

Job	Status	Description
Administrative / Customer Service / Human Resources		
Benefits Analyst I	Exempt	First level of professional analyst work in the area of employee benefits, typically requiring a bachelor's degree in human resources, 0-3 years of experience, or equivalent. Under general supervision, provides assistance in design and administration of the organization's benefit programs. Duties include researching legal and administrative issues relating to benefit plans and participating in benefit surveys to determine market trends. Prepares benefit analyses for determination of benefit costs. May serve as a liaison with outside benefits administration firms. May administer one or more benefit programs.
Benefits Analyst II	Exempt	Experienced level of professional analyst work in the area of employee benefits, typically requiring a bachelor's degree and 3-5 years of benefits experience, or equivalent. Generally works under limited supervision and with independent judgment and discretion. Analyzes existing benefits policies of organization, and prevailing practices among competing organizations, to establish market competitive benefits programs. Evaluates services, coverage, and options available through insurance and investment companies, to determine programs best meeting needs of the organization. Provides assistance in producing and directing the organization's benefit programs. Prepares and studies benefit analyses for determination of benefit costs and trends. Examines predictions for market changes in benefit costs and programs and recommends revisions to company benefits. Prepares appropriate government reports and documents. May provide work direction to lower level analysts and work on special projects as defined by department management.
Compensation Analyst I	Exempt	First level of professional analyst work in the area of compensation, typically requiring a bachelor's degree in human resources, 0-3 years of experience, or equivalent. Under general supervision, assists in the development and administration of employee salary administration programs. Reviews proposed salary actions to ensure conformance with established guidelines and policies and advises management on compensation actions for employees. Participates in market salary surveys, writes job descriptions and develops recommendations to adjust salary structure. Also reviews proposed new or revised classifications to develop recommendations for salary grade assignments. May assist with human resource generalist activities.
Compensation Analyst II	Exempt	Experienced level of professional analyst work in the area of compensation, typically requiring a bachelor's degree and 3-5 years of compensation experience, or equivalent. Generally works under limited supervision and with independent judgment and discretion. Analyzes company compensation policies, government regulations, market data and agreements with labor unions, in order to comply with legal requirements and to establish competitive rates designed to attract, retain, and motivate employees. Recommends compensation adjustments according to findings, utilizing knowledge of prevailing rates of pay, types of wage incentive systems, and special compensation programs for professional, technical, sales, supervisory, managerial, and executive personnel. Assists in the development and implementation of salary administration guidelines.
Compensation and Benefits Director	Exempt	Director level job responsible for operation of a department focused on employee compensation and benefit programs, typically requiring a bachelor's degree with 8+ years of experience, or equivalent. Through subordinate supervisors or managers specializing in portions of the overall function, directs the total rewards function. Directs program design and implementation, including selection of outside service providers. Makes final recommendations to executive management regarding individual and group compensation adjustments and group benefit plans. May work with the compensation committee of the Board of Directors to coordinate the design of executive compensation.
Customer Service Director	Exempt	Plans, directs and controls the customer service function in order to meeting company goals. Selects, develops, retains, and directs qualified supervisory and professional staff. Responsible for planning, prioritizing, and setting goals. Bachelor's degree in business or related field and 8+ years of experience in a customer service role with management experience, or equivalent.
Customer Service Manager	Exempt	Manager of a customer service function, typically requiring 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.

Job	Status	Description
Customer Service Supervisor	Exempt	Supervisor of a customer service function, typically requiring 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.
Employment Interviewer (Staffing Representative)	Exempt	Professional recruiter with a primary focus on recruiting hourly, salaried non-exempt or non-management exempt jobs. Typically this job requires a Bachelor's Degree and 0-3 years 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.
Human Resource Director	Exempt	This is the top HR position where the function is staffed at a director level and the job is usually not considered part of the executive cabinet. Directs and coordinates organization activities related to human resources and industrial relations functions. The job requires a degree in human resources and 8-10 years of general human resources experience, including management experience, or equivalent. 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.
Human Resource Generalist	Exempt	Human resource professional, typically in an organization with more than one human resource staff person, with responsibility for several human resource activities. The job requires a degree in human resources and 0-4 years 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.
Human Resource Generalist, Senior	Exempt	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 requires a degree in human resources and 4-5 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.

