policies and procedures, and appropriateness of accountability for physical and financial assets. Check and verify reports against source documents and records, audit work procedures and methods of specified groups of employees, check cash, bank balances, etc. Prepare or assist in preparation of audit reports, making recommendations for improvements and modifications in systems and procedures of areas audited. Does not include Senior Auditors who have responsibility for guiding audit teams in major corporate or divisional audits. Typically requires a degree and 2-4 years of related work experience.
1200E	<b>Financial/Business/ Budget Analyst</b>	Works in one or more areas of financial, business or budget analysis under the direction of management. Duties include research, selection, and compilation of financial data from multiple sources, such as sales, production, accounting, public sources or vendors and subsequent analysis of that data to produce business information used to support decisions. May verify the accuracy of data. Work assignments are of greater difficulty or larger financial impact than those given to first level incumbents. This is an experienced professional job, typically requiring a Bachelor's degree in business with 3 or more year's related experience, or equivalent.
1300N	<b>Invoicing Supervisor</b>	Supervise invoicing department, with records and processes billings for company products. Direct work of clerks engaged in the preparation of invoices for products or parts shipped to customers from plant or warehouses. Prepare necessary reports for related functions of sales, accounting and production. May supervise the preparation of export order documents. Audit summaries, control sheets, price sheets and reports. Does not include employees who spend more than 20 percent of their work time in performing non-exempt invoicing tasks. This is not a Lead position.
1310N	<b>Billing Clerk III</b>	Perform moderately complex billing duties such as checking shipping memos received with orders and preparing and typing invoices from standard price lists. Copy required data from customer or internal orders or other media. Calculate extensions and add extended figures for gross charges of goods shipped. Make additions and deductions for freight, parcel posts, etc., as indicated. May separate and distribute orders, fold and insert customer's copy, etc. Typically requires 1-2 years of billing experience.
1320N	<b>Billing Clerk II</b>	Perform routine billing duties following clearly prescribed practice. Type customer bills from shipping orders or memos after the prices, discounts and extra charges have been extended, checked and totaled. Separate copies and distribute. May fold customer copy and insert in envelope for mailing. Typically requires less than 1 year of related office experience.
1330N	<b>Credit Analyst III</b>	Duties include researching, gathering information, examining credit risks and assessing credit history. Involves making recommendations for approval/denial of extension or credit which may include approval/denial of extension of credit up to assigned credit limits. May work with accounts receivable. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Typically requires 0-2 years of experience in the field or in a related area and may require a Bachelor's degree.
1335N	<b>Credit Analyst II</b>	Duties include researching, gathering information, examining credit risks and assessing credit history. Involves making recommendations for approval/denial of extension or credit and may involve approval/denial of extension of credit up to assigned credit limits. May work with accounts receivable. Works under general supervision. Reports to a supervisor or manager. Typically requires 2-5 years of experience in the field or in a related area and may require a Bachelor's degree.
1340N	<b>Credit Analyst I</b>	Duties include researching, gathering information, examining credit risks, assessing credit history and approval/denial of credit up to assigned credit limits. May work with accounts receivable. Performs a variety of complicated tasks. May report to an executive or a manager. Typically requires 5 years of experience in the field or in a related area and a Bachelor's degree.

1345N	<b>Assistant Credit Manager</b>	Duties include assisting credit manager in all aspects of credit for branch location. Investigate and evaluate new credit applications; makes recommendations for approval/denial of extension of credit; may involve the actual approval/denial of extension of credit up to assigned credit limits. Reviews and makes recommendations of credit holds and releases; maintains and updates credit files. May involve collecting on past due accounts and assisting with accounts receivable functions. Closely works with sales staff. Position typically reports to senior level credit manager. Typically requires 1-2 years' experience in related field, 1-2 years' experience in commercial collections, may require a Bachelor's degree.
1350E	<b>Credit and/or Collection Manager III</b>	Manager responsible for operation of a department focused on credit and/or collections. The job typically requires a Bachelor's or Associate's degree with 5+ years of credit/collection experience, or equivalent. Provides direction to department staff and administers credit/collection policies of the organization. May formulate credit and collections policies, methods and procedures for approval by senior management. Duties include determining customer credit capacity, managing the compilation of credit information, analyzing and interpreting available information and authorizing extension of credit. Decisions include determining action to take in collection of past due accounts where normal collection procedures have failed, approval of terms of sales and authorization of financial arrangements for foreign shipments. Prepares or supervises preparation of data showing credit activities and status of accounts. Frequently communicates with sales and finance on the status of client accounts or the credit classification of prospective clients.
1355E	<b>Credit and/or Collection Manager II</b>	Duties include managing all aspects of credit for branch location. Investigate and evaluate new credit applications. Involves the actual approval or denial of extension of credit up to assigned credit limits. Makes recommendations for approval or denial of extension of credit beyond assigned limit. Reviews and makes recommendations on credit holds and releases; maintains and updates credit files. Involves collecting on past due accounts. May involve assisting with accounts receivable functions. Closely works with sales staff. May involve supervision of 1-2 assistant/clerical level employees. Position typically reports to senior level credit manager. Typically requires 2 years' experience in related field, 2 years' experience in commercial collections, may require a Bachelor's degree.
1370N	<b>Credit and/or Collection Specialist</b>	Professional level of credit and collections work. The job typically requires a Bachelor's or Associate's degree with 1+ years of credit/collection experience, or equivalent. Work includes reviewing credit applications and delinquent accounts; researching information from credit organizations; maintaining records on delinquent accounts and credit risks. Issues progressive requests for payment of past-due accounts. Within policy limits, works out payment plans for past due accounts, referring large cases to the manager for approval. Has frequent contact with sales staff regarding qualification of accounts.
1375N	<b>Credit and/or Collection Clerk</b>	Experienced level of credit and collections clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and 2+ years of related experience, or equivalent. Work includes reviewing credit applications and delinquent accounts; researching information from credit organizations; maintaining records on delinquent accounts and credit risks. Incumbents issue progressive requests for payment of past-due accounts. Much of the time is spent using a keyboard and using appropriate software applications, including web resources. Incumbents make non-routine choices within established precedent and policies, referring unusual situations to a supervisor.
1440E	<b>Payroll Supervisor/Manager</b>	The Payroll Supervisor or Manager, often found in larger organizations and those with multiple locations, is responsible for the supervision of employees who perform payroll functions, including management of external service provider relationships. The job typically requires a Bachelor's degree in accounting, public administration, business administration, or a related field, and 3+ years of related experience, or equivalent. Duties include: maintaining necessary payroll records; calculating (or preparing for calculation) payrolls from original approved time records; delivering paychecks; balancing, controlling, and preparing summaries; debiting the appropriate accounts; calculating payroll deduction payments; computing and delivering W-2 forms; making determinations regarding application of wage and hour law and Davis Bacon type laws; and prepares all required reports. Do not report those with significant responsibility other than payroll responsibility.

1450E	<b>Payroll Supervisor/ Administrator</b>	The Payroll Supervisor/Administrator provides leadership of the payroll function. The job typically requires some technical training in accounting and payroll practices beyond high school and 5+ years of experience in accounting and payroll processing. Under direction of an accounting or human resource manager, this job is responsible for maintenance and implementation of the payroll system, including management of external service provider relationships. Responsible for supervision of non-exempt employees who maintain employee information necessary for payroll calculation (such as base rate, number of exemptions, eligibility for shift premium, etc.) and who prepare payroll. Subordinate employees compile from time-cards, job tickets or other source records all information necessary to calculate earnings for each pay period, including base pay, overtime pay and any incentive pay. Makes determinations regarding application of wage and hour law and oversees preparation of periodic reports of earnings, taxes, and deductions.
1455N	<b>Payroll Clerk II</b>	Highest level of payroll clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and 3+ years of related training and experience, or equivalent. Incumbents follow standard procedures in making a variety of system entries and computations from data on employee time-cards or computer entries. Work includes entering rate changes, totaling hours and distributing or allocating costs; checking computations of timekeepers and researching shortage claims. Work may include calculating total earnings, overtime, taxes, withholding for premiums and savings and similar factors. Work may include coordinating with an outside payroll service to produce calculations, print checks and prepare total payroll reports. Work may also include calculating commissions, administering executive compensation and record maintenance of short and long-term incentive plans. Much of the time is spent using a keyboard. Incumbents may use specialized software packages to enter and compute payroll. Incumbents may provide work direction or check the work of less experienced payroll staff.
1460N	<b>Payroll Clerk I</b>	First level of payroll clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and less than 1 year of related training and experience, or equivalent. Incumbents follow standard procedures in making a variety of system entries and computations from data on employee time-cards or computer entries. Work includes entering rate changes, totaling hours and distributing or allocating costs; checking computations of timekeepers and researching shortage claims. Work may include calculating total earnings, overtime, taxes, withholding for premiums and savings and similar factors. Work may include coordinating with an outside payroll service to produce calculations, print checks and prepare total payroll reports. Much of the time is spent using a keyboard. Incumbents may use specialized software packages to enter and compute payroll. Incumbents follow standard procedures and have readily available supervision.
1470N	<b>Cashier</b>	Receive incoming cash for purchases or payments on accounts from customer, mail or company sales personnel, examine and count money, compare amounts with sales slips or cash receipts and make change. May cash checks and keep records associated with bank deposits. Excludes bank or savings and loan tellers. Typically requires less than one year of related work experience.

**B - Executive, Administrative, Legal, Staff, General Office**

14750	<b>Chief Executive Officer</b>	Determines the basic objectives of the organizational unit; formulates plans and policies and allocates resources for the achievement of these objectives. Interprets and applies policies established by the owners of the enterprise or their representatives (Bd. of Directors, Trustees, etc.). Organizes the unit and determines allocation of duties and authorities to subordinates. Exercises controls to see that objectives are achieved in accordance with basic organization policy. Fully accountable for the results of the activity of the organizational unit. This is usually a single incumbent position.
14770	<b>Chief Operating Officer</b>	Directs and coordinates the activities of the line and staff components of the organizational unit toward the achievement of established objectives. Is accountable for the full range of operations of the organizational unit, providing operational guidance and analyzing and appraising the effectiveness of all operations. Acts as Chief Executive in the absence of the Chief Executive Officer. This position reports to the Chief Executive Officer, if your Chief Operating Officer is also your CEO, please report position under CEO only.

1479O	<b>Chief Executive Multi-Function Responsibility</b>	Directs and coordinates the activities of major segments of the line and/or staff components of the organizational unit toward the achievement of established objectives. Is accountable for the operations of two or more major functions of the organizational unit, providing operational guidance to the executives in charge of these functions and analyzing and appraising the effectiveness of their operations. Examples of this position might include: Administrative Vice President (typical subordinates being the Financial-Accounting Executive, the Human Resources Executive, the General Counsel, etc.), Executive Vice President (typical subordinates being the Production-Operations Executive, Procurement Executive, Marketing-Sales Executive, etc.) and similar titles with any combination of major line and/or staff functions as subordinates. This position is not the Chief Corporate Executive or Chief Operating Officer but may report to one of these positions.
1481O	<b>Chief Operations Executive Non-Manufacturing</b>	Responsible for planning, controlling and coordinating the entire range of activities of the organizational unit associated with the non-manufacturing function. Coordinates and adjusts organizational processes and facility operations as needed to ensure the smooth execution of policies and procedures. Typical position titles include: Vice President of Non-manufacturing, Vice President of Operations, Director of Operations, etc.
1483O	<b>Chief Staff Legal Counsel</b>	Responsible for maintaining the official records, legal affairs and documents of the Corporation and to supervise all legal matters such as interpretation of governmental regulations, review and interpret corporate contracts, etc.
1485O	<b>Chief Government Relations Executive</b>	Responsible for representing the interests of the organization in matters involving federal, state and local governments. Directs the lobbying and public policy activities of the organization and coordinates the efforts of operating domestic and/or foreign divisions. May direct or oversee staff in matters involving federal, state and public agencies.
1490E	<b>Attorney</b>	Responsible for providing legal counsel and advice to management to assure maximum protection of the organization's interests and legal rights. Conduct research and provide interpretations, opinions and recommendations on business operations issues, and on legislation and regulations that may affect the company. Initiate legal action and defend the organization as required. Select and retain outside counsel as required. This is an experienced corporate attorney requiring a law degree, a license to practice law, and 5 to 8 years of directly related work experience.
1496N	<b>Legal Assistant</b>	Assists attorney by performing paraprofessional duties. Serves as liaison between company in-house and outside counsel by gathering records and files and preparing answers to interrogatories. Reviews and assists with legal matters such as bankruptcies, litigation, and garnishment proceedings. Composes letters to outside counsel and researches lawsuits. This is a paraprofessional position, not requiring a paralegal certificate, but typically requiring at least 2-3 years of directly related legal experience.
1500E	<b>Risk Manager</b>	Responsible for the design, proposal and administration of risk management and loss prevention programs for the fiscal protection of the company's assets in a cost efficient manner either directly or through subordinate supervisors. Gauge risk exposure and potential liability in all matters concerning the company and develop sound risk control measures. Review building design and physical safeguards from a loss-prevention standpoint. Responsible for a major portion of the insurance purchasing for the organization, including the maintenance of sufficient coverage at an assumable risk for the company. May assist with the purchasing of employee benefit programs. Does not include engineers and insurance managers whose responsibilities are limited to specific insurance areas. Also, does not include managers who report directly to the Chief Executive Officer.
1505E	<b>Operations Manager</b>	Manages the day-to-day business operations in a service and goods providing organization including nonprofits. Functions managed may include facility planning, fulfillment, purchasing and finance, risk management, legal and human resources, IT and enterprise systems and other business support functions. Manages a department or function through supervisors and/or senior staff. Makes final decision on administrative, project management and operational matters. Actions directly impact department performance. Reports to director or executive level in smaller organizations.

1510E	<b>General Manager</b>	Provides general management direction to all Company operations to ensure profitable returns on invested capital, maximum sales of quality services and appropriate expenses. Serves as a primary contact with key customers, governmental agencies, politicians and the general public to foster positive relationships and to promote the interests of the Company. Typically requires at least 10 years' experience, including 5 years in an executive management role involving one or more functions. Related education may be substituted for some experience.
1512O	<b>Chief Executive (Not-for-profit)</b>	Top Executive in a not-for profit organization. The job typically requires a Bachelor's degree and 10+ years of related experience, or equivalent. May be titled Executive Director/Manager or Administrator. Responsible for all planning, operations, staffing and budget administration. Does not include top managers of facilities or divisions that report to a higher-level corporate position.
1514O	<b>Program Director</b>	This is a managerial job with responsibility for directing and monitoring a major program or group of programs sponsored by the organization and/or administration associated with giving or receiving grants. The job typically requires a Bachelor's degree and 8+ years of experience, or equivalent (many may have a Master's degree requirement at this level). Programs may include administration of social programs, education programs, recreation activities, public service research or other activities. Incumbents administer programs that are of significant magnitude of scope in relationship to the overall organization. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants.
1516O	<b>Development Director</b>	This is the top development management job with responsibility for directing the charitable fundraising activities of the organization. The job typically requires a Bachelor's degree and 6+ years of experience, or equivalent. Oversees the development of fundraising strategies and campaigns, establishes and maintains contact with potential financial supporters, including private and public organizations. Identifies potential grant opportunities and oversees the preparation of proposals. Work includes fundraising involving both mass communications and personal contact. Work may be in public sector or not-for-profit organizations, including the foundation of a corporation.
1520E	<b>Senior Project Manager</b>	Manager in charge of designated projects having significant business unit impact. The job typically requires a Bachelor's degree and 6+ years of experience, or equivalent. The incumbent is responsible for planning, administering and completing assigned projects, which may cross several functional areas, such as facilities, operations, marketing, or administration. Assignments may vary in length and complexity, but are generally not permanent. The incumbent does not typically supervise staff, but may provide work direction to individuals supporting a project. Do not report IT Project Managers or individuals managing construction projects.
1530E	<b>Project Manager</b>	Manager in charge of designated projects. The job typically requires a Bachelor's degree and 3+ years of experience, or equivalent. The incumbent is responsible for planning, administering and completing assigned projects, which may cross several functional areas, such as facilities, operations, marketing or administration. Assignments may vary in length and complexity, but are generally not permanent. The incumbent typically does not supervise staff, but may provide work direction to individuals supporting a project. Do not report IT Project Managers or individuals managing construction projects.
1535N	<b>Project Coordinator</b>	Coordinates activities and resources for specific projects and programs. Coordinates meetings, travel arrangements and expense reports. Assists with monitoring project performance, provides schedules and updates, facilitates resource allocation, prepares and distributes project documentation. Provides general administration support including preparing and tracking reports, updating files, preparing communications. Acts as communication liaison amongst team members and with those collaborating with the project team. Entry level professional. Learns to apply knowledge and skills acquired through a formal degree or certification program. Typically requires a minimum of 0-2 years of experience.
1540E	<b>Events Coordinator</b>	Responsible for the coordination of production details for company events from conception to post-event completion. Develops event theme, oversees vendors and security, maintains even schedules, and monitors and tracks expenditures for budgeting purposes. Typically requires 2-4 years of related experience.

1545E	<b>Office Manager</b>	Oversees multiple support functions for a small company office or a branch office location. Coordinates space and office organization; purchases and manages supplies and equipment. Coordinates office and/or departmental operations. Reviews, tracks and prepares budgets; maintains records and databases. Supervises support clerical staff. Makes final decision on administrative and operational matters. Actions directly impact department performance. Reports to senior manager or higher in smaller organizations.
1550E	<b>Office Administrator III</b>	Supervisory administrative job with responsibility for multiple support functions for a small company office or a branch office location. The job typically requires some training beyond high school and 5+ years of experience, or equivalent. Typical responsibilities extend to all, or some, of the following functions: office support, telecommunications, mail, copy center, security, facilities, purchasing, computer support, payroll, bookkeeping, human resources and customer service. Supervises non-exempt staff engaged in any of the functions listed above. May use and direct outside resources to assist with some of the job functions.
1555N	<b>Office Administrator II</b>	Under general supervision, coordinate and supervise activities of clerical personnel. Analyze and organize office operations and procedures such as typing, flow of correspondence, filing, purchase of supplies and other clerical services. Evaluate office production, revise procedures or devise new forms to improve efficiency of workflow. Assist office personnel in the completion of necessary work. May assist in the hiring/firing of office personnel. Typically requires proficiency with one or more types of operational office equipment (e.g., CRT, personal computer or word processor), plus 3 or more years of related work experience. Excludes exempt supervisory positions.
1556E	<b>Administrative Assistant to Chief Executive Officer</b>	Highest level administrative assistant job, equal in skills to the level III administrative assistant job, but directly supporting the CEO or President. The job typically requires high school graduate level reading, communication, math and problem solving skills and 5+ years of experience, or equivalent. Assists the top executive by performing a variety of support duties, such as screening calls, conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and exercise discretion regarding confidential matters. Incumbents may provide work direction to other support staff.
1557E	<b>Administrative Assistant III</b>	Highest level administrative assistant job, not directly supporting the CEO or President. The job typically requires high school graduate level reading, communication, math and problem solving skills and 5+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use, and may train others to use, computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents may set precedent within limits and/or administer operating rules and procedures under management guidance. Incumbents may provide work direction to other support staff.

1559N	<b>Administrative Assistant II</b>	Experienced level administrative assistant job. The job typically requires high school graduate level reading, communication, math and problem solving skills and 3+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents make non-routine choices within established guidelines, with minimal supervision.
1561N	<b>Administrative Assistant I</b>	First level administrative assistant job, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and 1+ years of experience, or equivalent. Performs administrative support work; specific duties vary with department(s) assigned. Assists the supervisor and other department personnel by performing a variety of duties in support of department functions, such as meeting planning, preparing documents, or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents make routine choices within established guidelines, with readily available supervision.
1563E	<b>Office Services Supervisor</b>	Responsible for the supervision of employees who provide office services support to other units in a facility. Typically has jurisdiction over the following centralized areas: duplicating, filing, telephone and teletype services, message delivery, mail room functions, reception, typing or stenographic pool, etc. May be responsible for the purchase of office supplies and for the planning, purchase and maintenance of office equipment. See also Office Administrator III, Job #1550, for those with a broader range of administrative activities beyond the providing of office support services.
1565E	<b>Publications Editor</b>	Direct and coordinate the publication of the company newspaper/newsletter and other company bulletins. Contact departments and company locations to obtain items for publication. Select and write articles and editorials, plan layouts, coordinate printing and art work, and arrange for production and distribution of publications. While majority of time is spent with the company newspaper/newsletter, may prepare material for public relations purposes. Typically requires journalism training and related work experience. Does not include secretaries or other employees who perform this function as an additional duty.
1575N	<b>Executive Secretary</b>	Assigned as personal secretary normally to one key executive. Must have sufficient knowledge of company's organization, policies and personnel to make minor administrative decisions, exercising independent judgment. Exercises considerable judgment and discretion in scheduling appointments for the execution and in routing telephone calls and visitors. Work may involve confidential and/or highly technical information. Responsible for securing and furnishing information and for compiling various reports. May schedule and prepare agenda for meetings and keep minutes. Maintains the executive's private files. Includes ONLY secretaries who report to one of the principal executives of the organization. Typically requires extensive experience in providing secretarial support to management.
1580N	<b>Secretary III</b>	Perform a broad range of typing, clerical, stenographic and minor administrative duties for an upper-level manager or department head within the organization. Within general procedures, exercise independent judgment and discretion in such tasks as making appointments, receiving and screening visitors and telephone calls for superior, maintaining and controlling confidential files and records and compiling regular and special reports. May compose non-routine correspondence from marginal notes or verbal instructions and may compose replies to routine correspondence on own initiative. May record and/or transcribe dictation which may be of a confidential or technical nature. Typically requires 5 or more years of secretarial experience involving the exercise of initiative and judgment relative to non-routine matters.

1585N	<b>Secretary II</b>	Perform a broad range of typing and clerical duties, which may include the recording and/or transcribing of dictation. Within established procedures, exercise initiative in such tasks as receiving visitors and telephone calls for superior, maintaining files and record systems, opening and distributing routine mail and preparation of regular forms and reports. May also compose routine correspondence within established guidelines. Typically requires proficiency with one or more types of operational office equipment (e.g., CRT, personal computer or word processor), and 2-4 years secretarial experience. Excludes Senior Secretaries or Executive Secretaries.
1590N	<b>Secretary I</b>	Under direct supervision, perform clerical duties required in preparation of routine correspondence, memos, forms and reports. Maintain various files and record systems. May also assemble replies to routine correspondence according to prescribed forms and procedures. May perform work specialized to the department. May open and route mail, and order supplies. This is frequently the entry-level for the secretarial job family, requiring 1 year of office related experience.
1595N	<b>Typist Clerk</b>	Perform a variety of routine clerical and typing tasks, under general supervision or direction, following well-defined procedures. Type letters, address envelopes, copy data, fill in reports, etc. Make up stencils for use with duplicating machines when necessary. May use manual typewriter, word processor, personal computer or CRT. This is typically an entry level position requiring little or no previous experience.
1655N	<b>Receptionist</b>	This is a specialized job performing reception duties at the corporate, divisional or departmental level. The job typically requires high school graduate level communication and problem solving skills with previous experience of less than 1 year, or equivalent. Receives visitors, secures identification, and determines whom they wish to see. Announces visitors and directs them to the proper office when authorized. Issues visitor's badge and registers as required. Work is task oriented with routine decisions within established guidelines, with readily available supervision. Incumbents may perform other support tasks that can be done while in the reception area.
1670N	<b>Telephone Operator/ Receptionist</b>	This is a combination job performing at least two of the three listed functions in the title at the corporate, division or departmental level. The job typically requires high school graduate level communication and problems solving skills with previous experience of less than 1 year, or equivalent. Receives visitors, secures identification, and determines whom they wish to see. Announces visitors and directs them to the proper office when authorized. Issues visitor's badge and registers as required. Operates a telephone console, receives incoming calls and connects to the proper party. Answers general requests for information within established guidelines. Performs routine secretarial duties such as typing, data entry, and schedule coordination, making travel arrangements or handling company mail.
1700N	<b>Office Generalist</b>	Generally working in a one person office, handle diverse office tasks including correspondence, filing and recordkeeping. Prepare and submit reports required by government agencies, business and statistical reports as required. Perform required purchasing, accounting and payroll duties. Generally assist in operation of business. Make recommendations and act on own initiative.
1705N	<b>General Clerk III</b>	Third of three levels of general clerical work. This job typically requiring high school graduate level reading, communication and math skills and 5+ years of experience, or equivalent. Incumbents have a high degree of understanding of the work function and will typically provide work direction to other clerical staff within the area. Incumbents perform a variety of clerical and typing duties, some non-routine and complex in nature. Incumbents utilize knowledge of company policies and procedures in maintaining files, records, and other information. Incumbents work under minimal supervision, using good judgment in resolving routine problems. Do not report jobs specializing in customer service, accounting, data entry or filing.

1710N	General Clerk II	Second of three levels of general clerical work. The job typically requires high school graduate level reading, communication and math skills and 2+ years of experience, or equivalent. Incumbents normally are familiar with department or functional operations and are able to work with minimal assistance. Incumbents perform clerical, counter work and typing duties of some diversity, requiring the application of various standard procedures and preparation or use of several types of forms, reports or records. Incumbents may post data directly to a database from information furnished. Posting may involve some intermediate operation such as cross-checking, comparison or ordinary calculations. Incumbents may prepare and type reports, orders or other forms such as requisitions, schedules or control records of various types. Do not report jobs specializing in customer service, accounting, data entry or filing.
1715N	General Clerk I	First of three levels of general clerical work. The job typically requires high school graduate level reading, communication and math skills and no previous experience, or equivalent. Duties include performing routine clerical procedures in support of an assigned department or function. Duties may include combinations of counter work, filing, checking, redirecting, or entering data into a computer. Incumbents follow prescribed procedures in handling, classifying, filing or indexing data. Working under close supervision, incumbents perform simple computations according to clearly defined principles. Do not report jobs specializing in customer service, accounting, data entry or filing.
1720N	File Clerk	File a variety of correspondence, invoices, orders, credit memos, quotations, estimates and other business documents. Classify documents by order number, type of product, company or other identification. Arrange for proper indexing, prepare index cards, separators, and file folders. Maintain card or other reference indices. Typically an entry level position requiring little or no prior experience.
1725N	Stock Room Clerk (Office)	Receive, store and issue stock of office forms, stationery and supplies. Check incoming material against accompanying documents; keep stock in neat and orderly arrangement; fill orders according to requisitions; maintain inventory noting stock shortages. May do routine reordering. This is an intermediate level position typically requiring 1-2 years of shipping/receiving related experience.
1730N	Mail Clerk	Receive and open incoming mail and sort for distribution. Collect and deliver mail, messages and reports throughout plant and/or office. Weigh and prepare outgoing mail or small parcel post items. Keep records of postage charges, use and sale of stamps, etc. This is an entry level position typically requiring little or no previous experience.
1740N	Messenger	Sort and deliver letters, packages, records, and other items to offices or departments within an establishment. Make trips to other concerns or company locations to deliver or obtain records, supplies or other small articles. May perform other miscellaneous clerical duties. Excludes bonded messengers or those who operate a vehicle on a regular as opposed to occasional basis.
1745N	Corporate Travel Agent	Arranges travel services for organization staff. Confers with travelers to determine destination, mode of transportation, travel dates, necessary accommodations and budget required for domestic and international travel. Uses computerized reservation system and ticketing systems to book transportation and hotel reservations, and issues itineraries. May prepare management reports. Typically requires 1-2 years' experience in the travel industry.
<b>C - Info Systems, Data Processing, Systems Analysis, Software, Programming</b>		
17900	Chief Information Officer	Responsible for directing all information systems activities within the organizational unit. This job typically requires a Bachelor's degree in computer science and 12+ years of experience, or equivalent. Establishes policies for maintaining current program effectiveness. Develops recommendations regarding new hardware and software. Establishes budgetary and performance controls. Maintains documentation on current systems. Provides technical assistance to other functions in the organization as requested.

1800E	<b>Information Systems Director III</b>	Direct all data processing activities and staff for the organization including computer systems, technical support, systems analysis, application programming and ancillary services. Establish technical operating standards and methods and priorities. Provides automated information processing services and technical assistance to meet all Company requirements. Typically requires a degree and 8 or more years of related work experience. Report this job only if the organization has more than 500 employees.
1805E	<b>Information Systems Director II</b>	Similar to Job #1800, except organization has fewer than 500 employees. Typically requires a degree and 8 or more years of related work experience.
1810E	<b>Information Systems Manager</b>	Directs IS operations including computer operations, technical support, systems analysis and programming. May also direct database management, telecommunications, IS training and microcomputer technology. Establishes technical priorities, standards, and procedures. Ensures sufficient systems capacity for organizational needs. Typically requires a degree and 5-8 years of related work experience.
1815E	<b>Data Processing Supervisor</b>	Direct and supervise a department engaged in developing, maintaining and modifying system software, application programs and operating computer hardware to generate business reports and special analyses for user departments. Perform analysis, program development, testing, checking, debugging, and other technical functions to establish effective programs. Perform limited system design and analysis as required. Plan and arrange department work for the most effective use of personnel and facilities. If only certain phases of the data processing function are supervised, see Computer Operations Supervisor #2110 or Systems and Programming Manager #1820.
1820E	<b>Systems &amp; Programming Manager</b>	Responsible for feasibility studies, systems design and programming. Supervise personnel engaged in projects such as systems analysis and design, developing, testing and debugging computer programs and modifying or maintaining existing programs; preparing instructions for operations personnel. Coordinate section activities with other sections and departments. Typically requires a degree and 5-8 years of related work experience.
1840E	<b>Systems Project Leader</b>	Analyze major organizational activities and complex business problems to determine applicability to an integrated data processing system or to improve existing applications such as development of integrated production, inventory control, sales analysis, marketing. Direct subsequent system design and implementation on a project basis. Ensure project schedules are met within budgetary constraints. Confer with users to define requirements and resolve problems. Evaluate capabilities of available hardware and software. Plan and coordinate activities of assigned personnel in lower classifications. Typically requires a degree and 3-5 years' experience in systems analysis.
1850E	<b>Systems Analyst</b>	Conduct studies of specific administrative, scientific or engineering functions to determine the applicability of electronic data processing or to improve existing applications. Confer with users to define requirements and resolve problems. Develop flow charts which outline the logical steps to be followed in solving the problem and prepare systems specifications, including input and output formats. May provide systems support to programmers who develop actual machine instructions but is not supervisory. Typically requires at least 2 years of systems analysis experience. Does not include employees engaged primarily in organization or methods analysis.
1860E	<b>Network Operations Technician</b>	Monitors communications network operations, which may include data and/or voice network telecommunications and transmissions to remote locations. Troubleshoots problems and ensures that installed network is operating efficiently and effectively. Diagnoses problems using diagnostic equipment, software, and technical reference manuals. Recommends solutions, and coordinates repair efforts. May perform preventive maintenance and back-up recovery activities. Answer questions and instruct system users on procedures for utilizing the network. This is the intermediate level position typically requiring an Associate's degree, and 2-4 years' experience in network/computer operations.

1865E	<b>Programmer/Analyst III</b>	Confer with users to define business data processing issues and devise data processing solutions. Prepare block diagrams illustrating the solutions and may assist in or supervise the preparation of flow charts from those diagrams. Analyze existing system and program logic and makes revisions. May assist in planning, organizing and controlling the activities of less experienced personnel. May act as Systems/Programming Project Leader. May coordinate the activities of the section with other sections and departments. This is a senior level and typically requires 2-4 years programming experience and 3-5 years systems/programming experience. This is not a supervisory position. Does not include employees engaged primarily in organization or methods analysis.
1870E	<b>Programmer/Analyst II</b>	Uses business knowledge and technical skills to integrate functions, applications, tools, and information from various sources into workstation processes which improve end-user productivity. Confer with data processing personnel to determine the problem and type of data to be processed. Define the applications problem, determine system specifications, recommend equipment changes, design data processing procedures and prepare comprehensive block diagrams. Prepare flow charts and logic diagrams for existing and proposed operations. Devise data verification methods and standard systems procedures. May also provide end-user and technical support to multiple sites for large complex functional applications software. This is an intermediate level and typically requires 2-4 years programming experience and 1-2 years systems/programming experience.
1875E	<b>Programmer/Analyst I</b>	Under direct supervision, carry out analyses and programming of a less complex nature as assigned. Prepare functional process charts to describe existing and proposed operations. Design detailed record and form layouts. Prepare detailed block diagrams to reflect specific procedures. May assist in the preparation of flow charts. May code, debug and document programs. This is an entry level position.
1880E	<b>Applications Programming Supervisor</b>	Oversees applications programming activities. Supervises work of employees engaged in developing, maintaining, and modifying programs. Confirms quality standards of programming and accuracy of instructions given to computer operations staff. Typically requires a Bachelor's degree in Computer Science or related field with 3-5 years programming experience and a minimum of one year supervisory experience.
1885E	<b>Computer Operations Manager</b>	Manages all activities related to the operations and maintenance of mainframe computer and peripheral equipment. Analyzes usage patterns and establishes schedules and procedures for maximum utilization of the system. Coordinates activities with other IS areas and other departments. Typically requires a degree and 5-8 years of related work experience.
1900N	<b>Programmer III</b>	In addition to performing the duties of Programmer II, direct the work of other Programmers and help train entry level Programmers in a lead capacity only. May analyze and define problems which will be programmed by other Programmers. This is not a supervisory position. Also see Programmer/Analyst positions (#1865-1870-1875).
1910N	<b>Programmer II</b>	Develop a wide variety of complex computer programs for a medium to large size system to meet the needs of company departments. Analyze requirements for complex business, statistical, technical, mathematical, and scientific problems. Write, detail and code program instructions. Prepare flow charts and other documentation. Test and debug programs. Correct program errors by modifying instructions and sequences. Evaluate and resolve software and hardware problems for computer operators.
1915N	<b>Programmer I</b>	From detailed specifications, develop and modify a variety of software programs which are less complex in nature for a small to medium size system. Assist in programming projects and modify purchased software as assigned. Code, test, debug and document programs or program segments. Correct program errors. Resolve software and hardware problems for computer operators. This is an entry level position typically requiring related college or vocation training, but little previous experience.
1920E	<b>Database Administrator</b>	Review and monitor a database application. Design database systems, and is responsible for implementation, backup, recovery, and documentation functions. Responsible for training and user consultation. Establish standards and procedures and assures appropriate coordination with systems, operations and technical support personnel. May supervise lower level database. Typically requires a degree in computer science and 3-5 years' experience in database management.

1925E	<b>Database Analyst</b>	Designs, implements, and maintains moderately complex databases. Maintains database dictionaries and ensures system integration. May work with Database Administrators on complex projects.
1930E	<b>Database Analyst - Senior</b>	Oversees the technical design, development and maintenance of databases and master files on large complex projects. Maintains database dictionaries, ensures database performance and resolves problems. Coordinates with other IS departments to ensure implementation and monitoring of databases. Analyzes and projects long-range space requirements. Typically requires a degree in a related field with 3-5 years database analyst experience.
1935E	<b>LAN Administrator</b>	Responsible for administering the organization's local area network (LAN), including the installation, configuration, and maintenance of software and hardware connected to the LAN server and workstations. Performs various related functions to assure conformance with department and company objectives; interfaces with company personnel, vendors and external consultants as required; performs backup and assures appropriate security; provides guidance, training and technical assistance to system users; and plans and recommends systems upgrades as appropriate. This is an experienced level position typically requiring 2 to 4 years of related work experience.
1940E	<b>Webmaster</b>	Plan, design, test and document programs for internal and/or external world wide web pages. Convert documents into HTML (Hypertext Markup Language) or other programming languages. Consult with users during document planning and design stage. May participate on standards and practices oversight committee. This is a fully qualified level and requires a background in information systems background and good writing skills.
1943E	<b>Help Desk Manager</b>	Directs the daily operations of the Help Desk department and staff, ensuring performance standards and service levels are met. Manages and delivers all end-user support, maintenance, and scheduling of new installations and may manage technician dispatch. Ensures technical problems are promptly handled. Monitors staff and their resolution of user problems. Implements procedures to monitor, log, and track technical problems. Takes part or is the lead in evaluating software/hardware used by the help desk group. Prepares reports related to department activities, system functionality, and staff performance. Makes final decision on administrative and operations matters. Actions directly impact department performance. Reports to Director or higher in smaller organizations.
1945E	<b>Help Desk Analyst</b>	Provide support services to users of computer systems and data processing networks. Act as a first level problem identification and resolution resource, including answering questions, providing advice, investigating, troubleshooting, and following-up to assist users in solving data processing problems. Coordinate user problem resolution with other data processing sections if necessary, and track and report recurring problems. This is typically an entry level exempt position, requiring 2 or more years of related data processing experience.
1947E	<b>Network Engineer</b>	Provides technical maintenance and recovery support of the organization's local or wide area networks. Troubleshoots and resolves complex technical problems associated with the system's hardware and software. Interfaces with vendors and maintenance providers to service and maintain the system. Implements necessary measures to limit the system's downtime. Provides technical support to optimize system performance. Performs network analysis and capacity planning. Entry level Network Engineer. Typically requires a Bachelor's degree and 0-2 years of professional experience, or equivalent.
1950E	<b>Network Administrator</b>	Installs, configures, and maintains the organization's LAN server and workstations. Manages performance and maintains security of LANS. Works with multiple hardware and software platforms at an intermediate level. This is an entry/intermediate level position typically requiring 1 year work experience. Also see LAN Administrator (1935) or Network Operations Technician (1860).
1955E	<b>Network Systems Manager</b>	Manages the acquisition, installation, and maintenance of the organization's local area networks and wide area networks. Analyzes products and recommends use of new products and services to senior management. Manages LAN/WAN performance and security. Establishes and implements policies and procedures for LAN/WAN usage throughout the organization. Typically requires a degree and 5-8 years of related work experience.

<b>1960E</b>	<b>Web Site Manager</b>	Oversees the internet web site of the organization. Manages database development, technical programming, web site design, and daily operations. Directs the activities of other web site staff, including web developer, web author, web administrator, or webmaster. Typically requires a minimum of 5 years web design/development or database management experience.
<b>1965E</b>	<b>PC Systems Manager</b>	Oversees the planning, installation, control, and maintenance of personal computers within the organization. Analyzes business needs and new technology and makes recommendations. Develops organizational policies and procedures for hardware and software acquisition and use. Typically requires a degree and 5-8 years of related work experience.
<b>2010E</b>	<b>Software Engineer III</b>	Use thorough knowledge of current software techniques and hardware capabilities to develop and modify system software (as opposed to applications) programs of a high degree of complexity and scope, provide technical support to applications programmers and to less experienced systems programmers. Achieve the most efficient use of available hardware through effective use of software programs and routines. Study available software and make recommendations concerning purchase of software packages from vendors or development of in-house programs. May carry out or participate in feasibility studies for installation of new hardware or software systems and the implementation of such systems. May direct the work of less experienced programmers but this is not a supervisory position. Typically requires a degree and more than 5 years of related work experience.
<b>2015E</b>	<b>Software Engineer II</b>	Maintain and modify existing system software (as opposed to applications) programs. Typically work on such general purpose programs as control systems, compilers, utility routines, etc. Develop new software programs of moderate complexity and scope, and provide continuing technical support to applications programmers in making the most efficient use of available software. Develop and secure acceptance for standards and common procedures for software systems. May also provide support in the solution of operating problems involving software. Typically requires a degree and 3-5 years of related work experience.
<b>2115N</b>	<b>Computer Operator III</b>	Responsible for the overall operation of the computer. Prepares and runs a variety of reports as required. Works closely with supervisor and programmer to affect required changes in program instructions. Maintains computer log relative to machine performance and utilization. This is a senior level position typically requiring 3-4 years' experience as a computer operator.
<b>2120N</b>	<b>Computer Operator II</b>	Monitors and controls an electronic computer to automatically process data, compile and maintain business records and statistical data. Performs routine duties involving operation of auxiliary computer equipment such as printers. Maintains computer log relative to machine performance and utilization. This is an entry or immediate level position requiring 1-2 years of related experience.
<b>2160N</b>	<b>Data Entry Operator II</b>	Experienced level data entry. The job typically requires high school graduate reading, communication and math skills and 2+ years of experience, or equivalent. Under limited supervision, following more complex procedures and instructions, transcribes data from source documents using data entry devices, or a keyboard. May involve selection of codes or interpretation of data entered. Incumbents may solve routine problems such as erroneous items or codes and obtain missing information. More extensive problems are referred to a supervisor.
<b>2163N</b>	<b>Data Entry Operator I</b>	Entry level data entry. The job typically requires high school graduate level reading, communication and math skills and no previous experience, or equivalent. Under close supervision, transcribes data from source documents using data entry devices, or a keyboard, following generally standardized procedures and instructions. Little or no selecting, coding or interpreting of data is required. Incumbents refer problems, such as erroneous items or codes and missing information, to a supervisor.

2165N	<b>Personal Computer Specialist</b>	Analyze needs and assist in the implementation and on-going administration of internal micro-computer (personal computer) systems. Develop procedures, coordinate utilization of software and hardware, and train users on an on-going basis. Develop approaches to ensure up-to-date data system use and that software packages and system development meet overall department/organization goals. Establish standards and procedures; responsible for software standardization. Assignments are fairly complex in nature, requiring judgment to resolve issues, make recommendations, and operate under broad, general direction. Requires a minimum of four to six years of data processing experience with the ability to use and troubleshoot minicomputer equipment, software and related technologies.
2166N	<b>PC Support Technician</b>	Supports and assists employees in the installation, troubleshooting, and maintenance of computer network and hardware systems. May suggest modifications and corrections to existing software applications. May train workers in use of new hardware or software. Typically requires 3 or more years of related experience with computer networking. Prior work experience in a manufacturing environment preferred.
2170N	<b>Webmaster Assistant</b>	Under general direction, assists in the daily operations of the organization's website including maintenance and revisions. Using a general knowledge of the technical organization and operations of sites, assists users with the site. May update existing as well as create new content including graphical and multimedia displays. Requires working knowledge of operating systems (e.g. UNIX, Sun SOLARIS, Mac). Job typically requires 1-2 years of experience with web technologies, HTML, graphic design and layout and computer file management.
2180N	<b>Telecommunications Specialist</b>	Designs, programs, coordinates, and implements telecommunications systems, which may include: PBX voice switching systems, voice mail, telecommunications cable/wiring plans, cellular and paging equipment, and related products and services. Responsible for the ongoing administration of voice and network systems to include telephone station hardware/software changes, voice system software upgrades, traffic analysis and reporting. Typically requires 3-5 years' experience.

**D - Human Resources, Recruiting, Compensation, Safety, Security**

21900	<b>Human Resources VP/SVP</b>	This is the top human resource position where the function is at a senior executive level and is part of the executive cabinet. The job typically requires a degree in human resources and 10+ years of general human resources experience, including management experience, or equivalent. A Master's degree is commonly required. Directs and coordinates organization activities related to human resources and industrial relations functions. Functions directed include, but are not limited to, employment, compensation, benefits, payroll, organizational development, employee relations, performance management, affirmative action, training, recruitment, and safety. Identifies and complies with legal requirements and government reporting regulations. The VP/SVP directs all human resource staff usually through subordinate managerial and supervisory staff. Responsibilities for functions such as administration or facilities may be included. Typically reports directly to the CEO and will develop and set HR policies subject to ratification by the executive committee, CEO, or the Board of Directors.
22000	<b>Human Resources Director</b>	This is the top human resource position where the function is staffed at a director level and the job is usually not considered part of the executive cabinet. The job typically requires a degree in human resources and 8+ years of general human resources experience, including management experience, or equivalent. Directs and coordinates organization activities related to human resources and industrial relations functions. Job duties include, but are not limited to, employment, compensation, benefits, payroll, organizational development, employee relations, performance management, affirmative action, training, recruitment, and safety. Establishes and implements programs and policies designed to protect company and employee interests in accordance with company HR policies and governmental laws and regulations. Identifies and complies with legal requirements and government reporting regulations. The director supervises human resource staff, often through subordinate supervisory-level staff. Additional responsibilities for functions such as administration or facilities may be included. Typically reports to an executive vice president or directly to the CEO, and will develop and recommend policies for approval by senior management.

2215E	<b>Human Resources Manager</b>	Manages and coordinates organization activities related to one or more human resources and industrial relations functions. The job typically requires a degree in human resources and 5+ years of human resources experience, or equivalent. Job duties may include, but are not limited to, employment, compensation, benefits, payroll, organizational development, employee relations, performance management, affirmative action, training, recruitment, and safety. Recommends and develops policies and implements approved programs and policies designed to protect company and employee interests in accordance with company HR policies and governmental laws and regulations. Identifies and complies with legal requirements and government reporting regulations. The manager may supervise human resource or payroll staff. Typically reports to Director or Vice President, but may report directly to the CEO, and will develop and recommend policies for approval by senior management.
2220E	<b>Human Resources Generalist, Senior</b>	Experienced human resource professional, typically in an organization with more than one human resource staff person, with responsibility for multiple human resource activities. The job typically requires a degree in human resources and 4+ years of experience in multiple areas of human resources, or equivalent. Duties include supporting the organization in several areas of human resources, which may include coordinating employment activities, participating in union contract negotiations (where applicable), receiving and acting on employee complaints or grievances, administering employee records, ensuring compliance with employment laws and regulations, recommending and coordinating employee training activities and administering compensation, benefits, performance and other programs. May provide training and work direction to human resources or payroll support staff. Typically reports to a Human Resource Manager, Director or VP and administers functional rules and procedures under management guidance.
2225E	<b>Human Resources Generalist</b>	Human resource professional, typically in an organization with more than one human resource staff person, with responsibility for several human resource activities. The job typically requires a degree in human resources and 1 year or less of experience, or equivalent. Duties include supporting the organization through work in several areas of human resources, which may include coordinating employment activities, participating in union contract negotiations (where applicable), receiving and acting on employee complaints or grievances, administering employee records, ensuring compliance with labor laws and regulations, recommending and coordinating employee training activities and administering compensation, benefits and performance programs. Typically reports to a Manager, Director or VP of Human Resources and administers functional rules and procedures under management guidance.
2230E	<b>Human Resources Administrator</b>	Implement and administer all established human resources programs in a division or plant. Duties may include recruitment of personnel, training, compensation, labor relations, employee benefit plans, unemployment compensation, personnel records and other activities needed to carry out the company's employee relations objectives and programs. Typically requires a degree and 3-5 years of experience in all aspects of human resources.
2235E	<b>Employee Relations Specialist</b>	Provides consultative services to management and staff to promote equitable application of personnel policies throughout the company. Advises, counsels, and assists in resolving job related concerns. Assists in the development and/or revision of personnel policies. Performs internal complaint investigations, consults with legal counsel as necessary. Reviews and approves disciplinary actions to assure conformance to policy and consistency of practice. May conduct exit interviews, and investigates negative comments and/or allegations of discrimination. Supports the Affirmative Action/EEO program by consulting with units. Typically requires 3-5 years' experience including 1-2 years dealing with employee relations issues.

2240E	<b>Human Resources Assistant III</b>	Responsible for the interpretation and application of company human resources policies and regulations and/or of the terms of a union contract as they apply to employees. Advise line supervision on application of rules and policies, handle employee complaints and may handle second step grievances. Is responsible for compliance with wage-hour regulations as they affect employees. May have responsibility for employee counseling, employment interviewing and some aspects of wage and benefit administration. Where there is a union contract, provide day-to-day administration of contract provisions, working out questions of interpretation with union representatives. May also prepare arbitration cases, represent the company in arbitration and participate in contract negotiation. Does not include those who perform a significant amount of clerical work, such as personnel records maintenance, or those with supervisory or policymaking responsibility. This position is typically an exempt position. For those qualifying for non-exempt status, see #2245 Human Resource Assistant II.
2245N	<b>Human Resources Assistant II</b>	Paraprofessional human resource job. The job typically requires two years of formal training beyond high school and 1+ years of experience in the field of human resources, or equivalent. Incumbents typically assist in more than one area of human resources, such as new employee orientation, worker's compensation, staffing, and relocation. Incumbents create and maintain employee personnel records, including tracking systems for vacation, sick leave and FMLA. Incumbents provide customer service to employees by answering questions regarding policies and procedures. Incumbents may also provide assistance in other areas of human resources by doing special projects, such as completing benefit and salary surveys. Incumbents may use specialized software applications. Incumbents work under limited supervision and will often make decisions based upon established policies and/or procedures.
2250N	<b>Human Resources Clerk</b>	Under general supervision and following established procedures, perform clerical tasks related to the personnel function. Typical duties include recording, processing, and filing information about employee addresses and other personal information, wage rates, transfers, promotions, training status, absences, performance appraisal, etc., and furnishing information from such files to authorized persons. Compile routine reports of absences, vacations, employment activity, etc. May maintain records of employment activity and assist in administration of employment tests. May process forms related to employee group insurance, Workers' Compensation and Unemployment Insurance. Excludes specialists in the administration of such programs or functions that are other than purely clerical.
2360E	<b>Compensation Analyst</b>	Collect information concerning wage and salaried jobs for use in determining appropriate compensation for employees. Study and analyze jobs, prepare written job descriptions or summaries, and evaluate jobs to determine relative pay levels. Perform audits periodically or on request to determine whether jobs have changed significantly from original evaluations. Participate in wage, salary or benefit surveys conducted by third party organizations in the community or industry for the purpose of determining competitive compensation levels. May participate in administration of ongoing wage, salary and/or incentive/bonus review programs.
2400E	<b>Benefits Manager</b>	Develop, implement and administer company employee benefit programs which may include the following: medical, dental and life insurance coverage, long term disability, pension plan, vacation, holidays, sick leave, unemployment, leave of absence, and service awards. Oversee claims processing. Interpret and evaluate existing policies and programs and make recommendations for change to management. Typically requires at least 5 years of related work experience. See also Benefits Administrator #2420. Seldom supervises more than 10 employees in department.
2420E	<b>Benefits Administrator</b>	Administer group life insurance, health and accident insurance and retirement programs. Process documents necessary for the implementation of benefits programs and maintain necessary records. Conduct surveys, analyze and maintain information on benefit programs in the marketplace. Act as liaison between company, banks, insurance companies, trustees and other agencies. May be responsible for various employee services such as recreation programs and advisory services. This is not a supervisory position. See Benefits Manager #2400 for those with supervisory responsibilities.

2430N	<b>Benefits Assistant</b>	Perform diversified administrative duties to coordinate the administrative detail of employee benefit programs following standard or accepted practice. Act as liaison between employees and representatives of companies managing health insurance, life insurance, pension, tax deferred annuity, etc. Explain benefits to new employees at 'sign-up' time and/or at periodic orientation meetings. Advise employees on an individual basis about problems, claims, beneficiaries, etc. Answer questions, provide information requested and/or check with representative for additional information.
2520E	<b>Technical/Professional Recruiter</b>	Experienced level of professional recruiter with a primary focus on recruiting for technical jobs, such as information technology, engineering, research, consulting, and management or similar. The job typically requires a Bachelor's degree and 3+ years of experience, or equivalent. Requires familiarity with the technology and terminology of the target technical field(s). Duties include working with management to define job qualifications and advertising in multiple media venues. Incumbents pre-screen job candidates, conduct background checks and assist management with conducting interviews and selection. Networks within the industry and community and may actively recruit from colleges. Markets the organization to potential employees and explains benefits and compensation programs as well as company expectations. Recruiters at this level typically work under limited supervision and will exercise considerable initiative.
2530E	<b>Employment Interviewer III</b>	Professional recruiter with a primary focus on recruiting hourly, salaried non-exempt or non-management exempt jobs. The job typically requires a Bachelor's degree and 1 year or less of experience, or equivalent, with thorough knowledge of the legal aspects of recruitment and selection. Duties include working with management to define job qualifications and advertising in multiple media venues. Pre-screens job candidates, conducts preliminary interviews, administers skills tests, arranges drug tests, conducts background checks and assists management with conducting interviews. Markets the organization to potential employees and explains benefits and compensation programs as well as company expectations. Networks within the community and may participate in job fairs. May make employment offers for lower level jobs based on predetermined standards without involving line management.
2535E	<b>Employment Interviewer II</b>	Participates in the interview process by preparing job announcements, screening applications, checking references and determining qualifications. May interview prospective employees for hourly and salaried jobs (usually up to and including exempt professional and first-line supervisors). Refers applicants to specific job openings. Maintains and develops recruiting sources, explains company policies and assists in orienting new employees. Typically requires demonstrated interviewing skills, knowledge of current employment practices and related laws, and at least one-year experience in recruiting.
2540N	<b>Security Guard (Unarmed)</b>	Perform guarding and patrolling of commercial or industrial premises to protect company, personal property and personnel. Tour premises to check doors, windows and gates for security. Typically requires at least 1 year prior security experience.
2545E	<b>Workers' Compensation Administrator</b>	Coordinates the reporting of on-the-job injuries/illnesses. Communicates with the injured worker, the insurance company/TPA, and the treating physician. Works to contain costs and ensuring that the organization is functioning in compliance with state and federal regulations. May coordinate settlement agreements with the authorization of executive management.
2550E	<b>Safety Manager</b>	Manager of the safety function in an organization. The job typically requires a Bachelor's degree specializing in occupational safety and 5+ years of related experience, or equivalent. Develops and implements programs intended to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Duties include identifying and appraising conditions which could produce accidents and financial losses and evaluating the potential extent of resulting injuries. Develops accident-prevention and loss-control systems and programs for incorporation into operational policies of the organization. Coordinates safety activities of unit managers to ensure implementation throughout organization. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents and prepares reports. Maintains liaison with outside organizations, such as fire departments, mutual aid societies, and rescue teams to assure information exchange and mutual assistance and participates in activities of related professional organizations. May supervise professional safety staff and may have responsibility for security.

2555E	<b>Safety Specialist</b>	Professional within the safety function in an organization. The job typically requires a Bachelor's degree specializing in occupational safety, or equivalent. Assists with development and implementation of programs intended to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Duties include identifying and appraising conditions that could produce accidents and financial losses and evaluating the potential extent of injuries resulting from accidents and developing accident-prevention and loss-control systems and programs for incorporation into operational policies of the organization. Supports safety activities of unit managers to ensure implementation of safety activities throughout organization. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents and prepares reports. May also maintain liaison with outside organizations, such as fire departments, mutual aid societies, and rescue teams to assure information exchange and mutual assistance and participates in activities of related professional organizations.
2575E	<b>Training Manager</b>	Manager of professional training with a primary focus on development and delivery of training materials and programs. The job typically requires a Bachelor's degree and 6+ years of experience, or equivalent. Duties include needs identification, material preparation, media selection, vendor management and coordination with internal customers. Training content may cover work procedures, product use, safety, customer service, work skills, language skills or other topics. Specific tasks may include reviewing vendor proposals, monitoring quality of material, managing cost and assessing effectiveness. Working within overall direction established by senior management, solves complex technical problems and develops and recommends new alternatives. Manages department staff and budgets.
2580E	<b>Training Specialist II</b>	Experienced level of professional trainer with primary focus on conducting employee or customer training. The job typically requires a Bachelor's degree and 3+ years of experience, or equivalent. Duties include preparation of multi-media training materials and delivery of those materials in a classroom or work environment. The training content may cover work procedures, product use, safety, customer service, work skills, language skills or other topics. Works under limited supervision and has significant responsibility for needs identification and program design as well as delivery of training. May provide training and direction to less experienced staff.
2583E	<b>Training Specialist I</b>	First level of professional trainer with primary focus on conducting employee or customer training. The job typically requires a Bachelor's degree and experience of less than 1 year, or equivalent. Duties include assisting with preparation of multi-media training materials and delivery of those materials in a classroom or work environment. Training content may cover work procedures, product use, safety, customer service, work skills, language skills or other topics. Receives considerable development direction from senior staff and management and may spend the majority of time delivering training.
2585E	<b>Security Supervisor</b>	Responsible for the development and administration of programs to protect company and employee property from theft, sabotage, riots or other situations which endanger the well-being of employees or company facilities. Make recommendations on plant protection staffing and direct the activities of company-employed and/or contract security personnel. May be responsible for conducting confidential investigations and providing assistance to the employment function regarding references and security clearances of employment applicants. Does not include those primarily concerned with activities associated with governmental security control.
2590E	<b>HRIS Specialist</b>	Examines and verifies employee information processed by automated human resources systems. Compiles statistical information or prepares reports relating to payroll, recruiting, position classification, compensation, training, equal opportunity employment, or affirmative action utilizing HRIS systems. Provides assistance with HRIS network maintenance by adding or deleting users and retaining system security/integrity. Troubleshoots user technical problems, and furnishes training.