Job	Status	Description
Human Resource Manager	Exempt	Manages and coordinates organization activities related to one or more human resources and industrial relations functions. The job requires a degree in human resources and 5-8 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, 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 VP of Administration or Finance or directly to the CEO and will develop and recommend policies for approval by senior management. The manager may report to a Director or VP of HR and in some cases may report directly to the CEO.
Human Resource VP / SVP	Exempt	This is the top HR position where the function is at a senior executive level and is part of the executive cabinet. Directs and coordinates organization activities related to human resources and industrial relations functions. The job 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. 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. This job is also surveyed in the National Executive Compensation Survey.
Office Administrator (Small Company or Branch Office)	Exempt	Supervisory administrative job with responsibility for multiple support functions for a small company office or a branch office location. Typical requirements are 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.
Technical / Professional Recruiter	Exempt	Experienced level of professional recruiter with a primary focus on recruiting for technical jobs, such as information technology, engineering, research, consulting, management or similar. Typically this job 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.
Training Manager	Exempt	Manager of professional training with a primary focus on development and delivery of training materials and programs. Typically this job 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.
Training Specialist I	Exempt	First level of professional trainer with primary focus on conducting employee or customer training. Typically this job requires a bachelor's degree and 0-3 years of experience, 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.

Job	Status	Description
Training Specialist II	Exempt	Experienced level of professional trainer with primary focus on conducting employee or customer training. Typically this job requires a bachelor's degree and 3-6 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.
Banking / Financial		
Accountant I	Exempt	First level of professional accounting work, typically requiring a bachelor's degree in accounting and 0-2 years 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.
Accountant II	Exempt	Experienced level of professional general accounting work, typically requiring a bachelor's degree in accounting and 2-5 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.
Accountant III	Exempt	Advanced level of professional general accounting work, typically requiring 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.
Auditor I	Exempt	First level of professional auditor work, typically requiring a bachelor's degree in accounting with 0-2 years of experience, or equivalent. Under direction from higher level auditors or managers, examines and analyzes accounting records to determine accuracy of accounting and the financial status of establishment and compliance with applicable regulations. Reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures. Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions. Counts cash on hand, inspects notes receivable and payable, negotiable securities and cancelled checks. Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances. Examines and authenticates inventory items.
Auditor II	Exempt	Experienced level of professional auditor work, typically requiring a bachelor's degree in accounting and 2-5 years of experience, or equivalent. Examines and analyzes accounting records to determine the financial status of an establishment and compliance with applicable regulations. Prepares reports concerning operating and investment procedures. Reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures. Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions. Counts cash on hand, inspects notes receivable and payable, negotiable securities, and cancelled checks. Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items. Following accepted convention, prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds. Notes exceptions and consults with accounting staff to improve procedures.

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Auditor III	Exempt	Advanced level of professional auditor work, typically requiring a bachelor's degree in accounting and 5+ years of experience, or equivalent. Examines and analyzes accounting records to determine the financial status of an establishment and compliance with applicable regulations, and prepares reports concerning operating and investment procedures. Reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures. Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions. Counts cash on hand, inspects notes receivable and payable, negotiable securities, and cancelled checks. Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items. Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds. May make recommendations regarding improving operations and financial position of company. May lead an audit team.
Branch Manager	Exempt	Responsible for directing the efficient, effective management of a full service branch office in accordance with established policies and procedures. Develops and executes branch sales strategy. Assigns and communicates sales and service goals and measures resulting performance. Analyzes market to determine competitive position. Coaches and motivates team in sales initiatives. Educates and trains staff on new and existing products and programs. Delegates some of the day-to-day operations to the assistant branch manager or senior sales and service representative in order to develop business and ensure quality customer service. May organize promotional events.
Chief Financial Officer (CFO)	Exempt	Responsible for the entire range of financial activity in the organizational unit, including both the treasury and accounting functions. 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. Requires CPA and/or MBA and 10+ years of experience, or equivalent.
Commercial Loan Officer	Exempt	Responsible for all commercial lending and related activities. Prepares documentation for commercial loan closings, modifications, and processing. Recommends policies and objectives and is accountable for the commercial loan portfolio. May include responsibility for commercial real estate lending. Provides for follow-up on exemptions, foreclosures and modifications.
Controller (Plant / Single Location)	Exempt	Top executive in charge of accounting with responsibility for a single plant or facility that is not the sole corporate or divisional operation. Typical qualifications include a bachelor's degree in accounting and 6+ years of experience, or equivalent. Under direction from the General Manager, Plant Manager, CFO, or Corporate Controller, the incumbent is responsible for all local accounting activities, including budget, financial forecasting, statistical reports, audits, tax activities, etc. The incumbent supervises directly, or through subordinate supervisors, all accounting staff at the location.
Cost Accountant I	Exempt	First level of professional cost accounting, typically requiring a bachelor's degree in accounting and 0-2 years 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.
Cost Accountant II	Exempt	Experienced level of professional cost accounting work, typically requiring a bachelor's degree in accounting and 2-5 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.
Cost Accountant III	Exempt	Advanced level of professional cost accounting work, typically requiring a bachelor's degree in accounting and 5-8 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.