**E - Sales, Marketing, Public Relations, Customer Service, Estimating**

26000	<b>Chief Sales-Marketing Executive</b>	Direct, administer and coordinate all sales and marketing functions and policies of the company or a major division of the Company. Develop and operate a dealer-representative sales and distribution organization, and related functions (e.g., market research, advertising, promotion, application engineering, training, etc.). Evaluate effectiveness of the various functions. Implement necessary actions to increase and promote sales. Develop sales forecasts and quotas, advertising programs and sales incentives, sales methods and training programs. Establish and staff new sales and marketing areas. Typically requires a degree and at least 10+ years of related work experience.
26020	<b>Chief Sales Executive/Domestic Markets (Excluding Marketing)</b>	Responsible for planning and controlling sales personnel, maintaining sales volume and sales plans domestically that are in accordance with organizational goals. Formulates domestic policies and sales plans; achieves the efficient and effective sales results according to product lines or territories; formulates pricing strategies; develops new sales territories for product distribution; balances inventory and sales margins, etc. May direct and/or coordinate sales personnel (including training, expense budgets, and product or territory assignments), customer service, order taking, and product inventory. Excludes executives with marketing responsibilities.
26040	<b>Chief Business Development Executive</b>	Oversees and directs the analysis of business opportunities via operational and financial research associated with such business ventures. Confers with executive team to evaluate new business opportunities, assessment of potential markets, and development of projects for use in new marketing initiatives. Usually is responsible for development of licensing objectives, initiation of proposals, negotiations, and presentations for the acquisition of licensing opportunities and technologies.
26060	<b>District Sales Manager</b>	Responsible for supervising sale of organization products in a single district or area. Supervises a sales force, branch sales office, or conducts selling activities through dealers, distributors or agents.
26080	<b>Regional Sales Manager</b>	Responsible for supervising the sale of organization products in a specified region within a major geographical area which, in turn, is subdivided into smaller districts or branches. Supervises District Sales Managers. May also supervise warehousing or other distribution outlets.
26100	<b>Chief International Executive</b>	Responsibilities include: the successful operation and growth of foreign units (such as sales and operating), development of the international market, advise Chief Executive Officer of growth opportunities and trends of foreign markets with current or new products.
26140	<b>Top Sales Executive-Domestic-Foreign</b>	Responsible for developing objectives, policies, and programs pertinent to domestic and international sales. Plans, directs, and coordinates the efforts of all domestic/international sales personnel towards the achievement of company objectives relative to sales volume and sales plans. Accountable for implementing pricing strategies, sales policies, and plans to achieve maximum sales volume. Excludes executives with marketing responsibilities. Typical position titles include Vice President of sales, Divisional Sales Director; Export Sales Vice President, etc.
26200	<b>General Sales Manager</b>	Direct, administer and coordinate the sales functions of the organization to ensure maximum sales volume and profitability. Develop sales plans and promotions. Generally provide sales staff training and development, direction, counsel and guidance. Coordinate sales and related activities such as budgets, forecasts, and reports. Typically requires a degree and 5-8 years of related work experience.
26220	<b>E-commerce Director</b>	Responsible for collaborating with cross-functional partners to oversee the following aspects of our global e-commerce channels: business planning, content strategy, promotional campaigns and other online marketing, website design and development, customer experience, web analytics, and web technologies. Extensive knowledge of marketing technology and advanced analytics including data and database platforms, adobe analytics, tag management systems, search and social platforms. Typically requires a Bachelor's degree and 8+ years of relevant experience.

2625E	<b>Account Manager</b>	Serves as the primary business contact for the client and is responsible for client satisfaction. Develops new business opportunities with existing clients by promoting company products and services. Improves customer satisfaction by improving responsiveness and anticipating customer needs. Helps on-board new clients and provide customer service to assigned customer accounts. Typically requires Bachelor's degree and 4-6 years of professional experience.
2625O	<b>E-commerce Manager</b>	Responsible for working directly with clients to meet business objectives and devise traditional and creative solutions to meet goals. Manage or assist on client relationships, communication and strategic efforts on key brand and retail accounts. Create and execute effective e-Commerce strategies to assigned clients and/or consult on client developed strategic plans and initiatives. Benchmark, measure, analyze, and report on results of e-Commerce and e-commerce marketing initiatives. Typically requires a Bachelor's degree and 3+ years relevant experience.
2627E	<b>E-commerce Analyst</b>	Responsible for performing analytical tasks for the purpose of identifying and increasing sales, developing and analyzing sales reports to team members and management. Predicts market trends and change sales techniques to maximize profit. Data-mines using internal databases and external tools. Provides trend analyses, forecasts, and market snapshots. Communicates areas of success and opportunity across products, channels, or regions. Typically requires a Bachelor's degree in business, management, accounting, economics, statistics, information science and 1-3 years of data analysis experience.
2630E	<b>Field Sales Supervisor</b>	Supervise the training and assignments of field sales personnel in one or more territories. Direct sales campaigns in new territories, new industries, or with new products. Provide assistance to Sales Representatives in the promotion of new major accounts. Coordinate and assist with technical engineering services to determine customers' needs. Supervise the development of quotations, installations, warranty service obligations and various details to ensure conformance with company marketing policies. Investigate major account warranty claims and ensure appropriate services and resolution of complaints. Conduct sales staff meetings to ensure current knowledge of sales promotion and advertising programs, new products, marketing policies, etc. Evaluate orders, sales activity reports, expense accounts, etc., and develop recommendations relative to sales techniques, programs, etc.
2635E	<b>Outside Sales Representative III</b>	Perform field promotional work to sell and develop new business. Usually assigned to work with new territories, new industries, or with customers where the full market potential or product acceptance has not been established. Demonstrate products/services and provide assistance in the best application of the product. Coordinate company technical engineering services to determine customers' needs. Prepare price quotations, terms of sales, delivery dates, etc., and write orders subject to company policy. Investigate product/service warranty claims and ensure resolution of customers' complaints following marketing policies. Develop data relative to marketing trends, competitive products and pricing, and submit marketing reports to management. As required, prepare and submit reports on sales and marketing activities. Train, instruct and orient new personnel and trainees. This is a senior sales representative, typically requiring 5-8 years of related work experience.
2640E	<b>Outside Sales Representative II</b>	Perform field promotional work to sell and develop new business. Usually assigned to established territories or industries where company product lines are accepted. Demonstrate products/services and provide assistance in the best application of the product. May coordinate company technical engineering services to determine customers' needs. Subject to company approval, quote prices, terms of sales, delivery dates, etc. Investigate product/service warranty claims and ensure resolution of customer complaints following marketing policies. As required, inform the company relative to marketing trends, competitive products and pricing. Complete required activity and expense reports. This is an intermediate level sales representative, typically requiring 3-5 years of related work experience.

2645E	<b>Outside Sales Representative I</b>	Under the supervision of a sales supervisor or senior sales representative, perform field promotional work to obtain sales in an assigned territory where the company and product line are established. May canvas prospective new accounts. Demonstrate products/services and assist in the selection of products/services most applicable to customers' needs. Demonstrate and familiarize established accounts with new products/services and developments. Quote prices, terms, delivery dates, etc. on new or repeat orders subject to approval of company sales supervisor. May investigate and report on warranty claims and complaints. Prepare periodic activity and expense reports. This is typically an entry level sales role requiring less than 3 years of related work experience.
2660N	<b>Sales Correspondent III</b>	Interpret customer requirements from written or verbal inquiries. Match customer requirements with standard products and services. Determine possible alterations to standard products and services to meet customer requirements. Advise customers of changes to their order. Furnish product information as required. Arrange for consultations with customers when necessary, and follow up for product sales. Excludes retail sales personnel and typically exists in a manufacturing environment. This is a senior level position.
2665N	<b>Sales Correspondent II</b>	Interpret customer requirements from written or verbal inquiries following standard routine procedures. Make estimates and prepare quotations and proposals subject to check by superior. Answer requests for information concerning products, repairs and use of products following established procedures. Excludes retail sales personnel and typically exists in a manufacturing environment. This is an intermediate level position.
2670N	<b>Telemarketing Sales Representative</b>	Contact customers to sell company products and services. Interpret individual situations and make appropriate presentations following established sales format. Process accepted orders and provide necessary follow-ups. Inform designated company sales personnel of possible leads, accepted orders and quotations. Access, update and maintain recordkeeping systems for individual accounts. May telephone customers to gather information for market research studies.
2680N	<b>Sales Order Analyst III</b>	Receive, interpret, discuss and edit orders received from customers and sales representatives, covering a wide range of standard and special products and services. Based on technical knowledge of applications, clarify terminology, supply missing information or correct discrepancies involving product selections. Check conditions of sales, shipping and handling instructions. Verify and extend prices, discounts and estimates for standard or special items. Locate and input orders into the computer data base and type order forms. Process change order requests. Maintain records and related information.
2685N	<b>Sales Order Analyst II</b>	Similar to Sales Order Analyst III, Job #2680, except analyses are limited to standard company product lines, where orders are less complex and do not require interpretation or knowledge of applications. Technical inquiries or product selection matters are referred to other company personnel for further action.
2690E	<b>Order Processing Supervisor</b>	Supervise all segments of the sales order function. Those supervised receive orders for materials or merchandise by mail, phone or personally from customer or company employee, and then perform the processing operations which must be performed before orders can be filled. Typical duties include giving price quotations, filling out standard order sheets, verifying of customer credit rating with credit department, and forwarding of order to proper department for filling. Typically supervises between 2 and 10 employees. Does not include those with jurisdiction over sales representative (as opposed to order clerks) or those with accounting responsibilities. See also Customer Service Manager, Job #2760 and Invoicing Supervisor, Job #1300.
2695N	<b>Order Clerk</b>	Perform clerical processing operations necessary before orders can be filled. Typical duties include price quotations, completion of standard order sheets, and verification of customer credit rating with Credit Department and forwarding of order to proper department for filling. Typically follow specific instructions of a catalog or applications handbook with detailed technical knowledge of product application not required. May require use of equipment, such as CRT, personal computer, microfilm, or microfiche.

2700O	<b>Chief Marketing Executive (Excludes Sales)</b>	Responsible for the entire range of marketing positions. The job typically requires a Bachelor's degree and 8+ years of experience, or equivalent. Duties include research, analysis, advertising materials development, direct mail, website content development, organization of product expositions, exhibiting at trade fairs and conventions, proposal development and preparation of reports to assist with decision making. Working within overall direction established by senior management, solves complex technical problems and develops and recommends new alternatives. Manages department staff and budgets. This is distinguished from direct sales and marketing research jobs, but may include elements of each.
2702E	<b>Marketing Manager</b>	Manages marketing activities to promote products and services. Develops marketing strategy based on knowledge of business objectives, market characteristics and cost factors. Evaluate the financial aspects of product development. Develops pricing strategies, balancing firm objectives and customer satisfaction. Initiates market research studies. Uses sales forecasting and strategic planning to ensure the sale and profitability of product lines and services. Hires, trains and evaluates the performance of marketing staff and oversees their daily activities. Typically requires a Bachelor's degree and minimum 8 years of experience, or equivalent.
2703E	<b>Marketing Generalist III</b>	Third of three levels of professional marketing with a diverse set of marketing activities. The job typically requires a Bachelor's degree and 5+ years of experience, or equivalent. Duties include research, analysis, advertising materials development, direct mail, website content development, organization of product expositions, exhibiting at trade fairs and conventions, proposal development and preparation of reports to assist with decision making. Works under general management guidance and has total project responsibility for the larger or more complex projects requiring advanced design and analysis. Provides training and work direction to other professional and support staff. This is distinguished from direct sales and marketing research jobs, but may include elements of each.
2705E	<b>Marketing Generalist II</b>	Second of three levels of professional marketing with a diverse set of marketing activities. The job typically requires a Bachelor's degree and 3+ years of experience, or equivalent. Duties include research, analysis, advertising materials development, direct mail, website content development, organization of product expositions, exhibiting at trade fairs and conventions, proposal development and preparation of reports to assist with decision making. Works under limited supervision and has total project responsibility. May provide training and direction to support staff. This is distinguished from direct sales and marketing research jobs, but may include elements of each.
2707E	<b>Marketing Generalist I</b>	First of three levels of professional marketing with a diverse set of marketing activities. The job typically requires a Bachelor's degree and less than one year of experience, or equivalent. Duties include research, analysis, advertising materials development, direct mail, website content development, organization of product expositions, exhibiting at trade fairs and conventions, proposal development and preparation of reports to assist with decision making. Receives considerable project direction from senior staff and management and may spend the majority of time working on assigned segments of a project. This is distinguished from direct sales and marketing research jobs, but may include elements of each.
2710O	<b>Product Manager</b>	Manage the sales promotional activities and profit margins of company product lines, including marketing research studies and new product development. Accountable for overall product advertising, pricing, inventory and marketing activities. Determine product selection and specifications. Coordinate internal and external activities related to the management of products. Assure that marketing program performance is according to plans. Establish long range product sales forecasts. Assess performance and implement appropriate actions to achieve objectives. Typically requires a degree and 3-5 years' experience in related marketing/product management positions.
2720E	<b>Market Research Analyst</b>	Conduct market research and develop information on sales potential of geographic areas to support management review of market expansion feasibility. Investigate and compare sales data (e.g. economic factors, estimates of sales costs, competition involved, sales volume anticipated, etc.) and prepare reports and recommendations. May evaluate and report effectiveness of sales volume in both new and existing territories. This is an intermediate level analyst typically requiring a degree and 3-5 years of related work experience.

2725O	<b>Director of Communications</b>	Manages and directs the internal and external communications for an organization. Develops, delivers and monitors programs, messages and materials to promote the organization. Creates communication strategies and supervises public relations staff. May serve as a key spokesperson and media contact for the organization. Typically reports directly to the Chief Executive Officer (CEO). May advise the Board of Directors on corporate communications. Typically requires a Bachelor's or Master's degree and 8+ years of experience, including management experience.
2727N	<b>Communications Specialist</b>	Creates communications programs to describe and promote the organization and its products including graphics, brochures, company or product fact sheets, logos, or other promotional products. Researches and develops content for publication of products. Prepares presentations and/or speeches geared towards employees. Typically reports to a supervisor or manager. Requires a Bachelor's degree and 2-4 years of professional experience.
2730E	<b>Public Relations Manager</b>	Responsible for managing the presentation and representation of the company to the general public, customers, local communities, shareholders, and the financial community. Prepare or oversee preparation of news releases and articles. Assist company personnel in the writing of speeches, letters and articles which are to be made public. May arrange interviews between company executives and the media. Direct the writing, editing and publishing of company publications. Participate in the drafting of the annual report to stockholders, quarterly dividend statements, financial advertising, and other stockholder materials. May act as the representative for the company or Chief Executive Officer. May supervise a small staff of public relations personnel. Typically requires a degree and 3-5 years of related work experience.
2735N	<b>Public Relations Specialist</b>	Promotes individuals, groups or organizations by publishing material to selected media channels. Leads community marketing efforts, ensuring execution of strategies to improve market presence. Plans and executes press conferences and special events. Prepares news releases and articles. Assists in the writing of speeches, letters and articles which will be public information. May arrange interviews between company executives and the media. Assists in the drafting of the annual report to stockholders, financial advertising, and other stockholder materials. Typically requires a Bachelor's degree and 2-4 years of professional experience.
2740E	<b>Territory Manager</b>	Develops business opportunities in assigned territory, cultivating customers over the long-term. Meets and exceeds sales goals with new and established customers. Presents product information to and interacts with customers. Communicates product details to diverse audiences. Senior level field sales position. Typically requires a Bachelor's degree and 4-6 years of professional experience.
2745N	<b>Customer Service Representative III</b>	Third of three levels of customer service work. The job typically requires an associate or Bachelor's degree with 2+ years of experience, or equivalent. Handles the more technical or complex service questions from customers and applies judgment in resolving service, warranty or technical problems falling within established limits of authority and knowledge. Issues of greater impact or technical complexity are researched and presented to management or referred to the appropriate internal experts for resolution. Typical customer questions are focused on account status, technical product application or service information, pricing or adjustments. May provide work direction to others.
2750N	<b>Customer Service Representative II</b>	Second of three levels of customer service work. The job typically requires high school graduate reading, communication, math and problem solving skills and 2+ years' experience. Incumbents receive questions from customers and follow established procedures to provide answers or refer calls to appropriate staff. Typical questions are focused on order status, product information, account status, pricing, product or service. Incumbents require limited supervision.
2753N	<b>Customer Service Representative I</b>	First of three levels of customer service work. The job typically requires high school graduate reading, communication, math and problem solving skills and no previous experience, or equivalent. Incumbents receive questions from customers and follow established procedures to provide answers or refer calls to appropriate staff. Typical questions are focused on order status, product information, account status, pricing, product or service. Incumbents follow established procedures and have readily available supervision.

2757E	<b>Customer Service Supervisor</b>	Supervisor of a customer service function. The job typically requires an Associate's degree with 5+ years of experience, or equivalent. The incumbent fields the most technical or complex service questions from customers and applies experience and judgment in the interpretation and application of guidelines established by senior management. Issues of major impact or technical complexity are researched and presented to upper management or referred to the appropriate internal experts for resolution. Typical customer questions are focused on account status, technical product application, service information, pricing or adjustments. Assists with employee selection and reviews employee performance. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.
2760E	<b>Customer Service Manager</b>	Manager of a customer service function. The job typically requires a Bachelor's degree with 5+ years of experience, or equivalent. Develops and recommends customer service policies and procedures and seeks senior management approval when needed. Applies experience and judgment in the interpretation and application of direction established by senior management. Issues of major impact or technical complexity are researched and presented to upper management or referred to the appropriate internal experts for resolution. Typical customer questions are focused on account status, technical product application, service information, pricing or adjustments. Manages department staff and budget.
2765O	<b>Customer Service Director</b>	Director of a customer service function. The job typically requires a Bachelor's degree in business or a related field and 8+ years of experience in a customer service role with management experience, or equivalent. Plans, directs and controls the customer service function in order to meet company goals. Selects, develops, retains, and directs qualified supervisory and professional staff. Responsible for planning, prioritizing, and setting goals.
2770N	<b>Customer Service Clerk</b>	Under general supervision, respond and follow through on customer's request for service or product information. Provide guidance and assistance to customers in oral or written form. Duties include record search, problem/complaint investigation, policy interpretation, and adjustment or correction. May open new accounts, accept routine orders, advertising or reservations from customers. Refer non-routine or major problems to other departments or higher authorities. See also Order Clerk Job #2695 for persons whose primary function is taking orders.
2780E	<b>Service/Repair Manager</b>	Direct the activities of a group responsible for the servicing of company products returned for repair. Responsibilities may include service centers not located at company site. Set group work schedules and priorities to achieve optimum efficiency, high quality, and rapid turnaround. Train and direct technicians and other service staff in the evaluation and repair of warranty and non-warranty customer returns. Analyze and record defect information to ensure warranty specifications are met and to provide data for future product improvements.
2810N	<b>Salesperson - Parts</b>	Sell spare and replaceable parts and equipment from behind counter in agency, repair shop, or parts store. Determine make, year, and type of part needed. Find stock number, price, etc., and fill customer's order from stock.
2875E	<b>Cost Estimator Supervisor</b>	Supervise employees engaged in the preparation of cost estimates; including estimates for special product applications, incoming jobbing work or sublet work, field erection and services, tools, dies, machines, remodeling, construction, etc. Develop cost estimates on new products and components to assist in determination of feasibility for manufacturing or subcontracting. Approve, standardize and maintain cost data records. Audit final estimates. May supervise cost estimators and coordinate procedures closely with other departments.
2880E	<b>Estimator</b>	Responsible for cost estimate of labor and materials on proposed projects for bid. Analyzes details of projects to be bid and works closely with engineering and production staff to assure accuracy of cost estimates. Requires extensive knowledge of products and service.

2882E	<b>Inside Sales Manager</b>	Manages the inside sales and order processing staff. Ensures internal policies and procedures are adhered to by the team. Provides assistance to close large sales opportunities; handle and resolve escalated customer issues. Trains sales staff, implement sales incentive programs and goals. Monitors sales statistics to determine sales quota, inventory requirements and monitor customer preferences. Usually works in sales office; may travel occasionally to customer location. Motivates, trains, and coaches inside sales staff. Typically requires a Bachelor's degree and over 6 years experience, including sales management.
2884E	<b>Inside Sales Supervisor</b>	Supervises the day-to-day work of inside sales staff. Manages department productivity and work quality. Checks progress of orders placed. Recommends equipment upgrades, staffing adjustments and training programs. Provides training, monitors calls, and supplies feedback to direct reports. Typically requires Bachelor's degree or business and 4-6 years of job-related training and experience.
2885N	<b>Inside Sales Representative</b>	Sells industrial products from sales office. Receives customer inquiries and makes contacts by phone. Estimates and quotes prices and prepares forms and sales contracts. Prepares reports on business transactions. May assist in installation of product or instruct buyer in use. Requires practical knowledge of products and customer applications.
2895N	<b>Sales/Marketing Assistant</b>	Experienced level sales and marketing administrative assistant job. This job typically requires an Associate's degree and 2+ years of experience, or equivalent. Incumbents perform administrative support work specific to sales and marketing department(s). Incumbents assist the department manager and other department staff by performing a variety of support duties, such as data collection, compilation, research, records maintenance, custom reports, sales reports, customer profiles or program reports. Incumbents may assist with preparation of marketing materials, maintain marketing materials inventory, serve as liaison with print shop vendors or distribute literature. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Incumbents may set up audiovisual or telecommunications equipment. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents make non-routine choices within established guidelines, with minimal supervision.
2900N	<b>Trade Show Coordinator</b>	Performs a variety of writing, advertising, sales promotion and/or relations activities to promote the company's products through trade shows and other related promotional venues. Ensures all aspects of trade shows are completed timely and meet departments' objectives. Typical responsibilities include: advertising, public relations, preparing press packets, scheduling and transportation of equipment and displays, pre-show and post-show follow-up, mailings, presentations, and coordination with other departments. Typically requires a degree and 2 or more years of marketing and/or sales experience.

### **F - Engineering, Scientific, Chemical, R & D, Technical, Design, Drafting**

2950O	<b>Vice President of Engineering</b>	Executive level engineering job. The job typically requires a degree in engineering and 10+ years of experience, including management experience. Responsible to plan, analyze and evaluate all phases of engineering programs, plans and procedures. Reviews recommendations for designs and methods as well as equipment purchases. Coordinates the creation, development, design and improvement of corporate products to conform with established program objectives. Provides engineering consultation as requested. Works with top management to meet organizational objectives for all engineering activities. Directs the appropriate staffing of the engineering department. Controls budgets for all engineering activities.
2955O	<b>Industrial Engineering Head</b>	Responsible for methods, layout, process flow and equipment or tooling requirements for the production and/or processing operations. Conducts methods and improvement studies, evaluates work and equipment performance and prepares facilities and capital investment plans, forecasts and budgets. Supervises work measurement studies and the establishment of time standards.
2960O	<b>Head Research Engineer</b>	Directs organization's research and development activities including: developing new products, researching extent and use of new products, determining raw materials and processes to be used, usually supervises other research or project engineers. Reports to Chief Engineering/Research Executive.

29650	<b>Head Product/ Development Engineer</b>	Responsible for design, development and application of new or existing products. This includes the optimizing of product design for purposes of manufacturing and/or processing; determining and planning manufacturing or processing sequence, tooling requirements, the analysis of methods to reduce operating time and costs prior to release to manufacturing.
29700	<b>Director of Engineering</b>	Director level engineering job. The job typically requires a degree in engineering and 8+ years of experience, including management experience. Responsibilities include planning, analyzing and evaluating all or several phases of engineering programs, plans and procedures. Reviews recommendations for designs and methods as well as equipment purchases. Coordinates the creation, development, design and improvement of corporate products to conform with established program objectives. Provides engineering consultation as requested. Works with top management to meet organizational objectives for all engineering activities. Directs the appropriate staffing of the engineering department. Controls budgets for engineering activities.
2975E	<b>Research &amp; Development Manager</b>	Oversees research and development engineering group for an organization. Manages, coordinates and provides strategic planning for research and development of new concepts, products or services. Evaluates and selects appropriate projects. Develops corporate research and development objectives, policies and budgets. Provides technical engineering advice and counsel to top management personnel and represents the organization in outside discussions or at professional meetings or forums. Manage a department with reporting supervisors. May manage a function with no or few direct reports. Makes final decision on administrative, project management and operational matters. Actions directly impact department performance. Reports to director or executive level in smaller organizations.
2980E	<b>Product Development Analyst</b>	Works in development and implementation of new products. Analyzes product issues and provides appropriate resolutions. Identifies areas of improvements and concerns and recommends corrective actions. This is the intermediate level analyst, typically requiring a degree and 2-4 years of experience.
2985E	<b>Project Engineer</b>	Provides engineering and technical support to the project management process. Evaluates engineering designs, makes recommendations and coordinates changes. Reviews bid documentation and supports contract negotiation. Provides field monitoring managing sub-contractors and tracking adherence to project schedules and budget requirements. Collaborates with project manager and project team members. Responds to customers, engineers, subcontractors and project management to identify problems and corrective actions. Intermediate engineering or construction management professional. Applies developing technical knowledge and skills to a range of task complexity. Works independently requiring only consultative supervision. Actively contributes to team projects. Typically requires Bachelor's degree in engineering, science or math and 2-4 years of experience.
3000E	<b>Design Engineering Manager III</b>	Manager in charge of a design engineering group. The job typically requires a Bachelor's or Master's degree in engineering or an engineering degree with a Master's degree in business administration and significant experience, or equivalent. Work may include creation of previously non-existent products or modification of existing products, including product line extensions. Work includes selection and testing of materials, ingredients or components that will be suitable for the product. Work may include responding to a customer request for a particular product or design. The typical cycle includes conceptualizing, developing prototypes, testing and perfecting designs. The manager's role is the first level of engineering where management of people is a primary function. Work includes planning, supervising and coordinating all phases of design and testing. Initiates procedures, methods and equipment for development of projects. Approves product designs and resultant prototypes. Provides consultation on engineering matters as requested. Work primarily is involved with the development or improvement of actual products or designs.
3010E	<b>Design Engineering Manager II</b>	Similar to Design Engineering Manager III, Job #3000, except this position has no supervisory responsibility. See also Design Engineer III, Job #3030

3020E	<b>Design Engineering Supervisor</b>	Responsible for supervising and performing research and development work, problem resolution, designs and the establishment of specifications and standards for a line of company products, under general direction. Coordinate activities within departments and with sales and production personnel. Maintain or supervise the maintenance of all necessary records, files, technical data and reports. Follow up on manufacturing and assist shop supervision in resolving difficult design problems. Typically supervises 10 or less employees.
3025E	<b>Design Engineer V</b>	Fifth of five levels of design engineering. The job typically requires a Bachelor's of science degree and 8+ years of experience or a Master's degree and 5+ years of experience. Work primarily is involved with the development or improvement of actual products or designs. Work may include creation of previously non-existent products or modification of existing products, including product line extensions. This is a senior principal level design position and it is the top non-supervisory level of engineering in an industry requiring significant technical knowledge. These engineers have extensive breadth and depth of knowledge in their field of specialization and working knowledge of other fields. They are capable of clearly defining appropriate technical approaches and solutions to the most mission critical challenges. They are able to define critical project criteria to ensure project completion and have demonstrated leadership skills and mastery of financial principles. Work is stated in terms of objectives requiring project planning and judgment. They act as one of the foremost technical authorities in the area of specialty. They are responsible for all aspects of projects including financial budgets.
3027E	<b>Design Engineer IV</b>	Fourth of five levels of design engineering. The job typically requires an engineering degree and 5+ years of experience or a Master's degree and 3+ years of experience. Work primarily is involved with the development or improvement of actual products or designs. Work may include creation of previously non-existent products or modification of existing products, including product line extensions. Work includes selection and testing of materials, ingredients or components that will be suitable for the product. Work may include responding to a customer request for a particular product or design. The typical cycle includes conceptualizing, developing prototypes, testing and perfecting designs. This is a principal level position. These engineers have extensive and broad knowledge in the field and may have knowledge of other fields. They are able to adapt methods to solve problems. They use creativity to resolve complex issues. Work is stated in terms of objectives, requiring project planning and judgment. They may have overall project responsibility. They act as technical authority in area of specialty on assigned projects. They will act as lead on most assigned projects and assist lower level engineers and technicians.
3030E	<b>Design Engineer III</b>	Third of five levels of design engineering. The job typically requires an engineering degree and 3+ years of experience or a Master's degree and 1+ years of experience. Work primarily is involved with the development or improvement of actual products or designs. Work may include creation of previously non-existent products or modification of existing products, including product line extensions. Work includes selection and testing of materials, ingredients or components that will be suitable for the product. Work may include responding to a customer request for a particular product or design. The typical cycle includes conceptualizing, developing prototypes, testing and perfecting designs. This is a senior level position and it may be a career level for many engineers. These engineers demonstrate creativity and ingenuity in applying engineering principles and practices. They are able to draw solutions from a wider range of experience. They are generally more proficient at solving problems in a timely manner. Assignments are broad in nature. They work under minimal supervision and are responsible for defining technical approaches to projects. They may act as lead on some projects and guide lower level engineers and technicians.