Job	Status	Description
Cost Accounting Manager	Exempt	Manager responsible for the operation of a department focused on cost accounting, typically requiring 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.
Credit and/or Collection Manager	Exempt	Manager responsible for operation of a department focused on credit and/or collections, typically requiring a bachelor's or associate's degree with 5+ years of credit/collection experience, or equivalent. Provides direction to department staff and administer 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. Prepare or supervise 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.
Credit and/or Collection Specialist	Exempt	Professional level of credit and collections work, typically requiring a bachelor's or associate's degree with 1-5 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.
Financial / Business / Budget Analyst I	Exempt	First level of professional analyst work, typically requiring a bachelor's degree in business with 0-3 years of experience, or equivalent. Incumbents work in one or more areas of financial, business or budget analysis under the direction of senior staff or management. Duties include 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. At this level most work is subject to close review by senior staff.
Financial / Business / Budget Analyst II	Exempt	Experienced level of professional analyst work, typically requiring a bachelor's degree in business with 3-5 years of experience or an MBA, or equivalent. Incumbents work 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.
Financial / Business / Budget Analyst III	Exempt	Advanced level of professional analyst work, typically requiring a bachelor's degree in business with 5-8 years of experience or an MBA and 2-5 years of experience, or equivalent. Incumbents work 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. Data is often difficult to obtain and may be diluted with unnecessary data points. Identifies questionable data and may then direct others in verifying the accuracy of data. Work assignments are of the greatest difficulty and largest financial impact. Provides work leadership and direction to other professional and clerical staff with respect to project approach and identification of project tasks.
General Accounting Manager	Exempt	Accounting manager job with responsibility for operation of a department focused on general accounting functions, typically requiring 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.

Job	Status	Description
General Accounting Supervisor	Exempt	First level of supervision of the accounting area, typically requiring an associate's degree in accounting and 5-8 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.
Loan Officer	Exempt	Responsible for all installment lending origination and servicing, including personal, automobile, home improvement and student loans, etc. Identifies and assists prospective clients in the loan application or consumer credit process. Verifies applications and approves loans or credit requests. May require a bachelor's degree or its equivalent with at least 2 years of experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgement to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor/manager. A limited degree of creativity and latitude is expected.
Mortgage Loan Officer	Exempt	Processes mortgage loans which includes handling inquiries from customers, realtors and bank employees pertaining to the status of applications and other mortgage related functions.
Payroll Supervisor / Administrator	Exempt	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.
Payroll Supervisor / Manager	Exempt	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. 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. 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.

Education		
Academic Department Coordinator	Exempt	Manages the Department office and serves as the assistant to the Department Chair, providing secretarial services to the Department faculty. Assists in organizing recommendation packets for students applying to the school. Responsible for the Department's course presentation and organization. Tracks student's academic standing in the Department, schedules exams and oversee compliance for the Major. Coordinates faculty position searches, organizes teaching assistants and arranges payroll and accounts billed. Post information on campus bulletin boards for students, personnel, and faculty to read. May supervise up to fifteen people.