3033E	<b>Design Engineer II</b>	Second of five levels of design engineering. The job typically requires an engineering degree and 1+ years of experience or a Master's degree and less than 1 year of experience. Work primarily is involved with the development or improvement of actual products or designs. Work may include creation of previously non-existent products or modification of existing products, including product line extensions. Work includes selection and testing of materials, ingredients or components that will be suitable for the product. Work may include responding to a customer request for a particular product or design. The typical cycle includes conceptualizing, developing prototypes, testing and perfecting designs. These engineers appropriately apply engineering principles and concepts. They are able to draw solutions from both formal training and experience. Work is varied in nature. Under general direction, they plan and perform engineering duties for part of a major project or for projects of moderate complexity. They may provide work direction to technicians and less experienced engineers.
3035E	<b>Design Engineer I</b>	First of five levels of design engineering. The job typically requires an engineering degree and less than 1 year of experience, or equivalent. Work primarily is involved with the development or improvement of actual products or designs. Work may include creation of previously non-existent products or modification of existing products, including product line extensions. Work includes selection and testing of materials, ingredients or components that will be suitable for the product. Work may include responding to a customer request for a particular product or design. The typical cycle includes conceptualizing, developing prototypes, testing and perfecting designs. This is an entry-level position and requires knowledge and understanding of basic concepts and procedures. These engineers use established policies and procedures to complete work assignments. Work is somewhat routine with detailed instructions. Work is performed under close supervision. Engineers may be assigned an element of a project or well-defined tasks.
3040E	<b>Food/R&amp;D Technologist</b>	As assigned, provide technical assistance to other departments within the organization, conduct research to develop new products and enhance existing products, test production products to ensure conformance to established standards, and conduct tests or demonstrations for customers. May act as a technical project leader in the development, research or quality check of new or existing food products. May develop or assist in developing quality standards. Typically requires a degree in Food Science, Microbiology, or a related field, and 3-5 years of related work experience.
3045N	<b>Continuous Improvement &amp; Lean Coordinator</b>	Coordinate and manage lean enterprise programs in manufacturing and business processing. Plans, administers, and implements assigned projects, using process tools such as Value Stream Mapping, Five S, Kanban, and poka-yoke. Prepares and delivers related training, measures and records organization performance progress. Serves as liaison to outside consultants. Typically does not supervise staff, may provide work direction to program staff. Intermediate to Senior level. Typically requires a Bachelor's degree and 3-5 years of experience.
3160E	<b>Engineer - Industrial</b>	Apply detailed time and motion study techniques to establish optimum production standards for varied and complex manufacturing operations, development, installation and maintenance of production incentive plans, work simplification and cost reduction matters. Analyze facility layout, work plan and production methods, as required, from a human factors standpoint to achieve optimal efficiency. Investigate and recommend alternative approaches for manufacturing methods, processes and equipment. Implement study findings. Prepare and maintain study data and documentation. May train and direct the activities of one or two less experienced employees. This is the intermediate level position typically requiring a degree and 3-5 years of related work experience.

3200E	<b>Manufacturing Engineering Supervisor</b>	Establish optional manufacturing methods and processes for the production of company products. Determine requirements for equipment, tooling, materials and methods of manufacturing, to include make or buy decisions and most efficient plant layout as required. Plan, schedule and coordinate department activities, generally on a project basis and involving new or revised products, from pilot runs through normal production. Assist in the more difficult and technical problems affecting manufacturing and projects. Participate in the formulation of and interpret and establish necessary policies and procedures. Maintain liaison with shop supervision and other engineering functions. May assume some responsibility for plant, facilities and equipment layout, work simplification and similar activities, but these are not primary functions. Generally supervises a department with fewer than 25 employees.
3220E	<b>Engineer - Manufacturing</b>	Responsible for complex engineering projects involving the development of manufacturing methods and processes to efficiently and effectively produce a variety of company product lines. Investigate, establish and implement requirements for equipment, tooling, materials and methods of manufacturing, including make or buy decisions and facility layout as required for new or revised products, from pilot runs through normal production. Work with shop supervisors and other engineering functions. Investigate and recommend alternatives to product designs. May train and direct the activities of one or two less experienced employees. This is an intermediate to senior level engineering job and requires a degree and at least 5 years of related work experience.
3250E	<b>Engineer (Electrical/ Electronic/ Mechanical) III</b>	Plans and designs electrical, mechanical or electromechanical products or systems of major complexity and scope. May direct and coordinate operation and repair activities. Designs products or systems, such as instruments, controls, engines, machines and mechanical, thermal hydraulic or heat transfer systems, utilizing and applying knowledge of engineering principles. May provide technical guidance and assistance to less experienced engineers and technicians. This is a senior level position and requires a degree in engineering and more than 5 years of relevant experience.
3255E	<b>Engineer (Electrical/ Electronic/ Mechanical) II</b>	Under general supervision and with some latitude for unreviewed action, executes projects that require the creation and evaluation of original design of moderately complex projects or delegated parts of major projects. Participates in the analysis and validation of design and theoretical concepts, working from and adapting a wide range of established research techniques. Must be able to work with general guidance toward an established objective. This is an intermediate level engineer and typically requires a degree in engineering and 3-5 years of relevant experience.
3260E	<b>Engineer (Electrical/ Electronic/ Mechanical) I</b>	Under close supervision, apply principles of engineering to secondary or detail design and research tasks, the results of which are subject to review prior to incorporation into primary projects. Assist higher classified engineers in the analysis and validation of design and theoretical concepts, using established research techniques. This is an entry level engineer and typically requires a degree in mechanical or electronic engineering and less than 3 years of engineering experience.
3265N	<b>Engineering Technician III</b>	Under the direction of an engineer, perform diverse and complex technical assignments. Search, investigate and select technical reference data pertinent to a project. Make calculations, assist systems personnel to organize engineering data and formulas for data processing, and prepare preliminary sketches, design drawings, engineering specifications and reports for approval. Provide technical assistance in the area of design, layout and detail drawing, material procurement, construction and testing of experimental models. Compile and organize technical data, prepare reports and recommendations of project assignments for evaluation by engineers in charge, and initiate and expedite engineering changes resulting from evaluations. Duties consist of assignments in direct support of engineers at a technical level, usually in a specific field, requiring the application of basic engineering fundamentals and principles. Typically requires an Associate's degree and 5 or more years' experience.

3270N	<b>Engineering Technician II</b>	Under the direction of an engineer, perform basic technical assignments. Search, investigate and select technical reference data pertinent to the project assigned, utilizing engineering texts, papers, journals, periodicals and other sources. Make calculations and prepare preliminary sketches, design drawings, engineering specifications and reports for approval. Duties consist of closely supervised assignments in direct support of engineers, usually in a specific field requiring the application of technical fundamentals. May provide technical assistance in the areas of design, layout and detail drawing, procurement of materials, construction and testing of experimental models and assistance to organize technical data and formulas for data processing. This is an entry level technician typically requiring an Associate's degree and 0-2 years of related experience.
3275N	<b>Mechanical Engineering Technician</b>	Develop and test machinery and equipment under direction of engineering or scientific staff. Review project instructions and blueprints to ascertain test specifications, procedures, objectives, test equipment, nature of technical problem, and possible solutions, (e.g., part redesign, substitution of materials or parts or rearrangement of parts or subassemblies).
3280N	<b>Inside Service Technician</b>	Work assignments are varied, and of moderate scope and complexity. Works independently or as part of a team, servicing or repairing returned equipment. Makes recommendations regarding warranty coverage. Typically requires completion of a formal technical program and 2-4 years of previous experience, or equivalent.
3285N	<b>Field Service Technician III</b>	Third of three levels of field service technician work. The job typically requires completion of a formal technical program and 5+ years of previous experience, or equivalent. Work assignments are of greatest variety and complexity. Supervision received is limited. Incumbents work independently or as members of a team installing, servicing or repairing equipment at a customer location. Incumbents may suggest modifications of equipment or installation to meet customer requirements. Work may include instructing customer personnel in the correct operation of equipment. Work may include providing training and work direction for other technicians. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.
3290N	<b>Field Service Technician II</b>	Second of three levels of field service technician work. The job typically requires completion of a formal technical program and 2+ years of previous experience, or equivalent. Work assignments are varied, and of moderate scope and complexity. Supervision received is limited. Incumbents work independently or as members of a team installing, servicing or repairing equipment at a customer location. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.
3291N	<b>Field Service Technician I</b>	First of three levels of field service technician work. The job typically requires completion of a formal technical program and no previous experience, or equivalent. Work assignments are varied, but limited in scope and complexity. Work typically is under direction of more experienced staff. Incumbents assist with installation, servicing and repair of equipment at a customer location. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.

3293N	<b>Lab Technician III</b>	Perform a variety of non-routine laboratory duties involved in conducting standard and experimental physical, chemical, or biological tests or studies. Requires advanced knowledge and experience in the specific discipline used. Responsible for collection, analysis, interpretation, and recording of data. Recognize and solve technical problems within the scope of work. May troubleshoot equipment. Drafts standard operating procedures for approval. Receives minimal supervisory direction. Typically requires advanced certification, where applicable, plus an Associates in an appropriate discipline and five years' experience or equivalent.
3295N	<b>Lab Technician II</b>	Performs non-routine laboratory duties involved in conducting physical, chemical, or biological tests and research experiments. Work involves monitoring, sampling, testing, and recording data; and operating and maintaining specialized equipment. May require HAZMAT training/qualification. Works under general supervision. Requires an Associates and/or two years formal training and two years' experience.
3298N	<b>Lab Technician I</b>	Performs routine laboratory duties such as conducting physical, chemical or biological tests and research experiments. May include monitoring, sampling, testing, and recording data. Operates and maintains laboratory equipment. May require HAZMAT training/qualification. Entry level position requiring little or no previous experience. Typically requires a high school education.
3300E	<b>Civil Engineer III</b>	Plan, design and/or consult in the construction of complex construction or maintenance projects involving a wide range of structures and facilities, such as power plants, waste disposal systems, pipeline, roads, buildings, etc. May perform extensive technical research and use computer in deriving solution to projects. This is a senior level position typically requiring a degree and 5-8 years of related work experience.
3320E	<b>Civil Engineer II</b>	Plan, design and/or provide guidance in the construction of a variety of structures and facilities, such as power plants, waste disposal systems, pipelines, roads, bridges, etc. May also plan and/or provide guidance for alterations of structures and facilities and for major maintenance procedures. Typical duties include analysis of requirements of specific projects, preparation of designs to meet these requirements, assuring compliance of designs with applicable building codes and design standards, preparing estimates of material costs and man-hour requirements. Includes both engineers specializing in design work and those specializing in field work. Architects are not included. This is an intermediate level engineer typically requiring a degree and 3-5 years of related work experience.
3325E	<b>Engineer - Environmental</b>	Responsible for assuring the organization complies with all federal, state and local ordinances regarding environmental standards; includes responsibility for compliance with OSHA, DOT, TSCA, maintenance of MSDS materials, and evaluating and choosing facilities and modes of waste disposal to limit long-term liabilities and maximize disposal dollars. Conduct audits of company facilities to ensure compliance with OSHA and EPA requirements. May supervise environmental staff which may include industrial hygienists and product safety specialists. This is an intermediate level engineer position, typically requiring a degree and 3-5 years of related work experience.
3383N	<b>Methods &amp; Process Technician III</b>	Third of three levels of methods and process technician work. The job typically requires completion of a formal technical program and 5+ years of work experience, or equivalent. Work assignments are of greatest variety and complexity. Incumbents assist engineering staff with design, testing, prototype building, pilot plant production or other activities relating to methods or process development or improvements. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include providing training and work direction for other technicians. Work may include lifting, handling or maintaining equipment or operation of production equipment. Supervision received is limited. Civil Engineering and Field Service Technicians are not included.

3385N	<b>Methods &amp; Process Technician II</b>	Second of three levels of methods and process technician work. The job typically requires completion of a formal technical program and 2+ years of work experience, or equivalent. Work assignments are varied and of moderate scope and complexity. Incumbents assist engineering staff with testing, prototype building, pilot plant production or other activities relating to methods or process development or improvements. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of production equipment. Supervision received is limited. Civil Engineering and Field Service Technicians are not included.
3387N	<b>Methods &amp; Process Technician I</b>	First of three levels of methods and process technician work. The job typically requires completion of a formal technical program and no previous experience, or equivalent. Work assignments are varied, but limited in scope and complexity. Incumbents assist engineering staff with testing, prototype building, pilot plant production or other activities relating to methods or process development or improvements. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of production equipment. Supervision is readily available and work is usually reviewed by more experienced staff. Civil Engineering and Field Service Technicians are not included.
3430E	<b>Chemist - Supervising</b>	General responsibility for the quality of company products, including materials and product improvement. Maintain quality control through subordinates and establish basis for chemical testing of raw materials and finished products. Control the use of raw materials and review control test data. Conduct pilot operations and research. Evaluate competitor products. Communicate with management on the quality of existing products and suggest and recommend remedial action to overcome problems and improve products. Typically supervises 2 or more chemists and/or technicians.
3435E	<b>Chemist III</b>	Working relatively independently, perform research and/or analytical assignments which require considerable knowledge of a specialized field of chemistry. Analyze technical aspects of assigned projects, select and adapt methods and techniques to be used and may devise new techniques. Projects may involve problems where standard methods are not applicable or a high level of interpretive judgment is required. May provide technical guidance and assistance to less experienced chemists and technicians, but is not a project leader or full-time supervisor. Typically requires an advanced degree in chemistry or equivalent (any area of specialization) and 5 or more years of related work experience.
3440E	<b>Chemist II</b>	Perform chemical tests, analyses and investigations utilizing standard methods or following methods and criteria specified by more senior chemists. Work involves analysis for which there are standard or established methods or for which the adaption of standard methods is obvious or determined by others. May carry out specific phases of more complex research projects under the direction of more experienced chemists. Typically requires a Bachelor's in Chemistry (any area of specialization) and 3-5 years of related work experience.
3445E	<b>Chemist I</b>	Perform a variety of routine analyses, tests and operations and assist more experienced chemists by carrying out individual steps of more complex experiments. Work involves the application of established laboratory methods and techniques and is subject to frequent review. Typically requires a Bachelor's in Chemistry (any area of specialization) plus less than 3 years of related work experience.
3460E	<b>Design Supervisor (Chief Designer)</b>	Supervise a department/section which designs new models, mechanisms and adaption's for company product lines, following directions and suggestions to meet specification requirements set by engineers. Investigate alterations in design and ensure that all factors are considered to meet new product requirements, changes and customer specifications. Check the building of sample models, tests and the progress of assignments. Prepare or direct the preparation of design drawings and the establishment of specifications, standards, necessary detail drawings and bills of material. Typically supervises less than 25 employees.

3470E	<b>Designer - Product</b>	Design new models, mechanisms and adaption's for a particular product line, following directions and suggestions of supervisor. Investigate alterations to designs for improved performance or to meet customer requirements. Prepare preliminary layout drawings, with responsibility for correct proportions and consideration given to stresses, speeds, weights and other details. Change designs to meet shop requests and make alterations when in process, as required, to facilitate manufacturing.
3475N	<b>Designer - Tool</b>	Design ordinary jigs, fixtures and special tools for a wide variety of standard or special machine tool operations. Select materials to be used, determine proper locating points of parts for accurate machining, design clamps and supports to hold parts securely while avoiding distortion due to clamping or tool thrust. Work from parts drawings, verbal instructions, specifications or samples.
3485N	<b>Draftperson III</b>	Prepares a wide variety of detail drawings and breaks down information obtained from specifications and instructions furnished by a superior. Performs a variety of calculations showing all necessary details, section views, and dimensions, and prepares bills of materials and specifications. May use CAD/CAM drafting equipment or traditional drafting techniques. Work is usually checked by a superior. Typically requires a high school education, 2 years technical education, and more than 2 years of related experience.
3490N	<b>Draftperson II</b>	Prepares a variety of detail drawings and breaks down information obtained from specifications and instructions furnished by a superior. Performs a variety of calculations showing all necessary details, section views and dimensions, and prepare bills of materials and specifications. May use CAD/CAM drafting equipment or traditional drafting techniques. Work is usually checked by a superior or more experienced Draftperson. Typically requires a high school education and less than 2 years of experience.
3510N	<b>CAD Drafter III</b>	Third of three levels of technical drafting work; highest level of non-supervisory work. The job typically requires completion of a formal drafting program and 5+ years of drafting experience, or equivalent. Work assignments are varied and of the highest level of scope and complexity, requiring specialized knowledge of the company's products and operations. Supervision is limited, but engineering staff, as a quality procedure, may review work product. Incumbents break down information obtained from specifications, sketches, customer layout drawings and instructions furnished by others and convert the information into detailed drawings with section views and dimensions. Incumbents perform a variety of mathematical calculations using standard procedures. Incumbents have responsibility for coordinating with others to determine whether drawings can be executed efficiently and within expected tolerances, although at this level questions are rare due to knowledge and experience. Incumbents typically prepare bills of materials and specifications when drawings are complete. Most work is completed using computerized drafting applications. Considerable time may be devoted to providing technical help to less experienced staff and checking the work of others.
3515N	<b>CAD Drafter II</b>	Second of three levels of technical drafting work. The job typically requires completion of a formal drafting program and 2+ years of drafting experience, or equivalent. Work assignments are varied and of considerable scope and complexity. Supervision is limited, but work may be reviewed by peers or by more experienced staff as a quality procedure. Incumbents break down information obtained from specifications, sketches, customer layout drawings and instructions furnished by others and convert the information into detailed drawings with section views and dimensions. Incumbents perform a variety of mathematical calculations using standard procedures. Incumbents have responsibility for coordinating with others to determine whether drawings can be executed efficiently and within expected tolerances, although at this level questions are less frequent due to knowledge and experience. Incumbents typically prepare bills of materials and specifications when drawings are complete. Most work is completed using computerized drafting applications. Some time may be devoted to providing technical help to less experienced staff.

3520N	<b>CAD Drafter I</b>	First of three levels of technical drafting work. The job typically requires completion of a formal drafting program and no previous experience, or equivalent. Work assignments are varied, but limited in scope and complexity. Supervision is readily available and work is usually reviewed by more experienced staff. Incumbents break down information obtained from specifications, sketches, customer layout drawings and instructions furnished by others and convert the information into detailed drawings with section views and dimensions. Incumbents perform a variety of mathematical calculations using standard procedures. Incumbents have responsibility for coordinating with others to determine whether drawings can be executed efficiently and within expected tolerances. Incumbents may prepare bills of materials and specifications when drawings are complete. Most work is completed using computerized drafting applications.
3530N	<b>Technical Writer (Non-MIS)</b>	Write instructions and descriptive materials for operation and maintenance of complex systems, equipment and products. Analyze each order, collect and correlate information. Plan instruction book format. Arrange preparation of instruction book, special drawings, photographs, artwork and related typed copy for final printing. Prepare instruction book specifications for vendors and printers. Check and proofread copy. Excludes positions whose primary duties involve documentation of management information systems. This is an intermediate level position typically requiring at least 1 year of analytical and writing experience.
3560N	<b>Engineering Cost Estimator</b>	Prepare cost estimates for quotations and/or new or redesigned products or processes. Compile itemized materials and price lists from engineering drawings and specifications. Compute cost estimates of raw materials, purchased equipment or subcontracted work and labor. May estimate repair, service, and salvage work. This is an intermediate level position requiring sufficient education and/or training to consult with engineering departments concerning cost problems, flaws, defects, or errors in design. For positions which are primarily involved with accounting duties, see Cost Accounting Clerk, Job #1160.
3570N	<b>Engineering Clerk</b>	Perform various clerical duties within engineering department, such as product specifications, process sheets, time standards, and drawing and part number controls. Input, update, access, organize and maintain computer or manual files. Allocate items and fill requests for information. Assist engineers in other clerical duties including typing and blueprint reproduction.
3576E	<b>Scientist/Project Leader</b>	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments; plans and conducts work requiring: a) master of specialized techniques or ingenuity when selecting and evaluating solutions to unforeseen or novel complexities, and b) ability to apply analytical solutions to a wide variety of problems and assimilate details and their significance toward various scientific analyses, procedures and tests. Requires sufficient professional experience to assure competence as a fully trained scientist in discipline or area of expertise. Independently performs most assignments with instruction only regarding general expected results; receives technical guidance for unusual or complex problems and supervisory approval of proposed project plans. May supervise a staff of scientists and/or technicians on a project basis. Typically requires an advanced degree and 3-5 years of related experience.
3577E	<b>Scientist III</b>	Independently evaluates, selects and applies standard scientific techniques and procedures while using judgment when necessary to adapt standard methods and techniques. Assignments have clear and specified objectives and require investigation of limited number of variables. Typically requires a Ph.D. in relevant scientific field, or equivalent combination of education and relevant experience.
3578E	<b>Scientist II</b>	Performs standard scientific work requiring application of standard techniques and procedures. Limited exercise of judgment required when less common methods or procedures are necessary. Detects problems due to condition of sample, difficulties with equipment, or steps missing in the protocol. May conduct specific phases of projects in support of more experienced scientists. Typically requires an Master's degree in relevant scientific field, or a minimum of two years' experience as a Scientist I.

3580E	Scientist I	Performs standardized or prescribed scientific assignments involving a sequence of related operations. Conducts a variety of standardized tests; may prepare test specimens; sets-up and operates standard laboratory testing equipment of moderate complexity; records test data providing some basic analyses and interpretations. This is an entry level professional position requiring a Bachelor's degree in a relevant scientific field (chemistry, biology, biochemistry, molecular biology, etc.) and at least 6 months or relevant laboratory experience.
3583N	Environmental Specialist	Assists the Safety Manager or Environmental Engineer in ensuring compliance with environmental regulations. Duties may include assisting with safety and environmental inspections; preparing reports, contracts and completing government paperwork; sampling/testing wastes and materials; and assisting in selection of environmental and safety contractors. May conduct training and instruct employees on environmental, health and safety issues. Typically requires a degree in Environmental Science or related field, with 1-2 years of experience in the environmental field.
<b>G - Maintenance, Repair, Installation, Cleaning (Facilities-Equipment)</b>		
3584O	Facility Engineer	Supervise, direct and coordinate the maintenance of facility and facility equipment, the design and building of equipment and facility layout. Initiate and plan projects for more effective utilization of space, equipment or manpower. Supervise and guide engineers in the design and construction of special machines, equipment and electrical, hydraulic and pneumatic controls and devices.
3585E	Facilities Supervisor (Single location)	Manager in charge of functions associated with the operation of a single facility used to house the operations of an enterprise. This job typically requires a Bachelor's degree in business administration and 1+ years of related experience, or equivalent. Responsibilities include management of facility support employees and/or outside vendors contracted to provide services. Functions may include building rental negotiations, remodeling planning and management, building and parking lot cleaning and maintenance, space planning, purchase of furniture, fixtures, and equipment. May include any or all of the following: office supplies, copy center management, telecommunications planning and administration, mail room management and other business support activities.
3590E	Facilities Manager (Multi-location)	Manager in charge of functions associated with the operation of multiple facilities used to house the operations of an enterprise. The job typically requires a Bachelor's degree in business administration and 5+ years of related experience, or equivalent. Responsibilities include management of facility support employees and/or outside vendors contracted to provide services. Functions may include building rental negotiations, remodeling planning and management, building and parking lot cleaning and maintenance, space planning, purchase of furniture, fixtures and equipment. May include any or all of the following: office supplies, copy center management, telecommunications planning and administration, mail room management and other business support activities.
3600E	Maintenance Supervisor (Facilities)	Responsible for the maintenance operations concerned with keeping company buildings in good repair and with making minor alterations. Maintenance of facility grounds is generally included in the jurisdiction of this position. Typical activities of those supervised include painting, minor plumbing and electrical repairs, carpentry, landscaping and landscape maintenance, replacing light bulbs and air conditioning filters, etc. Does not include supervisors with responsibility for all of the maintenance operations in the facility or those with responsibility for only installation and overhaul of production machinery and equipment. Position generally supervises non-exempt personnel only.
3610E	Maintenance Supervisor (Equipment)	Responsible for the maintenance operations concerned with the installation and/or maintenance of machinery and other mechanical equipment used in company production operations. Typical examples of such equipment include compressors, grinders, milling machines, die-casting machines, screw machines, lathes, drill presses, conveyors, molding machines, stamping machines, mixers and similar standard or specially designed equipment and auxiliary mechanisms. May include the building of new special machinery and/or responsibility for preventive maintenance program. Employees supervised typically include such occupations as maintenance mechanics, maintenance electricians, maintenance machinists, millwrights, pipe or steam fitters, welders, oilers, etc. Position generally supervises non-exempt personnel only.

3612E	<b>Trades Supervisor - Production Support</b>	First line supervisor of one or more skilled trades groups supporting a production operation. The job typically requires specialized training in supervision and 5+ years of job related training and experience, including training and experience in one or more of the skilled trades, or equivalent. Specific trades supervised may include maintenance, electronic/electrical and/or building trades, but not machining. Under management guidance, schedules work, assists with employee selection, reviews employee performance, administers work rules and recommends compensation, unless it is governed by contract. Responsible for managing department productivity and work quality. Recommends equipment upgrades, staffing adjustments, maintenance schedules and selection of equipment, service or material vendors. Maintains project documentation, including schematics, blueprints, CAD files, work plans, contracts, manuals and inspection records. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.
3615E	<b>Engineer - Facility Maintenance III</b>	Responsible for grounds, building and building equipment. Supervise the installation, maintenance and repair of machine tools and equipment, electrical, gas, air and water installations, sewers and fire sprinklers, the operation of building equipment and facilities, plan janitorial services and the maintenance of grounds. Work with outside contractors and architects on building construction as necessary. Plan, lay out and assign work, involving diagnosing and remedying difficult problems. Generally functions in a department of more than 25 employees with at least one exempt supervisor as a subordinate. Does not include engineers whose area of responsibility includes planning of actual methods and processes associated with production of specific products, or Building Managers who negotiate the leasing of space to tenants.
3620E	<b>Engineer - Facility Maintenance II</b>	Similar to Engineer - Facility Maintenance III (job #3615), except supervises only non-exempt employees and typically not more than 25.
3625E	<b>Engineer - Facility Maintenance I</b>	Similar to Engineer - Facility Maintenance III (job #3615), except exercises no ongoing supervisory responsibilities.
3700N	<b>Carpenter - Maintenance</b>	Perform rough and finish carpentry duties in the maintenance, repair and alteration and construction of buildings and equipment in company. Operate woodworking machines and use a variety of hand and power tools as required. Perform such duties as making and/or repairing counters, benches, partitions, doors, floors and building framework. This is a journey level carpenter. Completion of vocational training, apprenticeship or equivalent training and experience is required.
3710E	<b>Field Service Manager</b>	Manager of field service. The job typically requires completion of a Bachelor's degree and 3+ years of field service experience or a formal technical program and 5+ years of progressively responsible field service experience, or equivalent. Assigns work and directs staff who install, service and/or repair equipment at a customer location. Duties include managing staff performance, tracking project status, customer relations, staff recruiting and staff training. May serve as a technical expert to troubleshoot or modify customer installations.
3720N	<b>Electrician - Maintenance</b>	Installs, maintains and repairs electrical systems, apparatus, and electrical and electronic components of industrial machinery and equipment, following electrical code, manuals, schematic diagrams, blueprints, and other specifications, using hand tools, power tools, and electrical and electronic test equipment. Installs power supply wiring and conduit for newly installed machines and equipment. Diagnoses malfunctioning apparatus or equipment, replaces or repairs parts, detects and replaces defective control modules, tests and makes adjustments. Prepares wiring diagrams to record changes. Plans and lays out work for electricians in lower classifications or electronic maintenance technicians. Requires Limited Journeyman Plant Electrician License.
3725N	<b>Painter - Maintenance</b>	Perform all operations incidental to any type of maintenance painting according to specifications. Use manual or mechanical means under general supervision. Erect scaffolding, prepare surfaces and mix ingredients properly. This is a journey level painter typically requiring vocational or apprenticeship training or equivalent experience.