Job	Status	Description
Alumni Relations Associate	Exempt	Manage alumni and parent events each year across the country: including conceptualization, design, oversight, and development of project timelines and budgets. Contracts with on-campus and outside vendors. Represents institution at events. Plans and coordinates Parent and Reunion functions at institution. Coordinates recruitment of presenters, vendors, registration, housing, budgeting, and staffing for anniversary reunions. Writes, edits, and designs event flyers. Assists in the planning and coordination of Alumni visits to campus as guest speaking presenters. Supports the Alumni Relations Team in managing projects related to launching programs or networking initiatives and planning multi-constituency events. Bachelor's Degree and at least three years of related full-time experience is preferred. Ability to work independently and as an effective member of a team, and to supervise and train volunteers. Excellent constituency relations skills required, including oral and written communication skills; experience in successfully handling constituent problems and concerns via the telephone and in writing; and proven ability to interact with constituents in group settings.
Dining Services Catering Manager	Exempt	Coordinates and facilitates all food and beverage service for all dining services catered throughout the year. Determines staffing levels for all catered events, develops menus, schedules and conducts planning and event coordination, meets with all appropriate Dining Service personnel to assure customer satisfaction. Determines pricing structure for all events requiring customized menus. Reviews and administers final approval of customer billing. Assigns managers to all events which require direct management supervision. Facilitates coordination, scheduling and prioritization of all work for the assistant managers and student assistants. May supervise up to sixty people.
Dining Services Operations Manager	Exempt	Responsible for managing all services provided by the institution. Assumes the role of opening or closing manager on duty in the dining facilities as needed. Insures that the appropriate level of management is available for all services provided. Oversees the hiring and evaluation process for full time, student and casual employees. Insures that the employees have appropriate training, providing consultation and counseling as needed. Writes and reviews all job descriptions and performance plans for all managers. Reviews labor schedules for all the staff and compares staffing needs to budget allowances. May supervise up to ninety people.
Director of Admissions	Exempt	Oversees all admission functions to enroll first year, transfer and international students. Responsible for hiring, supervising, and evaluating professional and support staff; leading the development and implementation of marketing strategies to reposition the educational institution and achieve goals for diversity, revenue, athletics, and alumnae affairs. Works collaboratively with members of institution's community, specifically the enrollment division, to create a campus-wide admission effort. Conducts school visits and alumnae meetings to establish and strengthen relationships with schools and alumnae. Represents the institution at professional conferences and on panels for students and parents. Bachelor's degree required; Master's degree preferred. Supervisory experience required.
Director of Alumni and Parent Relations	Exempt	Responsible for maintaining and strengthening the relationship of the alumni and their parents with institution and for supervising the institution's fundraising efforts and programs. Provides leadership for the institution's ongoing relationships with its graduates and appropriate services for its alumni. Coordinates meeting and site preparations for annual alumni functions. Plans on- and off-campus programs and activities reflecting the mutual interests of alumni, parents, and friends of the institution. Manages and coordinates the publishing of the institution's alumni publications and oversees expanded electronic access via the Internet to the institution's web site. Directs the maintenance and updating of paper and electronic biographical records of alumni, including the continuous surveying of alumni activities. Works with current students to prepare them for involvement with the office as alumni. Works with the admissions and career resources departments to maintain appropriate channels for the work of alumni volunteers. Manages alumni reunions. Bachelor's degree with three to five years of related management experience required.
Director of Career Development	Exempt	Direct the activities of staff in providing comprehensive career services, internship programs and fellowship support to the student, and where possible, alumnae populations, and oversee the integration and rationalization of these services. Manage change and streamline programs to improve service levels, program effectiveness and efficiency. Determine policy, define tasks, and delegate responsibilities to staff. Hire staff, manage performance, and develop on-going staff training. Anticipate and understand employment and education trends and design programs accordingly. Master's degree and supervisory experience required.

Job	Status	Description
Director of Development	Exempt	Under the general direction of the President of the institution, plans, supervises, and directs the development activities of the institution pertaining to public relations, publications, accrual giving, constituency relations, grants and parent/alumni relations. Establishes plans, goals, and objectives for the development function at the institution. Evaluates department performance in relation to established goals. Develops policies, procedures, and methods for development activities. Establishes development operating budget and ensures expenditures are within allocated funds. Monitors operating budgets of public relations and parent/alumni relations. Identifies grant opportunities in conjunction with the director of grants. Develops strategies and proposals to meet grant needs. Establishes and maintains effective working relations with the institution's donors/potential donors. Recommends fundraising strategies and implement plans as appropriate. Develops plans with department directors and monitor implementation and effectiveness. Prepares a variety of reports for president, donors, federal agencies, and the Board of Trustees relating to departmental activities and fundraising status. Interviews, selects, trains, and evaluates the performance of subordinate staff. Makes recommendations for personnel actions as appropriate. Design publications and review all publications leaving the institution's campus. Oversees media relations. Master's degree or equivalent in public relations or related discipline along with five to seven years of related experience and knowledge of fundraising is required.
Director of Financial Aid	Exempt	Responsible for the planning and strategizing of the financial aid program in compliance with federal regulations. Supervise the daily office operations, including (incoming and renewing) student financial aid processes. Develop institutional financial aid policies and departmental procedures. Supervise and train department staff. Develop packaging parameters and award students aid according to those established financial aid parameters. Assist with on-line systems development; preparation of statistical reports and surveys. Counsel students and parents by educating them on the institution's policies, procedures, and methodology. Bachelor's degree required. Supervisory experience needed.
Director of Fundraising	Exempt	This position is responsible for meeting organization's fund and endowment donation objectives each year. Directs and supervises staff and volunteers working on mail and telephone campaigns. Identifies and cultivates prospective donors. Oversees logistics and conducts planning and publicity for national and regional fundraising and cultivation events. Attends events, as needed, representing the organization and informing prospective donors about the organization's programs. Provides support and leadership for volunteers. Monitors gift recording, acknowledgment, and stewardship. Performs other related duties as required. Bachelor's degree with a minimum of three years of fundraising or marketing experience is required.
Director of Residential Life	Exempt	Responsible for overseeing and directing the programmatic and operational aspects of a residential life program. These responsibilities include: housing assignments; counseling for students with housing concerns; administering break housing and hall closing and opening procedures. Recruit, select, train and evaluate student advisors, residence hall assistants, and professional/support staff. Develop departmental goals, strategic direction and long range renovation planning. Disseminate, develop and update residential life information and publications. Bachelor's degree required. Master's degree preferred.
Registrar	Exempt	Plan and oversee the Registrar's Office. Create, maintain and release past and present student academic records. Monitor students' progress toward completion of degree requirements and certify degrees when complete. Advise students about degree requirements and how to meet them. Evaluate prior course work of all transfer students, decide how much credit they receive and what requirements are met from prior course work. Prepare course material descriptions or summaries for the institution's catalogue. Prepare various statistical reports required by administrators, outside agencies/organizations, etc.; Incorporate new technology into the delivery of related information. Supervise department staff. Bachelor's degree required, Master's degree preferred. Supervisory experience required.
Engineering		
Design Engineer I	Exempt	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. The work is performed under close supervision. Engineers may be assigned an element of a project or well-defined tasks. Minimum requirement of a BS degree and 0-1 year of experience.

Job	Status	Description
Design Engineer II	Exempt	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. The 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. Minimum requirement of a BS Degree and 1-3 years of experience or an MS Degree and 0–1 year of experience.
Design Engineer III	Exempt	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. Minimum requirement of a BS Degree and 3-5 years of experience or an MS Degree and 1–3 years of experience.
Design Engineer IV	Exempt	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. Minimum requirement of a BS Degree and 5-8 years of experience or an MS Degree and 3–5 years of experience.
Design Engineer V	Exempt	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. Minimum requirement of a BS Degree and 8–10 years of experience or an MS Degree and 5–8 years of experience.
Design Engineering Manager	Exempt	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. Requires a BS degree in engineering and significant experience.

Job	Status	Description
Director of Engineering	Exempt	Director level engineering job responsible to plan, analyzes and evaluates 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. Requires a BS degree in engineering and 8-10 years of experience, including management experience.
Drafting and Documentation Manager	Exempt	Managerial job with responsibility for all staff in a drafting and documentation department. Typical qualifications include a bachelor's degree in business or a technical field and 6+ years of related experience, or equivalent with strong drafting and/or technical writing background (may rely upon subordinates to provide technical expertise in certain areas). Responsibilities include management of the drafting, CAD, engineering documentation and possibly the technical writing function and management of electronic and conventional document files. Duties include budget management, hiring, assigning and reviewing work, evaluating staff and developing, recommending, and implementing policies and procedures.
Drafting Supervisor	Exempt	Supervisory job with responsibility for non-exempt staff in a drafting and documentation department. Typical qualifications include a technical degree in drafting and 6+ years of related experience, or equivalent. Responsibilities include technical leadership of the drafting including CAD, function and management of electronic and conventional document files. Duties include assigning work, reviewing work, and providing technical instruction. Responsibilities may also extend to technical writing as a minor function of the job.
Industrial Engineering I	Exempt	Appropriately applies engineering principles and concepts to area of specialization under general direction. Work is varied in nature. Includes occupations concerned with the design and installation or integrated systems of personnel, materials, machinery, and equipment. Accessory techniques may include those used in mechanical and various other engineering specialties. Typical specialization are plant layout; production methods and standards; costs control; quality control; time, motion, and incentive studies; and methods, production, and safety engineering. Requires Bachelor's degree and 1 – 3 years of experience or Master's degree with a minimum of 1 year of experience.
Industrial Engineering II	Exempt	Has extensive and broad knowledge in field of specialization and is able to adapt methods to solve problems. Will act as lead on most assigned projects and assist lower level engineers and technicians. Work is stated in terms of objectives, requiring project planning and judgment. Includes occupations concerned with the design and installation or integrated systems of personnel, materials, machinery, and equipment. Accessory techniques may include those used in mechanical and various other engineering specialties. Typical specialization are plant layout; production methods and standards; costs control; quality control; time, motion, and incentive studies; and methods, production, and safety engineering. Requires Bachelor's degree and 5 – 8 years of experience or Master's degree with 3 – 5 years of experience.
Lab Manager	Exempt	Manages a service, research, or clinical laboratory. Responsible for work flow. Trains, directs and evaluates section chiefs in the processing of a wide variety of standardized or developmental chemical and biological analyses. Insures the maintenance of detailed logs of service rendered and laboratory fiscal records.
Manufacturing Engineer I	Exempt	Work primarily is involved with the development or improvement of equipment, processes and methods. 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. The work is performed under close supervision. Engineers may be assigned an element of a project or well-defined tasks. Minimum requirement of a BS degree and 0-1 year of experience.
Manufacturing Engineer II	Exempt	Work primarily is involved with the development or improvement of equipment, processes and methods. 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. The 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. Minimum requirement of a BS Degree and 1-3 years of experience or an MS Degree and 0–1 year of experience.