3740N	<b>Electronic - Maintenance</b>	Perform maintenance, repair and calibration of electronic equipment, such as control systems of numerically controlled machines, other controlling or recording equipment, spot-weld machines, etc. Conduct operational tests and repair equipment by disassembling required components, repairing and/or replacing faulty parts, reassembling and adjusting equipment. Determine proper settings for timing and control mechanisms. Periodically check equipment performance to assure conformance to required standards. Must be able to work from wiring diagrams, blueprints, etc. Excludes maintenance electricians who perform only incidental electronics repair work.
3750N	<b>Helper - Maintenance</b>	Assist Electricians, Carpenters, Machinists, Steam Fitters and other trades people in the performance of a variety of related duties. Obtain tools, materials and supplies. Position work and perform operations following detailed instructions. May clean working area, machines or equipment. This is an entry level position requiring little or no previous experience.
3760N	<b>Machine Repairer - Millwright</b>	Install, repair and maintain machinery and mechanical equipment such as engines, motors, pneumatic tools, conveyor systems or other production machines and equipment. Examine machines for defects in operation. Dismantle devices and replace defective parts using hoists, cranes, and tools as needed. Install special attachments or parts, and adjust equipment to insure efficient operation. May manufacture replacement parts in an emergency situation or dismantle and move machinery and heavy equipment as requested. This is a journey level millwright position.
3770N	<b>Machinist - Maintenance</b>	Using a variety of machines, such as lathes, mills, precision grinders, etc., produce replacement parts for use in making regular and emergency repairs of machinery and equipment, use various hand tools, including scrapers, chisels, files and measuring instruments, and shape metal parts to precise dimensions, frequently working to close tolerances. May assemble and fit parts into machines. This is a journey level position.
3775N	<b>Machine Maintenance Mechanic III</b>	Third of three levels of maintenance mechanic; advanced level. The job typically requires 2 years of technical training and 5+ years of related work experience, or equivalent. Specific skills include mechanics, pneumatics, and hydraulics, machining, welding and electrical. Duties include installation, maintenance and repair of production or processing equipment. Incumbents may fabricate machine guards, install or repair conveyers, replace motors, tear down or replace pumps, maintain fluid collection or distribution equipment or repair electro-mechanical equipment. Incumbents at this level perform advanced troubleshooting, work with general supervision and may provide work training to less experienced maintenance staff.
3777N	<b>Machine Maintenance Mechanic II</b>	Second of three levels of maintenance mechanic; experienced level. The job typically requires 2 years of technical training and 3+ years of related experience, or equivalent. Under limited supervision and with minimal technical guidance, keeps plant machinery and mechanical equipment in good repair. Examines machines to diagnose trouble, dismantles machines, replaces defective parts, reassembles machines and makes necessary adjustments to ensure efficient operation. May involve scraping of ways. May occasionally make replacement parts. Incumbents at this level perform intermediate troubleshooting, work with limited technical guidance and may provide work training to less experienced maintenance staff.
3780N	<b>Machine Maintenance Mechanic I</b>	First level of three levels of maintenance mechanic. The job typically requires 2 years of technical training and less than 1 year of experience, or equivalent. With readily available technical guidance, keeps plant machinery and mechanical equipment in good repair. Examines machines to diagnose trouble, dismantles machines, replaces defective parts, reassembles machines and makes necessary adjustments to ensure efficient operation. At this level much of the time is spent assisting more experienced maintenance mechanics.

3783N	<b>Methods &amp; Process Technician III</b>	Third of three levels of methods and process technician work. The job typically requires completion of a formal technical program and 5+ years of work experience, or equivalent. Work assignments are of greatest variety and complexity. Incumbents assist engineering staff with design, testing, prototype building, pilot plant production or other activities relating to methods or process development or improvements. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include providing training and work direction for other technicians. Work may include lifting, handling or maintaining equipment or operation of production equipment. Supervision received is limited. Civil Engineering and Field Service Technicians are not included.
3785N	<b>Methods &amp; Process Technician II</b>	Second of three levels of methods and process technician work. The job typically requires completion of a formal technical program and 2+ years of work experience, or equivalent. Work assignments are varied and of moderate scope and complexity. Incumbents assist engineering staff with testing, prototype building, pilot plant production or other activities relating to methods or process development or improvements. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of production equipment. Supervision received is limited. Civil Engineering and Field Service Technicians are not included.
3787N	<b>Methods &amp; Process Technician I</b>	First of three levels of methods and process technician work. The job typically requires completion of a formal technical program and no previous experience, or equivalent. Work assignments are varied, but limited in scope and complexity. Incumbents assist engineering staff with testing, prototype building, pilot plant production or other activities relating to methods or process development or improvements. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of production equipment. Supervision is readily available and work is usually reviewed by more experienced staff. Civil Engineering and Field Service Technicians are not included.
3790N	<b>Oiler - Maintenance</b>	Perform routine lubrication of plant/engine room mechanical equipment with oil or grease. Lubricate parts such as shafts and motor bearings, sprockets, drive chains, gears and pulleys.
3795N	<b>Parts Clerk</b>	Receive, store and issue replacement parts, components, materials, solutions, wiring, etc., used in maintenance or repair of plant premises, machinery, equipment. Maintain inventory records. May order needed parts, materials and operate vehicle to pick up required parts or materials.
3820N	<b>Welder - Maintenance</b>	Perform general maintenance welding projects on machines, conveyors, air shafts and other equipment, using arc, gas or automatic welding equipment and applying trade practices and techniques with little or no direction. Occasionally may direct and lay out work for one or two lower level maintenance Welders.
3900E	<b>Janitorial Services Supervisor</b>	Supervise employees who clean company facilities, including such activities as sweeping, dusting, removing litter, cleaning lavatories, washing windows, waxing floors, etc. Employees supervised generally require little or no skills. They may operate power cleaning equipment, as required, and may work in office and/or shop. Does not include supervisors who supervise maintenance workers as well as cleaning workers.
3910N	<b>Office Janitor</b>	General labor job. The job typically requires the ability to follow basic verbal and written instructions, such as the ability to read and follow label instructions on cleaning supplies. Job duties include sweeping floors, vacuuming carpeting, removing wastepaper and other refuse, and dusting furniture and fixtures. May also include performing routine light manual work in cleaning and sweeping offices, halls, restrooms, etc. Do not report plant maintenance staff unless office maintenance duties are secondary.

3915N	<b>Plant Janitor/Sanitation</b>	General labor job associated with plant or facility sanitation duties. The job typically requires the ability to follow basic verbal and written instructions, such as the ability to read and follow label instructions on cleaning supplies. Duties include cleaning walls, floors, equipment, or any other areas of the facility. Duties include disposing of waste, sanitation of facilities and equipment, maintenance of lighting, and other related facilities and grounds duties. Incumbents may assist maintenance mechanics with maintenance of equipment. Work may include moderate to heavy lifting. Do not report office maintenance staff.
3920N	<b>Grounds Maintenance Worker</b>	Maintain grounds of public or private property using hand/power tools or equipment. Typically perform tasks such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. May plan and execute small-scale landscaping operations or provide minimal care and upkeep of buildings and equipment.
3922N	<b>Building/Grounds Maintenance Mechanic II</b>	Experienced level of building/grounds maintenance. The job typically requires a technical degree, or equivalent, and 3+ years of experience. Work involves planning and performing work relating to repair of buildings, mechanical and/or electrical equipment; installing and aligning new equipment; and repairing building, floors, stairs, etc. Works independently on projects of greater complexity and may provide direction to an assistant or to less experienced maintenance staff. This is not a janitor job even though janitor duties may be performed a minor amount of the time.
3923N	<b>Building/Grounds Maintenance Mechanic I</b>	First level of building/grounds maintenance mechanic. The job typically requires a technical school degree, or equivalent. Work involves planning and performing work relating to repair of buildings, mechanical and/or electrical equipment; installing and aligning new equipment; and repairing building, floors, stairs, etc. Works independently on projects of limited complexity or as an assistant to more experienced maintenance staff on more difficult projects. This is not a janitor job even though janitor duties may be performed a minor amount of the time.
3925N	<b>Facilities Maintenance Worker III</b>	Perform installation, repairs, and preventative maintenance on a wide variety of building and facility equipment fixtures and systems. Perform work to comply with regulatory agency codes under general supervision. This is a journey level (electrician, millwright, pipe fitter, welder, painter, carpenter, and other trades). Typically requires completion of formal or informal apprenticeship program or recognized certificate from vocational trade school or equivalent program.
3927N	<b>Facilities Maintenance Worker II</b>	Perform general, non-specialized tasks in the maintenance of a plant or building. Perform basic carpentry, electrical maintenance, pipefitting and plumbing tasks; scrape, putty, and paint walls, woodwork and fixtures; replace light bulbs, covers, and filters. Utilizes a wide variety of hand and portable power tools. May lubricate and do simple maintenance on machines and equipment.
3928N	<b>Facilities Maintenance - Specialist</b>	Install, troubleshoot, repair and maintain a wide variety of plumbing, mechanical, or electrical systems in accordance with local, state, or national codes. Review maintenance requests, identify and recommend optimum solutions. Perform preventative maintenance inspections and preventative maintenance services. Typically requires completion of formal four-year apprenticeship program or recognized certificate from a vocational trade school and may require two years' experience. This level includes journey-level trades.
3930N	<b>Mechanic - Auto-Bus-Truck</b>	Repair gasoline or diesel powered automobiles, trucks or buses; disassemble and overhaul engines, transmissions, clutches, rear ends and other assemblies; replace worn or broken parts; grind valves, adjust brakes, tighten body bolts and align wheels. May lubricate vehicles and perform other duties in connection with maintenance and operation of motor vehicles, except finished body and fender work, reupholster and painting. This is the journey level position typically requiring vocational and/or apprenticeship training or equivalent experience.
3935N	<b>Mechanic - Body Shop</b>	Repair, repaint, and refinish automotive vehicle bodies; straighten vehicle frames, and replace damaged vehicle glass. This is a full journey level position.
3940N	<b>Mechanic - Heavy Equipment</b>	Analyze malfunctions and repair, rebuild and maintain heavy construction, logging and similar equipment such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, front-end loaders, compressors and pneumatic tools. Dismantle and reassemble equipment using hoists and hand tools. Replace engines and subassemblies. May weld parts. This is a journey level position.

3945N	<b>Mechanic - Helper</b>	Assist mechanics with maintenance, lubrication, parts replacement, and other vehicle repair duties. Perform duties such as furnishing tools, materials and supplies to other workers; clean work area, machines, and tools; and hold materials or tools for other workers. Excludes apprentices in formal apprenticeship program.
3950N	<b>Oil-Lubrication Specialist</b>	Perform various vehicle lubrication duties; change engine oil and filters; lubricate moving parts of engines; inspect fluid levels of steering gear, power steering unit, transmission and differential. May perform other related light maintenance duties.
3965N	<b>Tire Repairer/Changer</b>	Repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks and other vehicles. Duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes.

## H - Purchasing, Material Sourcing and Planning, Inventory Control

39900	<b>Top Supply Chain Executive</b>	This is the VP or Director in charge of the entire supply chain. The job typically requires a Bachelor's degree and 12+ years of experience, or equivalent (a Master's in business may shorten the experience requirement). Functions directed typically include domestic and international sourcing of materials, purchasing, production planning, inventory management, warehousing and distribution. Additional areas of responsibility may include import/export, quality, ISO certification, traffic and warranty service. Some organizations may split supply chain into upstream and downstream focus, in which case both areas should be reported. Establishes functional policies and makes tactical decisions within overall strategic direction, with top management guidance.
40000	<b>Materials Manager</b>	Manage, control and direct the material planning, inventory control, storage, shipping and receiving functions of the organization. Develop, implement and maintain purchasing policies which ensure timely delivery of goods at the most economical cost. Coordinate with purchasing, production and engineering to ensure ample supply and efficient movement of materials. Provide for the development and maintenance of inventory control systems to track status of purchase orders, inventory levels and production requirements. Based on market analyses, forecast plans for anticipated materials requirements. Keep abreast of production schedules to ensure the timely availability of materials. Typically at least one supervisory staff member.
40150	<b>Purchasing Director</b>	Directs an organization's purchasing function and employees. Develops purchasing and contract management instructions, policies, and procedures. Participates in the development of specifications for equipment, products or materials. Analyzes market and delivery systems to assess present and future material availability. Oversees vendor management. Negotiates prices and quantities of purchases. Direct a broad department or more than one group with reporting managers and senior staff. Establish financial and operational goals. Decision have serious and long term impact on division and corporate earnings. Reports to VP or CEO.
40200	<b>Purchasing Manager</b>	Manager responsible for operation of a department focused on procurement of materials and supplies needed for the operation of the organization. The job typically requires a Bachelor's degree and 6+ years of experience. Develops and recommends to senior management purchasing policies for the organization. Manages the purchase of machinery, equipment, tools, raw material, services and supplies necessary for operation of an organization. May actively participate in vendor selection and purchasing of the most critical goods or services. Supervises the maintenance of records of purchases, delivery dates, vendors, costs and other resources. Approves plans to work out remedies for defective or unacceptable goods or services. Materials purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a manager of merchandising buyers.
4025E	<b>Purchasing Supervisor</b>	First level of purchasing supervision. The job typically requires an Associate's or Bachelor's degree and 5+ years of experience. Responsible for the supervision of non-exempt employees who perform duties related to the purchase of materials and supplies needed for the operation of the organization. Typical duties of these employees include placing orders with vendors, revising orders, following up on orders to assure satisfactory delivery, verification of invoices against original orders, and maintenance of purchase order and invoice files. Report supervisors of professional buyers as Purchasing Manager; this is not a supervisor of merchandising buyers.

4030N	<b>Purchasing Assistant</b>	Assists buyers, purchasing and managers writing purchase orders and managing inventory. Researches suppliers to determine which ones fit company pricing and quality objectives. Advises retail outlets how to price products based on purchase price and market trends. Entry level business support. Acquires new skills and learns policies and procedures to complete routine tasks. Receives close supervision on assignments and interactions with customers and callers. Typically requires High School education and 0-2 years of experience.
4045E	<b>Buyer III</b>	Third of three levels of professional purchasing. The job typically requires an Associate's or Bachelor's degree and 5+ years of experience, or equivalent. Duties include coordinating activities involved with procuring goods and services, such as raw materials, equipment, tools, parts, supplies, and advertising, for the establishment. Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule. May work directly in support of line operations and in collaboration with department managers, engineers or operations staff. Estimates values according to knowledge of market price and determines method of procurement, such as direct purchase or bid. Prepares bid specifications, receive bids and make purchases of commodities or goods where the financial impact is great. Works out remedies for defective or unacceptable goods or services with inspection or quality control personnel, users, vendors and others. Provides work direction and training to other professional staff and non-exempt buyers. Materials purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a merchandising buyer.
4050N	<b>Buyer II</b>	Second of three levels of professional purchasing. The job typically requires an Associate's or Bachelor's degree in business and 3+ years of experience, or equivalent. Incumbents at this level have the authority to purchase at the most favorable price consistent with quality, quantity, delivery and other factors, raw materials, equipment, machinery and/or supplies for the operation of the organization. Prepares bid specifications, receives bids and makes purchases of commodities or goods where the financial impact is moderate. May work directly in support of line operations and in collaboration with department managers, engineers or operations staff. Participates in the selection of vendor sources and has considerable latitude in determining acceptable price. Materials purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a merchandising buyer.
4055N	<b>Buyer I</b>	First of three levels of professional purchasing. The job typically requires an Associate's or Bachelor's degree in business, or equivalent. Under supervision of a purchasing manager and/or with direction from senior purchasing staff, performs purchasing duties of limited scope and authority. Prepares bid specifications, receives bids and make purchases of commodities or goods where the financial impact is limited. May work directly in support of line operations and in collaboration with department managers, engineers or operations staff. Materials or equipment purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a merchandising buyer.
4060N	<b>Purchasing Clerk</b>	First level of purchasing. The job typically requires math and problem solving skills equivalent to a high school diploma or GED and 1+ years of related training or experience, or equivalent. Duties include issuing purchase orders to replenish stocks where prices and vendors are mostly pre-established. Incumbents may receive purchase requests from others or initiate orders based on standard stock levels or order issuing criteria. Incumbents use computer terminals or PC's to record data. Incumbents follow established procedures and have readily available supervision.
4180E	<b>Inventory Control Manager</b>	Manager in charge of inventory control. The job typically requires a Bachelor's degree in business and 5+ years of inventory control experience, or equivalent. Responsible for managing inventory control staff. Duties include record keeping, inventory verification and establishing appropriate inventory levels, with consideration for demand, re-supply or delivery lead time, storage capacities, shelf life, cost of stock and other factors. Responsibility for forecasting demand is shared with other management staff.

4200E	<b>Inventory Control Supervisor</b>	Responsible for controlling the stock or materials on hand in the department or company. Directs personnel who take periodic physical inventory. Maintain detailed inventory records and place orders for items that have become depleted. Prepare reports as needed to forecast estimates and schedules of goods for current and future use. May furnish data to forecast estimates and schedules.
4220N	<b>Inventory Control Clerk/Cycle Counter</b>	First level of inventory clerical work. The job typically requires math and problem solving skills equivalent to a high school diploma and no experience, or equivalent. Duties include counting inventory at various locations within the organization and matching results with inventory records. Incumbents may attempt to resolve differences by locating product or isolating errors in records. Incumbents use computer terminals or PC's to record data. Incumbents follow established procedures and have readily available supervision.
4225N	<b>Material Records Clerk</b>	Under close supervision, perform work involving direct entering of figures provided on material record cards. Post, charge and credit correct columns, and trace discrepancies to ensure that figures balance. Check inventory figures shown on work sheet against material record cards. Credit and charge items to material ordered, work in process, finished stock and finished stock available, as required.
4230E	<b>Supply Chain Manager</b>	Responsible for the planning and management of all activities involved in sourcing and procurement and logistics management activities. Manages the implementation and evaluation of all supply chain logistics activities and procedures, including, but not limited to, production planning, material procurement, inventory control, rate setting, outsourcing, vendor selection, and distribution. Evaluates the organization's supply chain performance against projected costs and timelines. Typically requires a Bachelor's degree in a related field and 10+ years of relevant experience.
4235E	<b>Supply Chain Analyst</b>	Provides analysis of supply chain performance data for the organization to identify operational efficiencies. Identifies improvement opportunities as a result of data analysis and market intelligence. Identifies and removes waste, variability, and excess lead time in existing processes. Typically requires a Bachelor's degree and 2-4 years of experience.
<b>I - Material Handling, Shipping, Receiving, Warehousing</b>		
4815E	<b>Warehouse Manager</b>	Manager responsible for the operation of a department focused on receiving, storage and shipment of materials. The job typically requires technical or business training beyond high school and 5+ years of experience, or equivalent. Responsible, either directly or through subordinate supervisors, for the direction and coordination of all of the warehousing activities of the facility. Typical subordinate activities are the receiving, storage and shipment of raw materials and/or finished goods and the maintenance of inventory control records. May be responsible for the movement of materials and goods within the facility. May also have responsibility for traffic and/or export activities.
4818E	<b>Shipping/Receiving Supervisor</b>	Responsible for the direction and coordination of all shipping and receiving activities. These activities include the receiving, unpacking and checking; storage, packing and shipping of materials; maintaining of inventory control; and addressing outgoing goods. Completing or checking bills of lading may be corollary activities.
4820E	<b>Warehouse Supervisor</b>	First level of warehouse supervision. The job typically requires a high school diploma and 5+ years of experience, or equivalent. This position is responsible for the supervision of the warehousing activities and shipping/receiving activities of a facility. In larger organizations this may be one of several supervisors, each having responsibility for a segment of the operation. Typical duties carried out by subordinates are the receiving, storage and shipment of raw materials and/or finished goods and the maintenance of inventory control records. Incumbents may also be responsible for the movement of materials and goods within a plant. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.
4835N	<b>Crane Operator/Overhead</b>	Operate fixed overhead crane to pick up, transport, maneuver and position products, material or equipment on company premises. Excludes Mobile Crane Operators (see Job #4830).

<b>4840N</b>	<b>Forklift Driver</b>	General warehouse labor job. The job typically requires the ability to follow basic written and verbal instructions, such as bills of materials and shipping documents, or equivalent. With readily available supervision, workers operate a gas or electric powered forklift truck to move, stack, load, or unload materials in and about plant, warehouse, staging area, etc. Work may include using banding and shrink wrap machines. Workers may use bar code readers, computer terminals or other electronic devices to track product as it is moved.
<b>4845N</b>	<b>Forklift Truck Operator</b>	Operate large forklift (usually diesel powered) to load, unload or position large items or stacks of items such as bare steel pipe or lumber usually outside. Keeps designated areas supplied with material in an orderly fashion. Places, stacks, and/or transports material safely in designated areas.
<b>4850N</b>	<b>Boxer/Crater</b>	Pack products for shipment in boxes or crates as specified. Secure covers with nails, wire or bands. May cover products with packing material, and secure contents to bottom of box or crate to prevent shifting or breakage. (Also see Packer #4860).
<b>4855N</b>	<b>Order Filler - General</b>	Fill orders from warehouse stock, shelves, or bins; group orders, carry or transport them on a conveyance to shipping or delivery platforms, other sections of warehouse or storage area when necessary. Work and fill from a written order. Excludes those who write up orders received by telephone or mail.
<b>4860N</b>	<b>Packer</b>	General warehouse or production labor job. The job typically requires the ability to read production or shipping documents and no previous experience, or equivalent. Primary duty is to place finished products in containers (cases) for shipping or storage. The specific operations are dependent upon the type, size, and number of units to be packed, the type of container employed and the method of shipment. Work may involve one or more of the following: knowledge of various items of stock in order to verify content selection of appropriate type and size of container; using appropriate packing material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. Workers may use bar code readers, computer terminals or other electronic devices to track product. Packers whose primary duty is to make wooden boxes or crates should be reported as Craters rather than Packers.
<b>4865N</b>	<b>Receiving Clerk</b>	Check, count, weigh a variety of incoming parts, materials and supplies to verify items and quantities shipped, and note damaged or defective items following standard procedures. Prepare receiving reports detailing errors, shortages, damages and defects. Move or expedite material to proper department or place in temporary storage. May operate crane, hoist or power truck in unloading, moving or storing materials as required.
<b>4870N</b>	<b>Shipping Clerk</b>	Assemble orders, check against shipping or customer orders, report shortages and follow up to locate items or incomplete orders. Make out bills of lading, following standard procedures. Plan transfer of products to shipping dock, loading cars and trucks. Specify method of crating, boxing or skidding of large, heavy or bulky products. Route shipments and arrange for carrier pickups. Requires thorough knowledge of freight rates, classifications, interstate commerce laws and regulations for most economical transportation.
<b>4875N</b>	<b>Shipping and/or Receiving Clerk</b>	Warehouse clerical/administrative job. The job typically requires reading, math and communication skills equivalent to a high school education and one or more years of related experience, or equivalent. Primary duties are the following: to ship goods from the establishment; prepare records of goods shipped; make up bills of lading; post weight and shipping charges; keep files of shipping records; receive incoming shipments of merchandise or other materials; verify correctness of shipments against bills of lading, invoices, etc.; keep records of goods received; report damaged goods and shortages; route goods to the proper departments. Workers may use bar code readers, computer terminals or other electronic devices. Work may include material handling.
<b>4880N</b>	<b>Shipping-Receiving Checker</b>	Review outgoing orders and shipments to assure appropriate quantity, quality, labeling, etc., compare with order sheet or other records before packing or shipping. Correct shortages or other errors and check incoming merchandise in similar manner when required, notifying receiving clerk of errors in order or shipment.

4900N	Material Handler	General warehouse labor job. The job typically requires the ability to read shipping documents, or equivalent. Working under close supervision, incumbents load and unload trucks and move material within the warehouse or production facility. Work includes pulling orders together and assembling them for shipment to customers or distribution centers. Work may include using banding and shrink wrap machines. Work may include gathering or distributing product or materials within the production area. Some packaging may be required. Incumbents will typically use pallet jacks and may occasionally use a riding forklift. Workers may use bar code readers, computer terminals or other electronic devices to track product. Do not report workers with fork truck driving as a primary focus or workers with greater emphasis on shipping and receiving clerical/administrative activities.
4930N	Stock Clerk (Plant)	Count, check, store and issue material received in stock room; sort and distribute in bins, containers or pile in storage areas; assign locations for stock; fill material requisitions promptly and accurately; identify defective material; and report shortages or low stock. Count or direct counting of material to check inventory records. Maintain stock records and post receipts and withdrawals.
<b>J - Transportation, Distribution, Delivery</b>		
5200E	Traffic Manager	Manager of traffic activities of the organization. The job typically requires completion of a formal technical program and 3+ years of progressively responsible traffic experience or 5+ years of progressively responsible traffic experience, or equivalent. Responsible for determining the most advantageous and economical methods of shipment for company products. Duties include negotiating contracts with vendors, monitoring vendor performance and resolving issues with lost or damaged shipments. Other duties include maintaining records of shipments. Supervises traffic staff and manages the department budget. May also have responsibility for a small company fleet, when there is not a separate Fleet Manager role.
5220E	Fleet Supervisor/Manager	Responsible for the operation, maintenance and general repair of the company motor-vehicle fleet. Supervise vehicle purchase and sale; payment processing; inventory; maintenance and other related activities. Prepare truck/van/auto specification sheets for equipment and process new vehicle orders. Complete annual applications for carrier taxes and payments. Participate in selection of company vehicles. Work with vehicle leasing/acquisition sources in selecting models and equipment, and negotiate prices and terms. Develop programs to monitor and promote vehicle maintenance, driving safety, and to control operating costs. Secure insurance, licenses and titles in timely manner. Prepare and submit reports.
5225N	Fleet Coordinator	Responsible for ensuring corporate motor vehicle compliance programs are met and mechanical maintenance standards are achieved. Maintain ELD/GPS tracking devices. Reviews GPS Alerts and vehicle movement daily, assist in creating and maintaining ongoing reports regarding non-compliance with company vehicle policies, speed limits and motor vehicle violations, and prepares regulatory filing forms and reports. Typically requires a High School Diploma and 2+ years of relevant experience.
5230N	Traffic Dispatcher	Experienced traffic dispatcher. The job typically requires 2+ years of related training and experience within the shipping or transportation industry, or equivalent. Duties include assigning shipments to common carriers based on optimum service and price; scheduling of routes for company drivers and arranging back-hauls. Incumbents may maintain records of fleet maintenance and schedule service. Incumbents follow precedent, considering objectives, under limited supervision.
5235N	Import/Export Clerk	Compute duties, tariffs, price conversions, weight and volume of merchandise that is imported from or exported to foreign countries. Examine invoices, bills of lading and shipping statements. Verify conversion of merchandise weights or volumes based on country's method of weight and measure. May convert foreign currency into U.S. currency and correspond with foreign organizations on routine matters.
5240N	Traffic Clerk	Check freight bills with various delivery receipts and bills of lading, including rates, weights and charges. Prepare tracers on shipments and issue shipping instructions and routing to vendors. Assist in selecting best routings and most economical method of shipment. File claims with carriers. Allocate freight charges to proper jobs and accounts.

5320N	<b>Driver IV (Over the Road)</b>	Drives a tractor with one or more trailers (18-wheel) on public streets or highways to transport materials or equipment between states (over-the-road). The job typically requires a valid class A commercial driver's license (CDL) and passage of Federal Motor Carrier Safety Regulations exam and Department of Transportation (DOT) physical. Drivers may or may not participate in loading, but are responsible for securing the load using approved devices and methods. Convert pay into an average hourly rate if pay is based on mileage or has a mileage component.
5325N	<b>Driver III (Local)</b>	Drives a tractor with one or more trailers (18-wheel) on public streets or highways to transport materials or equipment within a city or state (local). The job typically requires a valid class A commercial driver's license (CDL). Drivers may or may not participate in loading, but are responsible for securing the load using approved devices and methods. Convert pay into an average hourly rate if pay is based on mileage or has a mileage component.
5330N	<b>Driver II</b>	Drives a motor truck over 26,000 pounds gross vehicle weight (GVW), or a bus, school bus or a smaller vehicle (if transporting hazardous materials or more than 200 gallons of liquid fertilizer or petroleum) on streets or highways to transport materials, merchandise, equipment, or people. The Job typically requires a valid commercial driver's license (CDL). May load or unload truck and is frequently assisted by a helper. Does not include driver-salespersons or over-the-road drivers. Convert pay into an average hourly rate if pay is based on mileage or has a mileage component.
5335N	<b>Driver I</b>	Drives a motor vehicle (automobile, utility van, pickup, light truck, etc.) up to 26,000 pounds gross vehicle weight (GVW) on the public highways to transport non-hazardous materials or equipment. The job typically requires a valid driver's license, but not a commercial driver's license (CDL). Typically loads or unloads the vehicle. Convert pay into an average hourly rate if pay is based on mileage or has a mileage component. Does not include bus drivers.
5340N	<b>Bus Driver - School</b>	Transport students between specified pick up points and school. Maintain order during trip and adhere to safety rules when loading and unloading pupils. Typically requires previous driving experience and a commercial driver's license.
5345N	<b>Truck Driver - Heavy (Short Haul)</b>	Drive truck with capacity of more than 13 tons to transport materials to and from destinations within a 250 mile radius. Maintain truck log according to regulations. May prepare receipts for loads picked up, collect payment or prepare statement of charges for goods delivered. May operate auxiliary equipment mounted on truck such as winch, hoist, etc., and load or unload truck, change tires, and make minor repairs as required. Typically requires previous driving experience and a commercial driver's license.
5410N	<b>Dump Truck Driver</b>	Operate truck with capacity typically over 23 ton, equipped with dump body to transport and dump loose materials such as sand, gravel, crushed rock, or paving materials. Typically requires previous driving experience and a commercial driver's license.
5415N	<b>Collection Driver - General</b>	Operate packer-type truck, dump truck, or truck equipped with hydraulic lifting device on designated route to collect garbage and trash and transport load to disposal area. May keep route record book or log. Typically requires previous driving experience and a commercial driver's license.
5420N	<b>Collection Driver - Recycle</b>	Operate recycle truck on designated route to collect recyclable materials such as paper, glass, etc., and deliver to recycling site or area. May keep route record book or log. Typically requires previous driving experience and a commercial driver's license.
5465N	<b>Driver/Sales Route</b>	Operate truck or automobile over established route to deliver and sell products or render services; record sales or delivery information; call on prospective customers to solicit new business; and inform regular customers of new products or services. May place stock on shelves, racks or vending machines, set up merchandise and sales promotion displays or issue sales promotion materials to customers, and collect money. May collect or pick up empty containers or rejected or unsold merchandise, and load or help load truck. Typically requires previous driving experience and a Class C driver's license. Includes bakery, beer and wine, dairy product, laundry, meat, soft drink and vending machine drivers.