Job	Status	Description
Manufacturing Engineer III	Exempt	Work primarily is involved with the development or improvement of equipment, processes and methods. The typical cycle includes conceptualizing, developing prototypes, testing and perfecting designs. This is a senior level position and 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. Minimum requirement of a BS Degree and 3-5 years of experience or an MS Degree and 1–3 years of experience.
Manufacturing Engineer IV	Exempt	Work primarily is involved with the development or improvement of equipment, processes and methods. 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. Minimum requirement of a BS Degree and 5-8 years of experience or an MS Degree and 3–5 years of experience.
Manufacturing Engineer V	Exempt	Work primarily is involved with the development or improvement of equipment, processes and methods. This is a senior principal level manufacturing engineering 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. They have critical project technical leadership responsibility and may plan work assignments for lower level department employees. Minimum requirement of a BS Degree and 8–10 years of experience or an MS Degree and 5–8 years of experience.
Manufacturing Engineering Manager	Exempt	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 manufacturing engineering. Initiates procedures, methods and equipment for development of projects. Plans and directs all phases of the manufacturing engineering program for the organization or a large division in reviewing progress and evaluating results of work. Develops production and engineering policies, practices and procedures, prepares reports for and makes appropriate recommendations to management. Originates and applies new and unique methods and procedures with considerable latitude for unreviewed action or decisions. Provides technical engineering advice and counsel to top management personnel and represents the organization in outside discussions or at professional meetings or forums. Requires a BS degree in engineering and 6-8 years of experience.
Mechanical Engineering I	Exempt	Appropriately applies engineering principles and concepts to area of specialization under general direction. Work is varied in nature. Includes jobs concerned with the application of principles of physics and engineering for the generation, transmission, and utilization of heat and mechanical power; and the design, production, installation, and maintenance of fabricated products, tools, machines, machinery, and associated or auxiliary systems. Accessory techniques needed may be those used in electrical, metallurgical, nuclear, and civil engineering. Typical specialization's are steam and mechanical power generation, transmission, and utilization; hydraulics; instrumentation; controls; automotive engineering; tooling; heating and ventilating; air-conditioning and refrigeration; bioengineering; pollution control; systems engineering; research; design; testing; sales; and project control. Requires Bachelor's degree and 1 – 3 years of experience or Master's degree with a minimum of 1 year of experience.

Job	Status	Description
Mechanical Engineering II	Exempt	Has extensive and broad knowledge in field of specialization and is able to adapt methods to solve problems. Will act as lead on most assigned projects and assist lower level engineers and technicians. Work is stated in terms of objectives, requiring project planning and judgment. Includes jobs concerned with the application of principles of physics and engineering for the generation, transmission, and utilization of heat and mechanical power; and the design, production, installation, and maintenance of fabricated products, tools, machines, machinery, and associated or auxiliary systems. Accessory techniques needed may be those used in electrical, metallurgical, nuclear, and civil engineering. Typical specialization's are steam and mechanical power generation, transmission, and utilization; hydraulics; instrumentation; controls; automotive engineering; tooling; heating and ventilating; air-conditioning and refrigeration; bioengineering; pollution control; systems engineering; research; design; testing; sales; and project control. Requires Bachelor's degree and 5 – 8 years of experience or Master's degree with 3 – 5 years of experience.
Production / Processing Engineer I	Exempt	Appropriately applies engineering principles and concepts to area of specialization under general direction. Work is varied in nature. Engineers in this category are involved in developing and implementing production/processing methods and controls in accordance with quality standards in the most cost efficient manner. Typical duties involve evaluating and solving problems as they occur, and recommending and implementing improvements as needed relating to the production process. Oversees operations to assure that they comply with established quality standards. May have responsibility to review proposals regarding acquisition of existing production/processing equipment. Requires Bachelor's degree and 1 – 3 years of experience or Master's degree with a minimum of 1 year of experience.
Production / Processing Engineer II	Exempt	Has extensive and broad knowledge in field of specialization and is able to adapt methods to solve problems. Will act as lead on most assigned projects and assist lower level engineers and technicians. Work is stated in terms of objectives, requiring project planning and judgment. Engineers in this category are involved in developing and implementing production/processing methods and controls in accordance with quality standards in the most cost efficient manner. Typical duties involve evaluating and solving problems as they occur, and recommending and implementing improvements as needed relating to the production process. Oversees operations to assure that they comply with established quality standards. May have responsibility to review proposals regarding acquisition of existing production/processing equipment. Requires Bachelor's degree and 5 – 8 years of experience or Master's degree with 3 – 5 years of experience.
Quality Control Engineer I	Exempt	Appropriately applies engineering principles and concepts to area of specialization under general direction. Work is varied in nature. Engineers in this general category develop and oversee installation of methods of determining whether in process and completed products meet specified standards and specifications. They specify inspection and testing methods, techniques, equipment and facilities to be used, determine optimum frequency of application and establish limits of allowable variation from specifications at various stages of the manufacturing process. They may develop testing techniques and equipment for use in analysis of company products and forms for reporting test results and statistical techniques for analysis of test data. They may participate in revisions of product specifications or resolution of engineering design problems to offset causes of deviations from quality standards. Requires Bachelor's degree and 1 – 3 years of experience or Master's degree with a minimum of 1 year of experience.
Quality Control Engineer II	Exempt	Has extensive and broad knowledge in field of specialization and is able to adapt methods to solve problems. Will act as lead on most assigned projects and assist lower level engineers and technicians. Work is stated in terms of objectives, requiring project planning and judgment. Engineers in this general category develop and oversee installation of methods of determining whether in process and completed products meet specified standards and specifications. They specify inspection and testing methods, techniques, equipment and facilities to be used, determine optimum frequency of application and establish limits of allowable variation from specifications at various stages of the manufacturing process. They may develop testing techniques and equipment for use in analysis of company products and forms for reporting test results and statistical techniques for analysis of test data. They may participate in revisions of product specifications or resolution of engineering design problems to offset causes of deviations from quality standards. Requires Bachelor's degree and 5 – 8 years of experience or Master's degree with 3 – 5 years of experience.

Job	Status	Description
Supervisor of Engineering	Exempt	Supervises the daily operations and activities of an engineering department. Responsible for formalizing work plans and directing their implementation. Assigns work to meet overall project deadlines. Evaluates progress on projects and suggests changes. Interprets policies and procedures and ensures they are followed within the department. Responsible for the training and development of subordinate staff. Responsible for financial budgets at the department level. Directly supervises engineers and technicians in the department, with the authority to hire/terminate/promote and make compensation decisions for subordinate staff. Normally possesses and applies comprehensive knowledge in field of specialization. Knowledge significantly crosses engineering fields. Capable of clearly defining organizational approaches to complex and/or large projects. Usually requires Bachelor's degree in engineering and 6+ years of engineering experience including some project management experience.
Vice President of Engineering	Exempt	Executive level engineering job 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. Requires a BS degree in engineering and 10-12 years of experience, including management experience.
Health & Human Services		
Activities Director	Exempt	Plans and implements recreational, therapeutic and/or social activities to provide mental, physical and social stimulation for residents, both in group settings and one on one. Supervises other activities staff; may also train and assign volunteers to carry out a variety of resident services. Keeps records and prepares reports.
Adult Day Care Manager	Exempt	The Adult Day Care Manager provides direction to staff through subordinate supervisors. The manager ensures that the facility is adequately staffed and maintained in order to provide high quality services to adult clients requiring assistance with daily living. The manager oversees transportation services, development and delivery of activities and recreation programs, food service, and instructs others in the correct handling of clients. May manage transportation operations or administer a third-party service contract. Orders supplies and maintains records for reimbursement. Directs client or third party billing for services. Ensures that the facility is operated safely. Requires a bachelor's degree and 3+ years of experience, or equivalent.
Adult Day Care Supervisor	Exempt	The Adult Day Care Supervisor provides work direction and supervision to direct care staff providing day-to-day personal services associated with adult day care. Schedules staff and ensures that backup is available in the event of absences. The supervisor coordinates with transportation services, organizes activities and recreation programs, oversees food service, and instructs others in the correct handling of clients. Ensures that the facility is safe and attractive for clients. Requires high school plus on-the-job-training or a short course in working with adult clients and 3+ years of experience, or equivalent. Requires physical strength to perform some duties.
Chief Executive - Not-for-Profit	Exempt	Top Executive in a not-for profit organization. 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. Typically requires a bachelor's degree and ten or more years of related experience, or equivalent.
Child Daycare Director	Exempt	Work with Program Director to ensure smooth day to day operation of Family Day Care system including: staff supervision and hiring, staff evaluation, program planning, provider recruitment, training, and ongoing support, enrollment and intake, parent contact and community relations. Work with Program Director in overall management of the program including but not limited to proper record maintenance in accordance with the agency policies and federal and state regulations. Work with Program Director in integrating social service, health and educational aspects of the program - maintaining a focus on the needs of children and families. Work with Program Director and other staff to develop goals and standards for program. Coordinate the transportation system for both Group and Family Day Care including scheduling, driver supervision, vehicle maintenance, and safety. Participate in relevant community and state-wide organizations. Assist Program Director with the preparation of funding proposals when necessary. Monitor parent fee payments and voucher collections and billings as necessary. Oversee family eligibility for various federal and state subsidies. Oversee inventory and ordering of supplies and equipment.