**K - Production Planning, Inspection, Quality Control**

5470E	<b>Trades Supervisor - Production Support</b>	First line supervisor of one or more skilled trades groups supporting a production operation. The job typically requires specialized training in supervision and 5+ years of job related training and experience, including training and experience in one or more of the skilled trades, or equivalent. Specific trades supervised may include maintenance, electronic/electrical and/or building trades, but not machining. Under management guidance, schedules work, assists with employee selection, reviews employee performance, administers work rules and recommends compensation, unless it is governed by contract. Responsible for managing department productivity and work quality. Recommends equipment upgrades, staffing adjustments, maintenance schedules and selection of equipment, service or material vendors. Maintains project documentation, including schematics, blueprints, CAD files, work plans, contracts, manuals and inspection records. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.
5500E	<b>Production Control Manager</b>	Manager in charge of production control in a process or manufacturing organization. The job typically requires a Bachelor's degree in business and 5+ years of experience in production/inventory control, or equivalent. Responsible for managing professional and technical scheduling staff. Requires an understanding of client/production priorities and coordination with account managers, inventory managers and/or production managers.
5510E	<b>Production Control Supervisor</b>	Similar to Job #5500, Production Control Manager, except this position supervises non-exempt personnel only.
5535N	<b>Production Process Technician</b>	Performs time studies of manufacturing operations. Identifies the products to be studied and coordinates observation times with appropriate staff. Through repetitive process, determines the amount of time required to perform all job tasks to complete a specified product. Enters and tracks information in computer database. Typically requires knowledge of production processes and manufacturing methods and one year of production or manufacturing experience.
5540N	<b>Expediter</b>	Experienced level expediting. The job typically requires high school graduate math and problem solving skills and 2+ years of related experience, including familiarity with company processes, or equivalent. Duties include locating customer orders and following through to expedite the processing of orders. Incumbents work closely with customer service, production supervisors and schedulers to ensure customer satisfaction and to minimize process disruption. Work requires frequent interaction with others. Incumbents follow precedent and seek supervisory assistance to resolve conflicts.
5545E	<b>Production Planner/Scheduler III</b>	Third of three levels of production scheduling with responsibility for the technical aspects of overall coordination of materials, manpower and machine schedules for a production operation; at this level incumbents are usually exempt. The job typically requires a Bachelor's degree and 5+ years of experience, or equivalent. Duties include merging subordinate schedules, often prepared by others, into an overall plan that prioritizes operations based on customer need and operations efficiencies. Requires an understanding of client and production priorities and coordination with account managers and/or production supervisors. Develops the master schedule, using information gathered from multiple sources, to drive daily and weekly materials and production schedules of the facility. Works under management guidance and has total project responsibility for the larger or more complex projects requiring advanced analysis. Provides training and direction to less experienced staff.
5550N	<b>Production Planner/Scheduler II</b>	Second of three levels of production scheduling with responsibility for the technical aspects of scheduling materials, manpower and machines for a production operation. The job typically requires an Associate's or Bachelor's degree and 3+ years of experience, or equivalent. Duties include preparation of daily and weekly schedules for assigned product lines or departments and for coordination with the overall master schedule. Communicate regularly with purchasing and production staff to adjust schedules to accommodate changes in machine or material availability or staffing. Works under limited supervision and has significant responsibility for efficiency of operations. May provide training and direction to less experienced staff.

5555N	<b>Production Planner/ Scheduler I</b>	First level of three levels of production scheduling work; at this level incumbents are non-exempt. The job typically requires high school graduate level math and problem solving skills and 2+ years of related training and experience. In small companies the individual may be the sole individual performing scheduling duties. In medium and larger companies, the incumbent may work on a segment of the scheduling function, with responsibility for assigned department(s) or product lines. Incumbents communicate frequently with line management and customer service staff regarding the status of orders or projects.
5560N	<b>Production Control Clerk</b>	Compiles and records production data to prepare records and reports on volume of production, consumption of raw material, quality control and other aspects of production. Compiles and records data from such documents such as customer orders, work tickets, product specifications and individual worker production sheets, following prescribed record keeping procedures. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects and worker and department production rates.
5600N	<b>Quality Inspector/ Auditor III</b>	Third of three levels of quality control inspector/auditor. The job typically requires high school level math and problem solving skills, course work in metrics and 4+ years of work experience, or equivalent. Following management guidelines, performs final inspection for quality, appearance and performance of complicated equipment, instruments or products, or of diversified parts and assemblies. Work may be highly diversified. May include auditing and qualifying vendors on location. Plans inspection procedures and may be required to devise unusual measuring or gauging set-ups. Uses a variety of precision measuring instruments including electronic devices. May use statistical tools to chart variance. Includes tool room inspectors.
5610N	<b>Quality Inspector/ Auditor II</b>	Second of three levels of quality control inspector/auditor. The job typically requires high school level math and problem solving skills, course work in metrics and 2+ years of work experience, or equivalent. Under limited supervision performs diversified bench or floor inspection of a variety of standard or custom parts, products, or materials that are being produced in-house or received from vendors. Uses a variety of precision measuring instruments, including electronic devices. Checks color, finish, dimensions, hardness, density or other measurable or observable characteristics of material. Performs detailed first article inspections following the installation of new or revised molds and dies. May recommend, write, or modify sampling and inspection procedures. May use statistical tools to chart variance. Does not include tool room inspectors.
5620N	<b>Quality Inspector/ Auditor I</b>	First of three levels of quality control inspector. The job typically requires high school level math and problem solving skills and work experience of less than 1 year, or equivalent. With readily available supervision, performs repetitive inspection following standardized methods and procedures. Visually inspects or checks parts using a variety of precision measuring instruments or against fixed samples. Checks dimensions and finishes against blueprint or work order specifications. At this level, workers may perform finishing operations to correct rejected parts or assist with other production activities.
57000	<b>Quality Manager</b>	Manager of the quality function. The job typically requires a Bachelor's degree in business or engineering and 5+ years of experience, or equivalent. Manages the quality of incoming materials or components as well as finished goods, work in process, or services provided. Individuals supervised, directly or indirectly through a supervisor, will typically use precision measuring equipment, which may include electronic instruments, to check the measurements, chemical content, purity and other qualities of parts, assemblies or product. In non-manufacturing environments other measures of customer satisfaction or work accuracy, such as surveys or audits, may be utilized. Establishes department policies, control processes and quality programs within overall direction set by senior management. Exercises judgment in dealing with unusual cases or those involving significant cost. Works closely with design, training and process development staff to improve the quality of products and services.

5710E	<b>Quality Control Supervisor (Chief Inspector)</b>	Responsible for supervisory inspection and quality control functions (including incoming and in process inspection, sampling, vendor and final testing and inspection of finished products), to meet customer specifications and quality standards. Plan and lay out work, devise or adapt inspection equipment as necessary and assist with difficult problems involving inspection, setups, layouts or procedures. Suggest changes in inspection procedures, quality control standards, equipment and gauges to facilitate work and maintain quality. Prepare inspection reports and records. Determine causes for delays and faulty work, investigate consistently recurring rejects, consult with production supervisors on causes and make suggestions for corrections. Typically supervises 10 or less employees.
5720E	<b>Engineer - Quality Control</b>	Perform a variety of projects in the development and implementation of methods and programs to ensure that company product lines meet specifications and standards. Investigate, establish and implement requirements for inspection and testing methods, techniques, equipment and facilities. Determine frequency and allowable variations from specifications at various stages of the manufacturing process. Work with shop supervision and engineering functions. Investigate and recommend alternatives to product designs and manufacturing methods.
5725E	<b>Quality Control Manager - Food Industry</b>	Responsible for the development, application and maintenance of quality control systems and standards for raw materials into finished products. Develop and implement methods and procedures for inspection, testing and evaluation. Develop and document standards in compliance with good manufacturing practices and government entities and production plans (i.e. USDA, FDA, HACCP, Kosher, etc.). May establish programs to evaluate quality and safe food products. Develop and implement methods and procedures for disposition of spoils, inferior quality, and unsafe products and/or materials. May write training manuals and conduct training. Typically requires 5 or more years of related work experience and educational requirements. Typically supervises 10 or fewer employees.
5730N	<b>Quality Control Technician</b>	Test manufactured products to assure conformance with requirements and specifications. Test and evaluate experimental models. Test new parts to evaluate adaptation to company's products. Perform quality tests on products, and prepare specification test reports. May test and evaluate experimental systems, new parts from suppliers, and competitive models.
5745N	<b>Inspector - Electrical II</b>	Inspect a wide variety of assemblies or components to determine conformity to specifications. Inspection methods and practices are usually established. Use precision meters, gauges and instruments. Work from schematics or drawings. Must have knowledge of product requirements. This is an intermediate level position.
5750N	<b>Inspector - Mechanical III</b>	Inspect a wide variety of parts or products of highly complicated design or construction. Work from complicated drawings or blueprints. Set and use variety of precision instruments, gauges and meters. May use surface plate equipment. Must have technical knowledge of product requirements and working knowledge of production processes. This is a journey level position.
5755N	<b>Inspector - Mechanical II</b>	Inspect a variety of parts or products to determine conformity to specifications. Inspection methods and practices are usually established. Use precision instruments, gauges and meters. Work from drawings or blueprints. Must have knowledge of product requirements. This is an intermediate level position.
5760N	<b>Inspector - Floor</b>	Inspect work in all phases of process within a section or department. Check first piece produced and subsequent spot checks. May do layout work to check units and subsequent operations. Responsible for inspecting quality of work produced on machines or lines served.
5765N	<b>Regulatory Compliance Assistant</b>	Develop, review and/or approve production or processing related documentation to support compliance with applicable government regulations (i.e. FDA, USDA, OSHA, CFR, etc.). May also audit production or processing related documents and, as needed, research problems/discrepancies to resolution. Interprets government regulations and prepares documentation as needed to support compliance. This is typically a non-exempt, intermediate level job requiring 1-3 years' experience, knowledge of government regulations and ability to interpret regulations.

<b>L - Assembly, Finishing, Processing</b>		
5990O	<b>Chief Manufacturing Executive</b>	Responsible for planning, controlling, and coordinating the entire range of manufacturing activities of the organization. Responsible for all related manufacturing activities such as production functions, manufacturing or process engineering, plant and facility engineers, industrial engineering, production scheduling, inventory control, quality control.
5992O	<b>Top International Manufacturing Executive</b>	Develops and implements international manufacturing policies and programs to help ensure the competitive position and profitability of all international operations. Ensures that all products are manufactured on schedule and within quality standards and cost objectives.
5995O	<b>Manufacturing Director (Multi-Facility)</b>	Director in charge of manufacturing operations at more than one facility. The job typically requires a Bachelor's degree in business or engineering and 10+ years of experience, or equivalent. Responsibility for production and manufacturing engineering and may have materials, quality and distribution responsibility through subordinate managers and supervisors. Duties include directing planning and process development, equipment selection oversight and overall manufacturing performance. Establishes functional policies and makes tactical decisions within overall strategic direction, with top management guidance.
6000O	<b>Manufacturing Manager (Single-Facility)</b>	Manager in charge of manufacturing operations at a single facility. The job typically requires a Bachelor's degree in business or engineering and 8+ years of experience, or equivalent. Responsible for production and manufacturing engineering at a facility and may have materials, quality and distribution responsibility through subordinate managers and supervisors. Duties include managing planning and process development, equipment selection oversight and overall manufacturing performance. Responsibilities are often shared with division or corporate management.
6003O	<b>Plant Manager</b>	Manager in charge of all staff and activities at a single plant facility. The job typically requires a Bachelor's degree and 8+ years of experience, or equivalent. Responsibilities include staffing, administration, production, quality, materials, equipment and financial performance of the plant. Responsibilities are often shared with division or corporate functions. Interprets and administers company policy at the plant level and will typically have input on overall company policy.
6005E	<b>Production Manager</b>	Responsible for the direction and coordination of all production operations in a manufacturing facility through subordinate supervisors. Directs only the strictly production aspects of the manufacturing operations, and ordinarily does not include engineering, maintenance or material functions. Typical subordinate functions might include assembly operations, machining operations, processing or treating and packaging. Does not include those with responsibility for the entire range of manufacturing-related (as opposed to strictly production) aspects of a manufacturing facility. See also Manufacturing Manager Job #6000.
6010E	<b>Area Superintendent</b>	Responsible for all activities of the shop or the entire operation. Develops, plans and implements schedules. Directs workforce to meet production goals in terms of volume, cost, quality and schedule. Supervises one or more general foreman. Also responsible for preparation of various production status or control reports. In shops having no general foreman, directly supervises subordinate foreman or supervisors.
6013E	<b>Production Supervisor III</b>	First line supervisor of a skilled production labor workforce. The job typically requires specialized training in supervision and 5+ years of job related training and experience, including experience in the work of the department, or equivalent. Under management guidance, schedules work, assists with employee selection, reviews employee performance, administers work rules and recommends compensation, unless it is governed by contract. Responsible for productivity and quality management to the extent that it falls within department control. Recommends equipment upgrades, staffing adjustments, process modifications and may recommend product or service modifications. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department. Report supervisors of machining operations under specific machining job descriptions.

6015N	<b>Production Supervisor II</b>	First line supervisor of a semi-skilled production labor workforce. The job typically requires specialized training in supervision and 5+ years of job related training and experience, including experience in the work of the department, or equivalent. Under management guidance, schedules work, assists with employee selection, reviews employee performance, administers work rules and recommends compensation, unless it is governed by contract. Responsible for productivity and quality management to the extent that it falls within department control. Recommends equipment upgrades, staffing adjustments, process modifications and may recommend product or service modifications. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.
6017N	<b>Production Supervisor I</b>	First line supervisor of an unskilled production labor workforce. The job typically requires specialized training in supervision and 5+ years of job related training and experience, or equivalent. Under management guidance, schedules work, assists with employee selection, reviews employee performance, administers work rules and recommends compensation, unless it is governed by contract. Responsible for productivity and quality management to the extent that it falls within department control. Recommends equipment upgrades, staffing adjustments, process modifications and may recommend product or service modifications. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.
6020E	<b>Assembly Supervisor - Complex</b>	Responsible for directing employees performing production assembly of units or products that are highly complex. The work involves a wide variety of operations, with work cycle that is either very repetitive or non-repetitive. Subordinate assemblers must work from complex source documents of verbal instructions with a minimum of supervision and are able to apply considerable independent judgment in planning work procedures, determining the workability of the completed item and performing rework. Includes supervisors of non-exempt employees only.
6025E	<b>Assembly Supervisor - Non Complex</b>	Responsible for directing employees performing production assembly of units or products that are relatively simple and repetitive. Assemblers should have manual dexterity but need little or no previous experience. Subordinates are provided with detailed and precise instructions as to procedures to be followed with all work subject to regular inspection. Supervises non-exempt employees only.
6030N	<b>Assembler - Electronics III</b>	Perform a variety of complex wiring and assembly operations on standardized electronic units, subassemblies, or chassis, working from established wiring charts, schematics or samples. Seek guidance from supervision in unique cases.
6035N	<b>Assembler - Electronics II</b>	Perform basic wiring, assembly and soldering operations on a variety of electronic parts, subassemblies and electronic chassis following standardized procedures, samples and instructions. Normally follows a color coding in making connections.
6040N	<b>Assembler - Electronics I</b>	Perform repetitive wiring, assembling and soldering operations on a limited variety of electronic subassemblies, parts or section of unit or chassis. Follow prescribed procedures and instructions. Work may be exacting but not complicated.
6045N	<b>Assembler - Mechanical III</b>	Perform diversified assembly operations to assemble intricate or large apparatus, machines or equipment to close tolerances and inspection requirements. Assembly procedures usually prescribed and operations are recognized as standard practices. Perform skilled fitting of parts, sub-assemblies and related units. Align, adjust and require secondary machining. May assign, instruct and check work and procedures for Assemblers of lower classification and Helpers. Work from complicated assembly drawings and specifications. Use a variety of precision measuring instruments and gauging devices. Assignments are given progress supervision and check, final assemblies are inspected and tested. Work requires skill and assembling techniques, plus experience and knowledge of design and basic mechanical principles.
6050N	<b>Assembler - Mechanical II</b>	Perform a variety of assembly operations to assemble small and medium sized precision units or sub-assemblies involving a considerable number of parts, and/or larger units involving less precise requirements and parts. Products usually standardized as to design and function, and methods applied are generally prescribed or standardized. Perform fitting and aligning to ensure free action of movable parts and operating requirements. Work from drawings and specifications using required precision measuring instruments and gauging devices. Work requires some degree of skill and precision assembling technique. Assignments are given progress supervision and check with final assemblies inspected and tested.

6055N	<b>Assembler - Mechanical I</b>	Perform repetitive assembly operations to assemble small units or sub-assemblies having a limited number of parts and details, simple fitting and adjustment requirements. Products standardized and methods prescribed. Work with assembly fixtures and power type bench tools. Recognize defective parts. May involve soldering, unit testing or similar operations. Usually bench, conveyor or assembly line work. Assignments are given process supervision and check with final assemblies inspected and tested.
6060N	<b>Light Assembler III</b>	Third of three levels of light assembler; complete assembly of intricate units composed of a large number of component parts, or of large and complicated units, requiring print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. The job typically requires a high school education and 2+ years' experience, or equivalent. Under limited supervision performs highly diversified work involving considerable adjusting, fitting and aligning to very close tolerances and strict inspection standards. Works from drawings or specifications. May plan assembly procedures and direct the work of others. May test or inspect assembled units. May rotate stations in a work cell and/or is expected to have mastery of all steps in a process. Work is typically performed at a bench and may include walking or standing some of the time. Work may be in a clean room environment. Most electronic assembly will fall within the three light assembler classifications or the subminiature classifications (job# 6070 or 6080).
6063N	<b>Light Assembler II</b>	Second of three levels of light assembler; diversified mechanical or electro-mechanical assembly or sub-assembly of units that are moderately complex, requiring adjusting, fitting and aligning to ordinary tolerances. The job typically requires a high school diploma and related training or experience of less than 1 year, or equivalent. Requires print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. Works from drawings or specifications. May inspect and test complete unit. May rotate stations in a work cell. Work is typically performed at a bench and may include walking or standing some of the time. Work may be in a clean room environment. Most electronic assembly will fall within the three light assembler classifications or the subminiature classifications (job# 6070 or 6080).
6065N	<b>Light Assembler I</b>	First of three levels of light assembler; highly repetitive, simple short-cycle mechanical or electro-mechanical assembly following prescribed routine or where method of assembly is obvious. No diploma or experience required. All training is on-the-job. Requires the ability to follow demonstrated steps. Requires simple adjusting with liberal tolerances and no fitting. Work is typically performed at a bench and may include walking or standing some of the time. Work may be in a clean room environment. Most electronic assembly will fall within the three light assembler classifications or the subminiature classifications (job# 6070 or 6080).
6070N	<b>Assembler - Precision</b>	Perform precision assembly of a variety of products, such as machinery, aircraft, electrical or electronic equipment, and chronometers. This assembly work requires a high degree of precision, an ability to interpret detailed specifications and instructions, and use of independent judgment and knowledge gained through experience and training. Substantial training in either classroom or on the job is required to reach the journey level.
6080N	<b>Assembler - General</b>	Assemble and attach components and hardware in a prescribed manner using power or hand tools, testing devices, gauges and other equipment to form complete units or sub-assemblies at a bench, conveyor line, or on the floor. Check for proper fit or adjustment and make necessary adjustments.
6085N	<b>Line Operator</b>	Operate various processing or packaging production line equipment requiring specialized training beyond the General Laborer. May provide instruction and training to a small crew (non-supervisory). See also #6150 General Laborer for positions requiring less machine operation skills.
6090N	<b>Process Operator</b>	Perform complex multi-processes in fabrication, assembly, or test/repair operations in the manufacturing of component parts, subassemblies, or final product. Set up and operate complex equipment or production processes. Provide the first level of troubleshooting or corrective action to bring processes back within control parameters. May be required to pass certifications. Must be able to communicate process data to engineers, technicians, and supervisors verbally and in writing and operate multiple processes/equipment sets. Must be able to use arithmetic, including decimals, fractions, percentages, and mathematical formulas. May provide instruction and training to a crew (non-supervisory).

<b>6095N</b>	<b>Technician IV</b>	Perform non-routine and complex assignments. May assign and review work of lower-level technicians. Design, develop, construct, and evaluate major units of equipment. Operate highly sophisticated equipment or instrumentation. Compute and analyze test data. Prepare reports on findings and make recommendations. This is a lead level position typically requiring Associates degree in technical area and 7-10 years' experience.
<b>6100N</b>	<b>Technician III</b>	Perform non-routine assignments of some complexity and variety. Work under general supervision of a scientist or engineer. Perform tests which may require non-standard procedures and complex equipment. Modify standard equipment to meet special technical requirements. Record, compute, and analyze test data; prepare test reports. May be assisted by lower-level technicians. This is an advanced/specialist level typically requiring an Associate's degree in technical area and five to seven years' experience.
<b>6105N</b>	<b>Technician II</b>	Perform standardized assignments. Follow prescribed work methods or explicit instructions. Operate standard experimental testing, or processing equipment of moderate complexity. Troubleshoot malfunctioning equipment and make simple repairs. Extract and process test data. Perform routine analysis to check accuracy, applicability, and reasonableness of data. This is a full performance/journey level typically requiring two years technical training or equivalent and two to five years' experience.
<b>6110N</b>	<b>Technician I</b>	Perform simple and routine tasks under close supervision. Record test data and prepare simple charts or graphs. Clean and perform routine maintenance on test equipment. Set up or install apparatus. This is an entry level typically requiring two years technical training or equivalent and 0-2 years' experience.
<b>6120N</b>	<b>Furnace Operator/Heat Treat</b>	Controls heat-treating furnaces, baths and quenching equipment to alter physical and chemical properties of metal objects using specifications and methods of controlled heating and cooling such as hardening, tempering, annealing, case-hardening, and normalizing. Determines temperature and time of heating cycle and type and temperature of baths and quenching medium to attain specified hardness, toughness, and ductility. Loads parts into furnace. Removes parts after prescribed time and quenches parts in water, oil, brine, or other bath or allows parts to cool in the air.
<b>6125N</b>	<b>Patternmaker</b>	Lays out, builds, repairs or alters a variety of wood or metal patterns, core boxes and match plates. Working from drawings, sketches, and blueprints, lays out work and plans method of operation. Lays out pattern components calculating draft shrinkage allowance; determines parting and core locations. Sets up and operates machines to machine (pre-cast) pattern components and finishes and assembles patterns. Utilizes all machinist's hand tools, machine power tools, precision measuring instruments and shop mathematics. May suggest modifications in specifications. May make recommendations regarding pattern construction and molding methods.
<b>6135N</b>	<b>Painter - Production III</b>	Perform finish-coat painting in accordance with special specifications on work where high-grade finish is essential. Includes use of lacquers and enamels. May perform painting operations which call for unusual finished specifications involving the mixing of paints to achieve special effects in shades. Excludes Maintenance Painters. This is a journey level position.
<b>6140N</b>	<b>Painter - Production II</b>	Mix supplied coating materials with thinners to obtain proper consistency. Apply bond coats and standard finishes to a variety of parts or products, using spray gun or brush.
<b>6145N</b>	<b>Inspector - CMM Operator</b>	Uses Coordinate Measuring Machine to assure product quality by inspection of first article, regular production, and re-run machining parts. Verifies finished goods with blueprint schematics. May assist engineering with program editing to resolve differences between program and actual part/product dimensions.
<b>6150N</b>	<b>General Heavy Production Labor</b>	General production labor job. The job typically requires the ability to follow demonstrated directions, no diploma is required and all training is typically given on-the-job, or equivalent. Incumbents perform a variety of production duties, such as tending machines, handling product, visual sorting or inspection, packing, or performing other operations that can be learned on-the-job in a short time. Incumbents may use pallet jacks to move material in the work area. Work requires frequent moving, frequent exertion of moderate to heavy physical effort or frequent standing.

6153N	<b>General Light Production Labor</b>	General production labor job, requiring the ability to follow demonstrated directions, or equivalent. The job typically requires the ability to follow demonstrated directions, no diploma is required and all training is typically given on-the-job, or equivalent. Incumbents perform a variety of production duties, such as tending machines, handling product, visual sorting or inspection, packing, or performing other operations that can be learned on-the-job in a short time. Work may require frequent moving or frequent exertion of light physical effort. Most of the time work can be performed while seated at a workbench, production line or next to a machine.
6155N	<b>Cannery Worker</b>	Perform any of a variety of routine tasks in canning, freezing, preserving, or packing food products. Duties may include sorting, grading, washing, peeling, trimming or slicing agricultural produce.
6160N	<b>Food Batchmaker</b>	Set up and operate equipment that mixes, blends, or cooks ingredients used in the manufacturing of food products according to formulas or recipes. May modify or reformulate recipes to produce products of specific flavor, texture, and color. This occupation requires at least 1 year (and often more) of training or experience. Include such occupations as Candy Makers, Almond Paste Mixers, Cheesemakers, Flavorings Compounders, Honey Graders and Blenders.
6170N	<b>Roasting/Drying Machine Operator</b>	Operate or tend roasting, baking, or drying equipment, such as hearth ovens, kiln dryers, roasters, char kilns, steam ovens, and vacuum drying equipment, to reduce moisture content of food products, such as cocoa and coffee beans, macaroni, and grain; to roast grain, nuts, or coffee beans; or to process food preparatory to canning.
<b>M - Machine Operation, Tooling</b>		
6490E	<b>Machine Shop Supervisor - Job Shop &amp; Tool Room</b>	First line supervisor of job shop or tool room machining operations. The job typically requires specialized training in supervision and 5+ years of job related training and experience, including training and experience in machining, or equivalent. Specific activities supervised may include custom machining, tool & die, mold making, precision grinding, model making or experimental machining, but not production machining of proprietary products. Under management guidance, schedules work, assists with employee selection, reviews employee performance, administers work rules and recommends compensation, unless it is governed by contract. Responsible for managing department productivity and work quality. Recommends equipment upgrades, staffing adjustments, maintenance schedules and selection of equipment, service or material vendors. Maintains project documentation, including schematics, blueprints, CAD files, work plans, contracts, manuals and inspection records. Incumbents may participate in the process of estimating time requirements and bidding projects. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.
6500E	<b>Machine Shop Supervisor - Production</b>	First line supervisor of production machining operations. The job typically requires specialized training in supervision and 5+ years of job related training and experience, including training and experience in machining, or equivalent. Specific activities supervised may include a wide variety of production machining operations, typically involving making parts for proprietary products. Under management guidance, schedules work, assists with employee selection, reviews employee performance, administers work rules and recommends compensation, unless it is governed by contract. Responsible for managing department productivity and work quality. Recommends equipment upgrades, staffing adjustments, maintenance schedules and selection of equipment, service or material vendors. Maintains project documentation, including schematics, blueprints, CAD files, work plans, contracts, manuals and inspection records. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.
6505E	<b>Tool and Die Supervisor</b>	Supervise employees engaged in producing and/or repairing jigs, fixtures, templates, and tools in tooling, tool grinding, and heat-treating. Employees supervised require a high degree of mechanical and technical skill and a comprehensive knowledge of processes involved in the work performed. Includes supervisors of non-exempt employees only.

6510N	<b>Machinist - Tool Room</b>	Set up and operate all machine tool equipment in tool room or model shop including engine and turret lathes, milling machines, etc. Perform such operations on a wide variety of work, such as threading, forming, drilling, reaming, counter boring, undercutting, tipping, and brazing of tools. Works under general supervision from drawings, sketches and written specifications.
6515N	<b>Tool and Die Maker III</b>	Third of three levels of tool and die maker. The job typically requires trade school and 6+ years of tool room experience, or equivalent. Under general supervision and without technical guidance, other than engineering input, performs the most difficult development work. Plans, designs, constructs or repairs a wide variety of highly intricate and complicated tools, dies, jigs, gauges, fixtures, to extremely close tolerances. Constructs tools where no design is available. Selects allowances and devises mechanism detail. Does highly skilled fitting, adjusting, and timing. Performs any tool room machine operation. Works from complicated drawings and sketches. Uses advanced shop mathematics and all types of precision measuring instruments. Typical work products include multi-station progressive dies, intricate compound dies of irregular shape, and sub-press dies for parts of delicate outline and complex index milling fixtures.
6520N	<b>Tool and Die Maker II</b>	Second of three levels of tool and die maker. The job typically requires trade school and 3+ years of tool room experience, or equivalent. Under limited supervision and with minimal technical guidance, performs difficult development work. Plans, designs, constructs or repairs a wide variety of intricate and complicated tools, dies, jigs, gauges, fixtures, to close tolerances. Constructs complex units where design is available. Selects allowances and devises mechanism detail. Does skilled fitting, timing and adjusting. Works from complicated drawings and sketches. Uses advanced shop mathematics and all types of precision measuring instruments. Typical work products include combination dies for parts of irregular contour, ordinary index milling fixtures, box type drill jigs with difficult locating or nesting features and complicated foot press and arbor press tools.
6523N	<b>Tool and Die Maker I</b>	First of three levels of tool and die maker, sometimes called apprentice. The job typically requires trade school and experience of less than 1 year. With readily available supervision and technical assistance, performs simple development work. Plans, constructs or repairs a variety of ordinary tools, dies, jigs, gauges, fixtures, to close tolerances. Performs difficult tool room machine operations. Works from complicated drawings and sketches. Uses shop mathematics and a variety of precision measuring instruments. Does skilled fitting, adjusting, etc. Typical work products include ordinary single and combination perforating and blanking dies, single position milling fixtures and box or stand type drill jigs.
6525N	<b>Tool and Cutter Grinder</b>	Set up and operate tool and cutter grinding machines to grind tools, cutters and bits to shape. Set machine feeds and speeds; select and mount proper size and type of wheel; set clearances and angles and adjust stops; mount work by use of standard tooling or holding fixtures; work to very close tolerances. Grinding work typically involves sharpening milling cutters, thread and serrating mills, end mills, counterbores, countersinks, taps, drills, reamers, bits, and thread chasers.
6530N	<b>Tool Crib Attendant</b>	Receive, store and issue tools, fixtures, gauges and supplies for performing a variety of operations on machine tools, specialized machinery, hand or bench work. Usually maintains inventory of tools by type and may record date to be used for submitting periodic reports on tool life. May clean tools and perform minor repairs but is not responsible for skilled repair work.
6535N	<b>Drill Press Operator - Single or Multi Spindle</b>	Sets up and operates drill press to perform machining operations such as drilling, reaming, countersinking and tapping of holes in metal work pieces according to specifications, tooling instructions, standard charts, and knowledge of machining procedures. Reads blueprint or job order for product specifications, using such measuring instruments as calipers, micrometers, and fixed gauges.

6540N	<b>Drill Press Operator - Radial</b>	Sets up and operates radial drill press to perform drilling and other machining operations, such as boring, reaming, and tapping holes into metal work pieces, such as castings, forgings, and weld melts, according to specifications, machining instructions, and knowledge of machining. Studies specifications and machining instructions, such as job order, blueprint, process sheet, or layout on work piece to determine hole locations and size and set up requirements, including tooling, feed rates and cutting speeds. Plans sequence of operation, lifts work piece and secures it with clamps and bolts. Operates controls to swing radial arm over work piece, positions cutting tool over hole center location, engage power feed, and advance tools into work piece. Turns valve handle to start flow of cutting oil and coolant against cutting tool and work piece. Observes machining operations, using measuring instruments, such as telescoping gauges, dial indicators, and micrometers.
6550N	<b>Fabricating Machine Operator (Sheet Metal)</b>	Change over, adjust and operate a variety of sheet metal working machines, following prescribed operation sequence and using furnished tools. Check work, using scales, square, template or samples, for conformance to liberal tolerances.
6555N	<b>Fabricating Machine Operator (CNC)</b>	Lay out and fabricate metal components; program and operate automated fabrication equipment such as CNC torch, CNC anglematic, CNC fabripunch or other CNC fabrication equipment.
6560N	<b>Lathe Operator - Bench</b>	Perform a range of ordinary operations such as turning, facing, drilling, reaming, boring, thread cutting, etc., on a variety of parts within close tolerances. Perform simple set-ups requiring chucking of work or adjustment of collets. Select speeds and tooling within limited range; sharpen and replace dull tools.
6565N	<b>Machine Operator - General</b>	Operate one or more production machines such as lathe, horizontal and vertical mills, boring machines, and screw machines. Perform very little, if any, set-up.
6570N	<b>Machinist Helper</b>	Makes adjustments or operates machines following instructions or prescribed practices following set up by others. Assists in loading machines, positioning work and setting up jobs. Assists production workers on various types of work. Performs minor hand operations, such as filing, deburring, cleaning, disk grinding, etc. Works under close supervision and requires 6 months to 1 year experience.
6575N	<b>Machinist, Pre-Production</b>	Working with a wide range of materials, produce experimental, development or prototype hardware, components and/or complete assemblies in support of new product development or other engineering efforts. Use prints, sketches, etc., to determine proper methods and processes. Perform limited tool designing and layout work. Coordinate work with other technical and tooling employees. May determine and carry out inspection procedures. May use piece parts and components to assemble the end product. Requires high proficiency in the set-up and operation of special machine tools such as mills, drills, jig bores, lathes, grinders, etc.
6580N	<b>Machinist III</b>	Third of three levels of skilled machinist work. The job typically requires a technical degree and 5+ years of experience, or equivalent. Without technical supervision performs the most complex machining and fitting of all kinds of parts, tools, and machines in support of production operations or job shop machining. Lays out work from blueprints, sketches, and written specifications. Sets up and operates all available machine tools and performs progressive machining operations on work involving very close tolerances or unusual requirements. Determines operation sequences. Uses skillfully all machinists' hand tools and measuring instruments. Familiar with working properties of all materials. Programs CNC machine tools in the course of making parts. Fits and assembles where necessary. At this level machinists serve as technical resources for less experienced machinists. This is not a production machine tool operator.
6584N	<b>Machinist II</b>	Second of three levels of skilled machinist work. The job typically requires a technical degree and 2+ years of experience, or equivalent. Under limited supervision, performs complex machining operations in support of production operations or job shop machining. Operates various types of machine tools and performs progressive machining operations for metal parts, tools and machines with close tolerances or high finish requirements. Fits and assembles where necessary, using machinists' hand tools and measuring instruments. Has familiarity with working properties of various materials. May program CNC machines in the course of making parts. This is not a production machine tool operator.

6587N	<b>Machinist I</b>	First of three levels of skilled machinist work. The job typically requires a technical degree in machining and little or no work experience, or equivalent. Operates alternately more than one type of machine tool such as grinders, millers, drill presses, lathes, etc., on machining operations of moderate complexity. Projects have some diversity and may be in support of production operations or job shop machining. This is not a production machine tool operator.
6588N	<b>Machinist Specialist</b>	Sets up and operates without assistance, one or a limited number of machine tools, such as lathes, drills, milling machines. Determines setup need and applies any jigs or special attachments to perform the production machining. Reads blueprints and drawings. Checks machining operation against specified tolerances using micrometers, vernier calipers or other precision measuring tools. Works under limited supervision and usually has a minimum of 2 years' experience. May progress to Journey Machinist level.
6590N	<b>Machine Operator - Set up</b>	Sets up and operates machines involved in milling, drilling or gear cutting operations. Machines include horizontal and vertical mills, boring mills, broaches, and gear cutters, jig borders and drills. Performs all associated operations to close tolerances. Works from blueprints, drawings, written and verbal instructions.
6595N	<b>Milling Machine Operator</b>	Set up and operate milling machines on a wide variety of complicated machine parts, which require slab, straddle, end or keyway milling. Work from drawings or sketches to close tolerances under general supervision. Select speeds and feeds. This is a journey level position.
6605N	<b>NC/CNC Programmer</b>	Prepares simple operating programs or continuous path and point numeric or computer numeric controlled machinery. Develops and proof tests CNC programs for each planned machining operation. Plans processing sequences. Prepares and checks programs. Trains and instructs shop personnel in program operation/function. May develop time/cost estimates for proposed work as required. Typically requires related training and at least 2 years' experience.
6610N	<b>NC/CNC Milling/Drilling Machine Operator</b>	Set up and operate single or multiple spindle numeric control or computer numeric control drilling/milling machines to perform a variety of machine operations such as drilling, reaming, boring, tapping, grooving, slotting, etc. Position and secure tooling/holding drives. Load program tape and/or cards and make specified control settings. Layout and position work. Check machine operation and observe operation progress. Changes set-ups and tools as specified in program instructions. Replaces dull or broken cutters as required. Works from blueprints, sketches, numerical control data, operation sheets, etc. Uses precision measuring instruments to check dimensional accuracy of work.
6617N	<b>CNC Machining Center Operator III</b>	Third of three levels of CNC machining center operator. The job typically requires 5+ years of combined formal training and experience, or equivalent. Requires a broad knowledge of machining techniques and familiarity with computer numerically controlled machine tool operating procedures. Setups involve familiarity with and understanding of program formats involving combinations of operations such as profile and contour milling, boring, recessing, turning, drilling, threading, etc., to the capacity of the machine and control factor. Performs advanced setup operations, adjusts and checks out programming and operates numerically controlled machine tools to perform a complex series of progressive machining operations on a diversified line of work to close and exacting tolerances and finish specifications requiring a high degree of skill. May set up machines for and instruct other operators. Checks parts for conformance to specifications. Operators may run more than one unit simultaneously.
6620N	<b>CNC Machining Center Operator II</b>	Second of three levels of CNC machining center operator. The job typically requires knowledge of machining techniques and methods and familiarity with computer numerically controlled machine tool operating procedures, plus the ability to follow written instructions and read blueprint specifications and 2+ years of experience, or equivalent. Sets up, adjusts and checks out programming, and operates numerically controlled machine tools to perform a series of progressive machining operations on repetitive work to close and exacting tolerances and finish specifications requiring considerable skill. Works from programming instructions, operational data and machine setup instructions defining and coding tool arrangements, material clamping methods, machine calibrations and console settings, for operations such as bore, mill, drill, face, thread and occasional profiling and contouring. Checks parts for conformance to specifications. Operators may run more than one unit simultaneously.

6622N	<b>CNC Machining Center Operator I</b>	First of three levels of CNC machining center operator. The job typically requires the ability to follow written instructions and read blueprint specifications, or equivalent. Operates and adjusts semi-automatic or automatic numerically controlled machine tools to perform standard and repetitive sequences of operations where programs are provided and setups are often made and maintained by others. Requires knowledge of operations include drilling, boring and milling, turning, etc., employing recognized tooling and procedures and where tolerances are close, but not difficult to maintain. Checks parts for conformance to specifications.
6625N	<b>Laser Beam Machine Operator (Cutter/Welder)</b>	Operates laser beam machine, which produces heat from concentrated light beam, to weld or cut metal components. Positions metal components in fixture and places components on fixture-holding table inside cavity. Aligns rear mirror of laser cavity, using micrometer crews, according to chart specifications. Types instructions, using teletype machine, to computer. Cleans optics, using brush, and replaces flash tubes.
6630N	<b>Machine Tool Operator III</b>	Third of three levels of machine tool operator. The job typically requires the ability to follow written instructions and read blueprint specifications and 2+ years of experience, or equivalent. Under limited supervision, sets up and operates alternately more than one type of production machine tool such as grinders, millers, drill presses, lathes, etc., on complicated production work involving difficult operations, close tolerances, and difficult set-ups of parts of irregular shapes. Either determines feeds, speeds, tooling and operation sequence for considerable range of difficult operations or sets up pursuant to feeds, etc., prescribed in drawings or lay-outs. Machines may have numeric controls. Does not include employees engaged primarily to operate one classification of machine tool surveyed separately.
6635N	<b>Machine Tool Operator II</b>	Second of three levels of machine tool operator. The job typically requires the ability to follow written instructions and read blueprint specifications and less than 2 years of experience, or equivalent. With readily available supervision, sets up and operates alternately more than one type of production machine tool such as grinders, millers, drill presses, lathes, etc., on a limited range of production work, involving close tolerances and set-ups which are exacting but not usually highly involved or difficult. Sets up machines where speeds, feeds, tooling and operation sequence are ordinarily prescribed. Machines may have numeric controls. Does not include employees engaged primarily to operate one classification of machine tool surveyed separately.
6640N	<b>Machine Tool Operator I</b>	First of three levels of machine tool operator. The job typically requires the ability to follow written instructions and read blueprint specifications, or equivalent. Under close supervision, operates alternately more than one type of production machine tool such as grinders, milling machines, drill presses, lathes, etc., on routine and repetitive operations. Set-ups are usually made by others. Speeds, feeds and tooling are prescribed. Machines may have numeric controls. Does not include employees engaged primarily to operate one classification of machine tool surveyed separately.

## N - Fabrication, Welding

6800E	<b>Metal Fabrication Supervisor</b>	Supervise employees engaged in fabrication and assembly of structural or sheet metal products. Those supervised apply knowledge of layout, product design, machine function, capabilities and output, properties and strengths of metal materials, etc. Responsible for determining material required, sequences of fabrication operations, and for scheduling and assigning work. Includes supervisors of non-exempt employees only.
6805E	<b>Welding Supervisor</b>	Supervise employees who perform hand and machine air or oxyacetylene welding on a variety of metals and alloys in order to fabricate or repair parts, materials and equipment. Includes supervisors of non-exempt employees only.
6810N	<b>Production Operator</b>	Working from standard procedures, fabricate, assemble, and/or test discrete parts, microelectronics/mechanical/electrical assemblies, or final products. Perform routine production line tasks to quality and quantity standards defined by the work area using hand tools and/or operating equipment. Must have the ability to read and understand instructions, ability to use hand tools, manual dexterity, and basic numerical ability (add, subtract, multiply, and divide). May provide instruction and training to a crew (non-supervisory).

<b>6815N</b>	<b>Metal Pourer/Caster</b>	Pour and regulate the flow of molten metal into molds to produce castings or ingots of specific quality and size by operating hand controlled mechanisms adjunctive to specialized machinery and equipment. Include such occupations as Steel Pourers, Casters, Ladle and Metal Pourers.
<b>6820N</b>	<b>Sandblast Operator</b>	Operate sand and recovery equipment to remove adhering sand and scale from or to impart specified finish to casting surfaces. Position and turn castings to completely blast all surfaces. Adjust mixture of air and abrasive to suit requirements. Service sand tanks, replace worn nozzles.
<b>6825N</b>	<b>Precision Sheet Metal Worker</b>	Fabricates, assembles, installs, and repairs sheet metal products and equipment. Set-up and operate sheet cutting, forming, fabricating or finishing machines such as cutters, shears, brakes, fabricators and punches including CNC machines to cut, bend, and straighten sheet metal. inspecting, assembling, and smoothing seams and joints of burred surfaces. Duties include positioning material, cycling the machine and removing finished parts and waste. Visually inspects parts and/or uses measuring tools or fixtures to determine if finished parts pass or fail quality standards and specifications. Operates one or more machine on repetitive work, performing simple operations and following detailed instructions with close supervision. Set-ups are typically made by others. Include sheet metal helpers for this level. Typically requires a high school education and 0-1 year of work experience.
<b>6830N</b>	<b>Plater</b>	Process metal parts through cleaning, pickling, rinsing, electroplating and drying to provide a protective and/or decorative coating of a specified thickness. May perform other related or unrelated tasks as directed.
<b>6835N</b>	<b>Welder III</b>	Advanced level of production welding. The job typically requires technical training in welding and 3+ years of related experience, or equivalent. May require special certification. Under limited supervision and minimal technical guidance, positions material to be welded and applies hand-eye coordination to achieve the desired weld. Materials welded may include steel, stainless, aluminum, or other alloys, and the methods may include gas welding, shielded metal arc, gas-tungsten arc, gas-metal arc or submerged arc. All-position welding may be required. The variety of applications requires an ability to plan, layout and perform diversified work, which may be characterized as short run production or job shop (custom work). Includes high pressure and code welding or other work involving critical safety and load requirements or welding where appearance is critical. Regulates heat and feed and may select electrodes, tips and rods. Works from more complex specifications, drawings, prints and welding symbols. May provide technical direction to others.
<b>6840N</b>	<b>Welder II</b>	First level of production welding. The job typically requires technical training in welding and experience of less than 1 year, or equivalent. With readily available supervision and technical guidance, positions material to be welded, using standard fixtures in most cases, and applies hand-eye coordination to achieve the desired weld. Materials welded may include steel, stainless, aluminum or various alloys and the methods may include gas welding, shielded metal arc, gas-tungsten arc, gas-metal arc or submerged arc, but the variety of applications tends to be limited to standard products and materials where plans are specified, welding positions are routine and work may be characterized as longer production runs. Regulates heat and feed and may select electrodes, tips and rods. Works from specifications, drawings, prints and welding symbols.
<b>6845N</b>	<b>Welder I</b>	Uses arc or gas welding equipment together with atmospheric control equipment on relatively simple parts and products following prescribed methods. Generally works under direction of supervision or higher classified employees.
<b>6850N</b>	<b>Welder - Fitter</b>	Lays out, fits and welds fabricated, cast, and forged components to assemble structural forms, such as machinery frames, tanks, bridge and building parts according to blueprints and knowledge of welding metallurgy. Selects equipment and plans layout, assembly, and welding, applying knowledge of geometry, physical properties of metal machining weld shrinkage and welding techniques. May operate fabrication equipment such as CNC torch, CNC anglematic, CNC fabripunch and other component production equipment.
<b>6855N</b>	<b>Welding Machine Operator</b>	Set up and operate welding machines that join or bond together parts of fabricated metal products and metal components, such as panels, frames, yokes, tubes, and containers according to specifications and blueprints. Includes those who set up and/or operate laser cutters or laser-beam machines.

6860N	<b>Burning (Cutting) Machine Operator</b>	Sets up and operates flame, plasma or laser burning (cutting) machine to cut metal of various sizes and thickness into required patterns - sometimes to very close tolerances. May use NC/CNC technology to establish cut pattern or may use preformed templates. Must be able to read and understand bills of material, cutting assignments, sketches, etc. with limited direction. Inspects parts to insure that specified tolerances and dimensions are met.
6865N	<b>Finisher</b>	Perform a variety of operations to remove burrs or sharp edges and clean machined flat surfaces. Use belt sanders, abrasive charged wheels, fixtures, foot or hand presses, files and scrapers.
6870N	<b>Grinding Machine Operator</b>	Grinds and smooths surfaces of items, such as castings, billets, machine parts, or sheet metal subassemblies using powered portable wheel, disk, or belt grinder. Examines and feels surface of work piece for defects. Selects grade of abrasive belt, wheel, or disk according to specifications, knowledge of abrasives, and condition of metal, and attaches to grinder. Replaces worn abrasive disks, wheels, and belts, using a wrench.
6890N	<b>Molding/Casting Machine Operator</b>	Set up and/or operate plastic molding machines, such as compression or injection molding machines, to mold or cast products to specified shape from thermoplastic materials.
6895N	<b>Press Brake Operator</b>	Perform a variety of press brake operations, usually on heavy steel plate, stainless steel or aluminum. Select multiple purpose and general purpose brake dies. Set dies and stops and adjust ram for varying plate thickness. Improvise, build or recommend special purpose tooling to meet requirements, lay out location of holes, cutouts and bends, making allowances for welding and convenience in assembly if required. Plan sequence of multiple pass operations for series of bends and other fabricating operations on complicated sections.
6900N	<b>Punch Press Operator</b>	Set up, adjust and operate a punch press to perform such operations as punching, blanking, shearing, forming, drawing, etc. Position, align and secure dies or die members, adjust ram stroke and material stop gauges and set stripper or ejecting mechanism. Produce samples for inspection, adjust to secure required dimensions and quality, and produce production run. Work from drawings, patterns, templates, or samples.
6905N	<b>Rolling Machine Operator</b>	Set up and/or operate machines to roll steel or plastic material, such as strips, bars, and flats, to form bends, beads, knurls, rolls, or plate or to flatten, temper, and reduce gauge of material. Follow rolling orders or blueprints and use measuring instruments.
6910N	<b>Sawing Machine Operator</b>	Measures stock to length or dimension for angle cuts, scribes between dimensions, cuts from layout using fixtures provided on ganged or single piece angle work. Operates hack, band, and abrasive saws, adjusts speeds and feeds for a wide variety of materials, using charts furnished. Stores stock materials, identifies and fills orders.
6915N	<b>Shear Operator</b>	Sets up, adjusts and operates a power shear to cut metal plates, sheets, billets, or bars to specified dimensions and angles. Adjusts angle and pressure of blade and positions stops and guides to set length and angle of cut. Lays out cutting lines on metal. May use template when cutting single pieces. May operate crane or power hoist to position material in machine.
6920N	<b>Helper - Fabrication</b>	Assists skilled workers by moving and/or readying work pieces, tools and supplies. Lifts, moves and holds, or clamps work pieces to table, into jigs, or into position as directed. Cleans work pieces using wire brush, portable grinder, hand scraper, or chemical solutions. May perform other related duties. Works under direct supervision.

### O - Banking, Financial Services

7100E	<b>Branch Manager II</b>	Responsible for the activities for branches with deposits between \$10MM-\$30MM and usually has 5-10 employees. Normally has no direct commercial lending responsibilities. May supervise other officers.
7110E	<b>Branch Manager I</b>	Responsible for the activities for branches with deposits under \$10MM and usually has 5 or less employees. Normally has no direct commercial lending responsibilities. Typically classified as exempt.
7120E	<b>Branch Manager - (Commercial Lending)</b>	Responsible for the activities for branches with deposits between \$10MM-\$30MM and usually has 5-10 employees. Normally has direct commercial lending responsibilities. May supervise other officers.

7130E	<b>Branch Supervisor II</b>	Responsible for more complex branch operations. Typically has 10 or more employees. Assists the Branch Manager by participating in the scheduling of hours, hiring, and the performance rating of employees. Requires a thorough understanding of banking operations and is typically an exempt level position.
7135E	<b>Branch Supervisor I</b>	Typically supervises 10 or less employees in a bank/branch. Assists customers by resolving personal banking issues. Assists the Branch Manager by participating in the scheduling of hours, hiring, and the performance rating of employees. While this is intended to be a first level supervisory position that would qualify as exempt, some organizations would choose to classify it as non-exempt.
7200N	<b>Teller III</b>	Under little or no supervision, perform all the duties of Teller II as well as: proficiently direct customers relative to savings, investments and other services available within the institution; assist others in balancing of cash drawers; may guide and review the work of other tellers. This is a senior level teller typically requiring 3-5 years' experience.
7201N	<b>Teller II</b>	Under general supervision, perform all the duties of Teller I as well as: maintain current records of customer accounts; may open new accounts; may input data through computer terminal and perform computer file maintenance. This is an intermediate level teller typically requiring 1 or more years of experience.
7202N	<b>Teller I</b>	Under close supervision, process all types of dollar transactions. Receive and pay out money, maintain records of money and other negotiable items involved in daily banking transactions. Determine acceptability of negotiable items and of customer identification. Respond to inquiries from customers and other branches and departments. Balance cash drawer and reconcile transactions daily. May process daily mail. This is an entry level position.
7205N	<b>Account Representative/ Customer Service</b>	Opens new accounts and promotes basic banking services to prospects and existing customers. Transfers accounts for customers and interviews new account customers. Sets up records, verifies references, and holds uncollected funds. Starts the initial loan documentation process, as well as obtaining credit ratings. Answers customer inquiries. Typically requires 1 or more years of experience with knowledge of bank services.
7220N	<b>Loan Officer (Commercial) II</b>	Develops and maintains credit and noncredit accounts. Develops customer and prospect lists within assigned territory. Presents and prepares a credit analysis on all borrowing requests for approval. Negotiates terms and conditions within established parameters. Monitors all credits through review, analysis, and proper documentation. May resolve deficiencies when necessary. This is a senior level loan officer, typically having 5-7 years previous commercial lending experience. Must possess credit and analytical skills as well as a thorough knowledge of bank services.
7222N	<b>Loan Officer (Commercial) I</b>	Typically provides services for commercial loans but may handle some installment loans. Interviews customers seeking loans by obtaining information regarding the customer's loan needs, earnings, and the individual's financial standing. Approves or denies loans and terms within the limits of the loan officer, following the established policies of the bank. Forwards large loan requests to an officer with higher authority. Typically beyond an entry level position requiring thorough credit experience.
7225N	<b>Loan Processing Specialist (Commercial) III</b>	Documents commercial loan package using an automated software program. Verifies accuracy of input, and reviews documents produced. Prepares documents manually when necessary. Communicates company's policies and legal regulations to commercial lenders. Ensures appropriate combination of documents will be prepared to ensure the legal interests of the company. Coordinates loan signing with customers and loan officers. This is a senior level non-exempt loan processor. Typically requires more than 5 years of related experience.
7230N	<b>Loan Processing Specialist (Commercial) II</b>	Processes documents and files, and sets up files in computer for commercial loans. Meets commercial lending specifications by proper documentation. Provides customer service and administrative support to commercial lending department. This is an intermediate level position typically requiring 3-5 years related experience.
7235N	<b>Loan Processor (Consumer)</b>	Orders consumer deposit and employment verification. Orders credit report and coordinates appraisal completion. Prepares loan package for approval. May perform other clerical duties as assigned.

7240N	<b>Loan Officer (Consumer)</b>	Administers installment loans (e.g., Auto, Home Equity, Lines of Credit, etc.) Assists branch/bank with training for consumer lending products. Assists with advertising and promotion of loan products. Interviews loan customers and accepts or approves applications. Position may exist in a branch or centralized location.
7245N	<b>Loan Manager (Consumer)</b>	Provides management and leadership to loan department. Responsible for minimizing losses by ensuring that the loan department follows all operating guidelines, and policies/procedures. May direct loan servicing personnel including supervisors and specialists. Typically responsible for loan servicing of \$300m and over. Requires thorough knowledge of lending unit and department interdependencies, as well as an understanding of the workflow process.
7250N	<b>Loan Processor (Mortgage) III</b>	Obtains appropriate documents and information to process mortgage loan applications. Reviews information for compliance with regulatory and policy requirements, and loan terms. Forwards file to underwriter for review and receives approval/denial for loan application. Typically has knowledge of secondary market requirements and reviews loan for compliance. Position may exist in a centralized processing unit with a high volume of production. Typically requires 3-4 years loan processing experience, with the ability to process a higher loan volume and work independently. May have LPO designation.
7255N	<b>Loan Processor (Mortgage) II</b>	Obtains appropriate documents and information to process mortgage loan applications. Reviews information for compliance with regulatory and policy requirements, and loan terms. Forwards file to underwriter for review and receives approval/denial for loan application. Typically has knowledge of secondary market requirements and reviews loan for compliance. Position may exist in a centralized processing unit with a high volume of production. Typically requires 1-2 years loan processing experience with knowledge of various lending programs.
7260N	<b>Loan Officer (Mortgage)</b>	Interviews loan applicants; analyzes and screens loan requests on various types of mortgage loans. May recommend loan terms and gives prospective borrowers information regarding loan commitment. Orders appraisals. May be a member of a Loan Committee.
7265N	<b>Loan Center Manager (Residential)</b>	Responsible for residential loan production. Includes administering/developing loan programs and supervising the review of loans for approval. Develops policies/procedures to adhere to investor and regulatory requirements. Supervises loan production staff and coordinates the training of lending personnel. Typically has loan processing/funding functions. Typically reports to senior management.
7270N	<b>Loan Servicing Representative II</b>	Performs loan servicing functions. May include mortgage loan payment processing, servicing of collection accounts, payment of taxes, delinquent loan collection, customer reserve account analysis, annual statement/insurance function preparation. Typically intermediate level. Performs various loan servicing functions.
7275N	<b>Loan Servicing Representative I</b>	Performs loan servicing functions. May include mortgage loan payment processing, servicing of collection accounts, payment of taxes, delinquent loan collection, customer reserve account analysis, annual statement/insurance function preparation. Typically entry level. May perform one or more loan servicing functions.
7285N	<b>Collector</b>	Involved in collection activities. Adjusts delinquent accounts by communicating with customer by telephone and/or written correspondence. Maintains record of past due accounts and collection efforts. Keeps record of follow-up actions. May work with installment loan accounts, mortgage accounts or credit card accounts. Typically an intermediate level position requiring 1 year related experience.
7290N	<b>Operations Support Specialist</b>	Provides tech support to bank/branch and administrative staff for lending, savings, and checking applications. Retains technical manual documentation and keeps them up-to-date. Maintains daily contact with data center to ensure accurate system function. Operates as a source of reference for handling customer inquiries. May assist Operations Support Manager.
7295E	<b>Operations Officer</b>	Coordinates and participates in the implementation, development, and monitoring of branch and central operation procedures. Assists in analyzing and enhancing existing systems and coordinates the implementation of new systems. Provides operational procedure/practice training to personnel and responds to inquiries. Typically requires a degree or related coursework and 2-4 years related experience.

7305N	<b>Bankcard Specialist</b>	Assists customers with inquiries regarding billing statements, payments and charges. Processes bankcard applications. Assists customer to ensure accounts are properly coded as lost, stolen or fraudulent. Researches inquiries and takes necessary action. Typically the intermediate level with 2 years' experience, and a thorough understanding of bankcard products, procedures and services.
7310E	<b>Business Development Officer</b>	Meets sales volume and profit goals. Generates revenue by acquiring new customers and closing large transactions with existing customers. May be assigned to a specific geographic/business market. Develops internal/external referral sources by participating in various activities such as community activities and bank events. May participate in seminars of professional organizations (Attorneys, CPA's). Knowledge of company products/services, makes referrals to other departments when necessary. Typically requires more than 3 years related experience with possible accreditation for specialties (e.g., Personal Trust, Investment Sales).
7315N	<b>Branch Auditor</b>	Conducts internal audits to effectively maintain controls and comply with bank policies/procedures. Reviews branch planning, accounting, custodial, or control activity performance to comply with management instructions, policies and procedures. Survey functions/activities to determine the adequacy of the system of control in achieving established objectives. Recommends corrective action and suggests any improvements. Typically requires accounting/auditing experience, preferably in branch operations.
7320E	<b>Compliance Officer</b>	Collects and organizes regulatory agency directives, interpretive rulings, memoranda, laws and regulations affecting the institution. Assists to ensure compliance. Typically not an attorney position.

### **P - Timber, Wood Working, Wood Products**

7480N	<b>Cabinetmaker and Bench Carpenter</b>	Cut, shape, and assemble articles, such as store fixtures, office equipment, cabinets, and high grade furniture. Set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock. Excludes workers who are primarily concerned with one or a limited number of specialty machine phases.
7500N	<b>Precision Woodworker</b>	Include in this category, precision woodworkers such as pattern and model makers, cabinetmakers, wood machinists, furniture finishers, and hand wood carvers. Precision level wood work normally requires substantial training, and ability to interpret specifications and to use independent judgment.
7510N	<b>Resaw Operator - Cut Stock</b>	Operate saw to properly rip and/or resaw cutstock to specified dimensions. Adjust fences, stops, rollers, etc. Check work and make adjustments as necessary.
7520N	<b>Sander - Woodworking</b>	Sand and prepare a full range of products for finishing. Set up and operate stationary or portable belt sander, drum sander and oscillators to clean edges, flat or formed surfaces. Sand joints flush, remove scratches, fill open joints, miters or dents. Fit, align and sand double faced items such as cabinets. Select belt grit, block to sand molds, form belts and replace belt and paper on drum sander as required. Load and unload table or conveyor. Use a variety of hand tools and materials such as glue, filler and sandpaper.
7530N	<b>Sawing Machine Operator/Tender</b>	Operate or tend wood sawing machines, such as circular saws, band saws, multiple blade sawing machines, scroll saws, rip saws, equalizer saws, power saws, and crozer machines, to saw logs to specifications, cut lumber to specified dimensions, saw curved or irregular designs, trim edges and remove defects from lumber, or to cut grooves, bevel, and miter according to specifications or work orders.
7560N	<b>Woodworking Machine Operator III</b>	Set up and/or operate woodworking machines, such as lathes, drill presses, sanders, shapers, and planing machines, to perform woodworking operations. Excludes Sawing Machine Setters and Set-Up Operators.

<b>Q - Construction (Buildings-Roads)</b>		
7835N	<b>Construction Superintendent/Manager</b>	Responsible for all phases of construction projects including staffing requirements, procurement of tools and materials, direction of supervisory personnel, resolution of complaints and grievances within workforce, and adherence to specifications and construction schedules. Assembles members of organization at start of projects and prepares or reviews reports on progress, materials used and costs. May also direct workers concerned with major maintenance or reconditioning projects for existing installations. Typically requires 3-5 years of professional experience.
7840N	<b>Construction Project Manager</b>	Project Manager for construction projects including buildings, highways and other construction projects. Responsible for all project planning and scheduling, resource allocation, accounting and control. Serves as liaison among the construction team, architects, designers, and owners and stakeholders to coordinate project design development. Obtains local government approvals, and administers vendor contracts. Obtains bids, manages the timing of vendor work, controls project budgets, approves change orders, monitors quality of materials and workmanship, and authorizes payment. Typically requires Bachelor's degree and 2-4 years of experience, or equivalent.
7845N	<b>Construction Site Foreman</b>	Directs the day-to-day activities of workers involved in construction of buildings, highways, pipelines or other construction projects. Responsible for scheduling workers, materials, and equipment to conform to requirements of each phase of construction. May oversee subcontracting of specialized craftwork such as electrical, structural steel, concrete, and plumbing. Inspects work in progress to ensure that workmanship conforms to specifications. Typically requires formal training in the building trades and 3-5 years of professional experience.
7850N	<b>Dispatcher - Construction</b>	Process requests for the assignment of service vehicles, transportation of personnel, or the movement of materials. Prepare and issue trip tickets to drivers and assign vehicles to be used. Maintain records of arrival, departure and other pertinent information regarding receiving and dispatching activities. Operate radio and other communications equipment. May coordinate activities during emergency situations. Excludes police, fire, ambulance and construction dispatchers.
7855N	<b>Electrician III</b>	Third of three levels of electrician. The job typically requires completion of two years of formal technical school training and 5+ years of job experience, or equivalent, and successful completion of the board exam for licensing as a master electrician. Approves wiring plans for new installations. Plans and performs jobs of installing and maintaining a variety of electrical equipment such as control panels, switchboards, junction boxes, switches, etc. Connects and disconnects electric powered machines; repairs motors and generators; replaces fuses and sets circuit breakers on high and low tension circuits. Diagnoses electrical trouble. Uses hand and power tools. Works from wiring diagrams. Planning may involve determination of method and sequence of operation and selection of materials to be used, establishment of work procedures. Works independently and may provide direction to assistants or to less experienced electricians.
7860N	<b>Electrician II</b>	Second of three levels of electrician. The job typically requires completion of two years of formal technical school training and 3+ years of job experience, or equivalent, and successful completion of the board exam for licensing as a journey-level maintenance electrician. Plans and performs jobs of installing and maintaining a variety of electrical equipment such as control panels, switchboards, junction boxes, switches, etc. Connects and disconnects electric powered machines; repairs motors and generators; replaces fuses and sets circuit breakers on high and low tension circuits. Diagnoses electrical trouble. Uses hand and power tools. Works from wiring diagrams. Planning may involve determination of method and sequence of operation and selection of materials to be used. Works independently and may provide direction to an assistant or to less experienced electricians.

7865N	Electrician I	First of three levels of electrician work. The job typically requires less than one year of formal technical training, or equivalent. Under close supervision assists others in installing and maintaining electrical equipment such as large control panels, switchboards, junction boxes, switches, motors, etc. Tests circuits with testing equipment and reports readings for diagnosis by others. Under direction, performs wiring of ordinary light circuits; setting circuit breakers; repairing switches, small motors and simple starting and control devices; replacing lights and fuses; and minor trouble shooting. Uses hand and power tools. May work from simple wiring diagrams.
7890N	Operating Engineer HVAC	Heating, ventilation and air conditioning technician. The job typically requires formal technical training, two or more years of experience and a class 2-B or higher boiler operator's license, or equivalent. Operates and maintains equipment such as steam boilers, heat pumps, air conditioning, refrigeration, turbines, generators, motors, and ventilating equipment. Performs maintenance and minor repairs on boilers and equipment and keeps records of fuel consumption and other required data. Adjusts and calibrates pneumatic and electronic controls.
7892N	HVAC Technician, Journey	Perform a wide variety of skilled duties to install, maintain, troubleshoot and repair HVAC and mechanical equipment (such as chillers, boilers, exhaust fans, vacuum pumps, compressors, energy management systems, etc.) using a variety of hand and power tools. May work extensively with Direct Digital Controlled HVAC equipment (e.g. Landis and Gyr, General Electric, Yokogawa). May assist engineering with design and purchase of HVAC equipment. May maintain up-to-date documentation of all systems and equipment. Ensure work conforms to accepted practices and codes. This is the journey-level position. Completion of a formal or informal apprenticeship program or recognized certificate from a vocational trade school or equivalent (e.g. certified Industries Air Conditioning Mechanic, State Electrical license). Typically requires 4 years' experience in HVAC field and working knowledge of all phases of air conditioning equipment.
7900N	Heavy Equipment Operator	Operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. May repair and maintain equipment in addition to other duties.
7910N	Laborer - General	Perform routine tasks involving the erecting or repairing of buildings, highway/road construction, utilities, and related construction work.
7940N	Pipelayer	Lay glazed or unglazed clay, concrete, plastic, or cast-iron pipe for storm or sanitation sewers, drains, water mains, and oil or gas lines, performing any combination of the following tasks: grade trenches or culverts, position pipe, seal joints. This is a journey level position.

## R - Printing, Graphics, Publishing

8100N	Graphic Artist	Experienced commercial artist. The job typically requires a two or four year liberal arts degree and 3+ years of experience, or equivalent. Incumbents will draw, sketch or modify images of merchandise or models for use in catalogs, advertising, technical manuals, displays or web sites. Incumbents may scan, edit, crop or otherwise modify images. Incumbents may use brushes, air brushes, computer graphics applications or other media to accomplish the desired end result.
8105N	Production Artist/Graphics Specialist	Utilizing computer techniques and graphics software, conceives, designs, prepares, and coordinates a variety of illustrations and art work (including trapped color and line art illustrations). Utilizes electronically produced art to convey themes and/or subjects for catalogs, brochures, posters, handbooks, advertising, and/or management presentations. This is an experienced level position, typically requiring a minimum of 2 years of directly related experience working with computer graphics techniques and software (e.g., digital pre-press equipment and software).
8110N	Desktop Publishing Specialist	Format and design posters, brochures, flyers, newsletters, manuals, and other printed materials using standard desktop publishing software and spreadsheet and graphics packages. Prepare presentation materials such as overheads, charts, and graphics. This is an experienced position requiring use of creativity in applying desk-top software.

8210N	<b>Bindery Machine Operator</b>	Set up and operate machines that perform some or all of the following functions - gathering, folding, stitching, rounding and backing, supering, casing-in, lining, pressing, and trimming - in order to produce books, magazines, pamphlets, catalogs, and other printed materials.
8230N	<b>Offset Lithographic Press Operator</b>	Set up and operate offset printing press, sheet or web fed, to print single and multicolor copy from lithographic plates. Examine job order to determine press operating time, quantity to be printed, and stock specifications.
8250N	<b>Printer</b>	Set up and operate a variety of printing and reproduction equipment to produce single or multipage items requiring close attention to proofreading and register. Check proofs, make operating adjustments and visually check work during run for color, register and impression to meet quality specifications per standard practice. Make up press forms, where layouts have been made by others, mount in press, adjust ink and feed, stack and segregate finished work and estimate spoilage. Lubricate equipment, notifying supervisor of malfunctions or difficulties with material and supplies. Move material. Substitute to maintain work flow.

### S - Restaurant, Food Preparation, Hotel, and Related Services

8610N	<b>Cook - Cafeteria</b>	Prepare and cook family-style meals for institutions, such as schools, hospitals, nursing homes or cafeterias. Usually prepare meals in large quantities rather than to individual order. May cook for employees in office building or other large facility.
8620N	<b>Cook - Restaurant</b>	Prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, plan menu or estimate food requirements. Excludes chefs, specialty cooks, apprentices, fast food cooks, and short order cooks.
8645E	<b>Food Service Manager</b>	Provides oversight and manages food service and inventory at one or more locations. Ensures food in appropriate quantities is properly prepared and served. Oversees food safety, proper training and performance of staff. Responsible for meeting requirements set forth in location, state and federal regulations. May work with dieticians or other technical experts to plan menus. Experienced. Typically requires vocational training or job related experience.
8650N	<b>Food Preparation Worker</b>	Perform a variety of food preparation duties, such as preparing cold foods preparing shellfish, slicing meat, brewing coffee, tea, or chocolate, preparing sandwiches, and clean kitchen work areas, equipment and utensils. Typically may maintain work in such places as restaurants, school cafeterias, hospitals, nursing homes, and residential care facilities.
8660N	<b>Host/Hostess</b>	Take reservations, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service.
8670N	<b>Waiter/Waitress</b>	Take orders from patrons, serve food and/or beverages and make out check. May set table with linen and silverware and take payment from patron. May serve customers at counter as well as table.
8680N	<b>Dish Washer</b>	Maintains kitchen work areas and restaurant equipment and utensils in clean and orderly condition. Scrapes food from dirty dishes and washes them by hand or places them in racks or on conveyor to dishwashing machine. Washes pots, pans, and trays. May sweep and mop kitchen floors. Washes and sanitizes worktables, walls, refrigerators, and meat blocks. High school diploma or general education degree (GED); and/or one to three months related experience and/or training helpful; or equivalent combination of education and experience.
8690E	<b>Restaurant Supervisor</b>	Oversees the daily operation of a restaurant to ensure quality service, profitable operations, and high standards for food quality, housekeeping and sanitation. May perform the work of employees supervised. Typically requires a high school diploma or equivalent with a minimum of 1 year related experience; or equivalent combination of experience and education.
8700N	<b>Maid/Housekeeping Cleaner</b>	Perform any combination of tasks to maintain commercial or institutional establishments, such as hotels, restaurants and hospitals, in a clean and orderly manner. Duties typically include make beds, replenish linens, vacuum rooms and halls, arrange furniture, empty trash and dust.

8720N	Laundry Worker	Load articles into washer and add specified amounts of cleaning agents. Remove clean articles from washers and place them in wringers and dryers. Sort, fold and store clean articles. May open bundles and weigh laundry. May soak contaminated articles in special solutions. May mix bleaches and dyes. Excludes laundry workers who also press clothing, or who perform specialized duties such as patching, classification, spotting or dry cleaning.
8730E	Housekeeping Supervisor	Oversees the work standards and performance of all housekeepers; room cleanliness, key control, inventory control and lost and found. Ensures that all guest rooms, halls, linen closets, carts, equipment, and elevators are kept clean, neat and in working order. Supervises the training of new housekeeping.
8740E	Laundry Supervisor	Responsible for operation of the laundry room and maintaining the standards set by the hotel in the areas of linen cleanliness and equipment maintenance. Supervises department staff. May provide laundry and alteration services for guests and employees. Typically requires high school diploma or equivalent with 1-3 years' experience; or equivalent combination of education and experience.

### T - Medical, Nursing, Child Care, and Related Services

9000N	Child Care Worker	Attend to children at school, business, and institutional establishments. Perform a variety of tasks, such as dressing, feeding, bathing, providing basic instruction and overseeing play. Excludes Preschool Teachers and Teachers Aides.
9020N	Nuclear Medicine Technologist	Administers nuclear medicine tests for medical diagnosis including brain, salivary gland, thyroid, parathyroid, lung, bone, liver, spleen, biliary track and cistern gram scans. Calculates doses for intravenous and oral administration of radiopharmaceutical. Documents administration of radioactive material to patients and performs quality control testing of equipment. Typically requires a Bachelor's degree in Nuclear Medicine and registration with the Nuclear Medicine Technology Certification Board, the American Registry of Radiologic Technologists, or the American Society of Clinical Pathology.
9030N	Ultrasonographer	Produces and records data from scans for medical diagnostic purposes using appropriate ultrasound equipment. Generally specializes in abdomen, small parts, and Ob/Gyn; echocardiograms and cardiac Doppler examinations; or duplex Doppler exams of the carotids and peripheral vasculature. Typically requires completion of a 2-4 year accredited ultrasound program, registration, and a minimum of 1 year experience for each discipline practiced.
9040N	Registered Respiratory Care Practitioner	Works in critical care, floor care, emergency room or outpatient, providing respiratory assessments, support, treatment and diagnostic tests. Typically requires completion of 2 year program and National Board for Respiratory Care registration.
9050N	Registered Occupational Therapist	Rehabilitates patients by planning, organizing and participating in treatment programs. May work with physically and/or psychosocially disabled patients, as well as family members. Typically requires a Bachelor of Science degree, Occupational Therapy Registration and State licensure.
9060N	Certified Medical Assistant	Aids physician with all back office duties. Acquires patient's history. Performs injections and assists in examinations and procedures. Administers laboratory and radiological examinations. Requires a high school diploma and medical assistant certificate and 0-2 years of experience in a related field.
9080N	Certified Nursing Assistant	Performs various direct patient care activities under the supervision of professional nursing personnel. Performs EKG's, draws blood, and assists with diagnostic tests and clinical procedures in accordance with level of training and departmental procedures. May perform other tasks involving direct and indirect patient care, treatment and maintenance of nursing unit. Typically requires State CNA certification and 6 months experience and/or training.
9090E	Nurse Practitioner	Examines and treats patients independently and in autonomous collaboration with other health care professionals. This includes performing examinations, ensuring proper diagnostic tests, establishing diagnosis and prescribing medication. Also instructs patient or family members about continuing care. Typically requires State Registered Nurse licensure and licensure as an Advanced Registered Nurse Practitioner.

9110N	<b>Medical Technologist (ASCP)</b>	Performs diagnostic testing following standardized procedures on patient samples, which aids physicians in the diagnosis and/or monitoring of various disease states. Involves routine and complex analysis. Also monitors quality control and may work in hematology, chemistry or microbiology. Typically requires a Bachelor's degree in medical technology or related field and completion of a 12 month internship from an accredited training program, completion of ASCP exam and 1-2 years medical technology experience.
9120N	<b>Registered Dietitian</b>	Assesses nutritional status and needs, administers medical nutrition therapy and educates patient on nutrition. Interprets result of treatment and coordinates further nutritional care. May also supervise and provide advice to food service operations. Typically requires Bachelor's degree and an American Dietetic Association registration and 1 or more years of dietetic experience.
9140N	<b>Medical Records Clerk</b>	Responsible for organizing and evaluating patient medical records. Files all correspondence, lab and x-ray reports as well as dictated notes into patient medical records. May photocopy records and research location of patient records.
9200N	<b>Nursing Aide/Orderly/Attendant</b>	Work under the direction of nursing or medical staff to provide auxiliary services in care of patients. Perform duties such as answering patient's call bell, serving and collecting food trays, and feeding patients. Position is concerned primarily with setting up equipment and relieving nurses from heavier work. Excludes Psychiatric Aides and Home Health Aides.
9220N	<b>Physical/Corrective Therapy Assistant</b>	Prepare patient and/or administer physical therapy treatment, such as massages, heat, light and sound treatment, and traction. Instruct, motivate, and assist patients with learning and improving functional activities. Work is performed under the direction of a Physical or Corrective Therapist.
9230N	<b>Licensed Practical Nurse (LPN)</b>	Licensed Practical Nurse (LPN) working in healthcare, public health or occupational health. The job typically requires up to two years of training, or equivalent, and passing a licensing examination. Incumbents assist physicians, company medical officers or RN's with duties such as direct patient care, conducting public health clinics, employment physicals, treating workplace injuries, or assisting with management of workers' compensation cases. Incumbents may conduct first response training or CPR. Incumbents may assist with records management, government report preparation or similar administrative tasks.
9240N	<b>Member Service Representative</b>	Respond to inquiries from customers regarding managed care programs including benefits and coverage information, authorizations, billings, eligibility, claims status, etc., while exercising good judgment and professionalism. Typically requires high school education or GED, knowledge of medical terminology and 2 years of experience in customer service related roles.
9245N	<b>Medical Claims Processor</b>	Processes and approves for payment medical and/or dental claims (including surgical and hospital) by comparing contract coverage to claims submitted. May compose standard correspondence to subscriber or providers. May use automated claims adjudication system to process claims. Typically requires 1-2 years claims processing experience, knowledge of medical and/or dental terminology, and knowledge of coding systems (ICDA, ICD-9, ADA, etc.)
9255N	<b>Clinical Ward Clerk/MOA</b>	Not certified. Is a support to the physician, nurse, MOA services to patients and other individuals. Answers telephone, schedules outside procedures or out-of-office appoints, calls in prescriptions. Must have knowledge of insurance requirements for pre-authorizations and preferred facilities. Requires minimum six months prior medical office experience.
9260N	<b>Certified Surgical First Assistant</b>	Provides health care services to patients under direction of a Physician. Assists with pre-operative planning; assists with all forms of surgeries. Applies braces, casts, and dressings following surgery. Observes and reports to surgeons regarding patient conditions. Interacts with detail representatives regarding special equipment. Applies and removes casts, braces, splints and applies, removes and adjusts traction apparatus. Changes dressings and removes sutures and skeletal pins. Requires National First Assistant Certification.

9265N	Physician's Assistant	Assists physicians in clinic by taking patient histories, performs physical before physician's exam, orders tests and examinations within guidelines. Assists with pre-operative planning; assists with all forms of surgeries under the direction of a supervising physician. Must be state licensed following completion of training in a Physicians' Assistant program.
9275N	Radiological Technologists (RRT)	Provides technical skills involving radiology and fluoroscopy. Takes and may develop radiographs of body parts to assist physician in the detection of foreign bodies and diagnosis of disease or injury. Must be state registered.
9280N	Radiology Support Clerk/ Dark Room Technician	Provides clerical support for the X-Ray and Casting Departments. Answers telephone, processes film, labels and processes requests for film and casts. Must have six months prior medical office experience.
9285N	ICD-9/CPT Coding Specialist	Responsible for all ICD-9/CPT Coding for office visits, procedures and surgeries. Must have a thorough understanding and stay up-to-date with all coding guidelines.
9290N	Patient Financial Representative (Collections)	Communicates and works with patients to keep their accounts paid. Works to bring past-due accounts up to date. May also work out payment plans. Must be familiar with state laws regarding collections. Requires one year certificate from college or technical school or equivalent related experience or combination of training and experience.
9310N	Scheduler/Patient Registration	Schedules appointments, tests, surgeries, answers telephones, and greets patients. Assesses patient's appointment needs, requests authorizations for referrals, surgeries and verifies that all information is in place before patient's appointment. Requires one year certificate from college or technical school or equivalent related experience. Medical terminology and insurance knowledge preferred.
9315N	Referral Coordinator	Processes all referrals to and from physician offices. Obtains prior authorizations from insurance carriers. Is knowledgeable in coding procedures and insurance regulations. Requires one year certificate from college or technical school or equivalent related experience or combination of training and experience.
9325N	Medical Office Assistant	Works closely with the physician and other team members to provide patient care. Responsible for efficient patient flow and organization of work area. Assists with all medical office procedures. Acts as a liaison between patients and physician, and provides patient education. Also may perform administrative duties such as scheduling and phone triage. Requires Medical Office Assistant certification.
9410N	Pharmacy Assistant	Under direct pharmacist supervision, enters prescription details in patient profile, selects correct medication, places in container, and labels for pharmacist review. Checks and restocks supplies, packages and labels products.
9415N	Pharmacy Technician	Under direct supervision of a pharmacist, locates correct medication and strength. Measures appropriate quantity, places in container and labels appropriately. Medications are reviewed by pharmacist prior to being dispensed. Enters data into patient's profile. Typically requires high school diploma, and annual certification with a minimum of 4 years' experience.
9510E	Program Manager	Responsible for the daily operation of the program. Acts as overall team leader for the facility. Responsible for staff supervision, clinical supervision, and administrative duties. Builds and maintains a team environment amongst a diverse professional group.
9520E	Assistant Program Manager	Provide staff supervision for programs, as directed by the Program Manager. Responsible for the quality of services provided to clients and fosters a committed and competent service delivery for the weekend team. Assists with staff supervision, program administration, and participates as a member of the agency management team.
9530E	Physical Therapist	Following a physician's orders, treats patients with disabilities, disorders and injuries to relieve pain, develop or restore function to maintain maximum performance. Requires a college degree, certificate in physical therapy and a state license.

9540E	Registered Nurse (RN)	Registered Nurse (RN) working in healthcare, or with a specialization in public health or occupational health. The job typically requires up to four years of training, although some programs are two years, or equivalent, and passing a licensing examination. Incumbents work under the direction of physicians, nursing supervisors or company medical officers and perform duties such as triage, direct patient care, dispensing medication, public health screening and assessment, immunizations, employment physicals, management of workers' compensation cases, including light duty or other return-to-work programs for injured or sick employees. Incumbents may lead a first response team in responding to workplace injuries or employee illness. Incumbents may perform administrative duties associated with workers compensation and OSHA reporting requirements. Incumbents may train employees in first response and CPR.
9560E	Pharmacy Manager	Oversees pharmacy operations including purchasing, preparation and distribution of drugs. Consults on drug utilization with medical and nursing staff. Supervises and schedules staff including pharmacists, technicians and assistants. Typically requires a Bachelor of Science or Pharmacy Degree and 5 years pharmacist experience with a minimum of one year supervisory experience.
9570E	Pharmacist	Compounds and dispenses medications using prescriptions authorized by a physician. Instructs patients on medication including potential drug interactions. Reviews patient medication history for allergies and drug interactions. May direct supervision of technicians on duty. Requires a current license with State Board of Pharmacy, or eligibility for reciprocity. Requires a Bachelor of Science or Pharmacy Degree. Requires four (4) years of experience as a Pharmacist.
<b>U - Utility Related Occupations</b>		
9605N	Line Installer/Repairer	String and repair telephone and telegraph cable and other equipment for transmitting messages or TV programming. Duties include locating and repairing defects in existing systems; placing, rearranging, and removing underground or aerial cables; installing supports, insulation, or guywire systems; and other auxiliary tasks necessary to maintain lines and cables.
9615N	Water Plant Operator	Operate water plant and pumping station equipment; perform laboratory tests and administer chemicals to meet water purification standards, May operate filler plant. Excludes journey level positions unless the jurisdiction has only one level of operator.
<b>V - Retail Occupations</b>		
9700E	District/Regional Manager	Oversees a group of retail stores. May authorize budgets and staffing; responsible for the training of management personnel. Insure compliance with corporate policies and procedures. Administers disciplinary action at the management level. Typically requires a Bachelor's degree with previous retail management experience.
9705E	Store Manager	Responsible for the overall operation of the store. Implements and enforces company policies, goals and objectives. May develop and recommend operating budgets, sales goals, and marketing plans. Prepares work schedules, supervises staff, and administers corrective action as necessary. Responsible for hiring and training. Typically requires a Bachelor's degree in business administration or closely related field with 2-4 Years prior retail management experience.
9710E	Assistant Store Manager	Assists with the overall operation of the store. Plans, organizes, directs and controls store activities during assigned shift. May assist with scheduling, issuing corrective actions and hiring. Maintains adequate inventory levels of all merchandise. Typically requires an Associate's degree with 1-3 years retail experience or equivalent combination of education and experience.
9715E	Department Manager	Assigned to oversee a specific department/area; supervises other clerks while performing similar tasks related to stocking, merchandising, and customer service. May recommend disciplinary action to management. Typically requires a high school diploma with 1-3 years retail experience.

<p><b>9720N</b></p>	<p><b>Salesperson - General</b></p>	<p>Receive merchandise, total bill, accept payment and make change for customers in retail store. Total price and tax on merchandise purchased and wrap or bag merchandise for customer. May stock shelves, counters, or tables with merchandise. May set up advertising displays, arrange merchandise on counters or tables to promote sales and stamp, mark or tag price on merchandise. May remove and record amount of cash in register at end of shift, keep records of sales, prepare inventory of stock, or order merchandise.</p>
<p><b>9725N</b></p>	<p><b>Stock Clerk, Sales Floor</b></p>	<p>Receive, store, and issue merchandise on sales floor. Stock shelves, racks, cases, bins, and tables with merchandise and arrange display of items to attract customers. May periodically take physical count of stock or check and mark merchandise.</p>
<p><b>9730N</b></p>	<p><b>Cashier-Checker</b></p>	<p>Operate cash register with electronic scanner. Make change, cash checks, may complete credit-card charge transactions and issue receipts or tickets to customers.</p>