Job	Status	Description
Clinical Nurse Manager	Exempt	Responsible for supervision and coordination of personnel in health care specialty departments. Collaborates with the physician leadership and other managers to provide supervision and coaching to members of the health care team to achieve integrated and coordinated patient care. Ensures a focus on high quality care and service, as well as consistent compliance with clinical guidelines and processes. Working within the health care team, provides skilled nursing care as needed. Coordinates direct patient care provided by RNs, LPNs and MAs.
Development Director	Exempt	This is the top development management job with responsibility for directing the charitable fundraising activities of the organization. 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. This job is also surveyed in the National Executive Compensation Survey. Typically requires a bachelor's degree and 6+ years of experience, or equivalent.
Development Donor Advisor	Exempt	This is an experienced staff person with responsibility for advising donors about the financial/tax advantages associated with various methods of giving. Work typically includes counseling and planning of gifts involving securities, personal or real property and/or donor estates. Work may be in public sector or not-for-profit organizations, including the foundation of a corporation. Typically requires a bachelor's degree with and 3+ years of experience, including specialized training in the tax code, or equivalent.
Development Staff Professional	Exempt	This is an experienced staff person with responsibility for soliciting and coordinating receipt of gift or grant funds from donors, members or organizations. Work includes fundraising involving both mass communications and personal contact. Work typically includes administering receipt of cash, checks, securities, personal or real property. Incumbents may give limited related tax information to potential donors. Work may be in public sector or not-for-profit organizations, including the foundation of a corporation. Typically requires a bachelor's degree and 2+ years of experience, or equivalent.
Employment Programs Supervisor / Manager	Exempt	Provides supervision and direction to employment program employees. Assigns cases, evaluates work, and provides training to program employees. Participates in the development of overall goals, objectives, and policies of the employment/vocational services program. May maintain a caseload. Requires a bachelor's degree in social work and five years of experience, or equivalent. May prefer a master's degree and/or require licensure.
Employment / Vocational Counselor	Exempt	Evaluates client vocational skills and abilities considering education, employment history, personality traits, and physical capabilities. Provides vocational information to clients and assists clients in creating and developing individual vocational plans. Gathers information from various employers, public and private, to determine present and future personnel needs. Refers clients to employer or employment services for potential placement. May provide support to clients experiencing loss of job, job stress, or any other career transition issues. Requires a bachelor's degree with emphasis on counseling and vocational issues, or equivalent.
Grant Administrator	Exempt	This is an experienced staff person with responsibility for coordinating and monitoring programs sponsored by the organization and/or administration associated with giving or receiving grants. Programs may include administration of social programs, education programs, recreation activities, public service research or other activities. Incumbents may administer one or multiple programs. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants. Work may include evaluation of grant proposals, awarding grants within authorized limits and preparation of recommendations regarding grant awards. Work may be in public, private or not-for-profit organizations, including the foundation of a corporation. Typically requires a bachelor's degree and 2+ years of experience, or equivalent.
Grant Writer / Proposal Manager	Exempt	This is an experienced staff person with responsibility for writing grant applications. Work typically includes writing grant proposals directed to potential donors, who may be government, foundations or others. Researches to find grant opportunities and then seeks to develop competitive applications by presenting compelling proposals/cases. Matches program proposals to the funder's criteria. Typically requires a bachelor's degree and 2+ years of experience, or equivalent.

Job	Status	Description
Health Educator	Exempt	Provides education services and individual counseling regarding best practices for nutrition, exercise, behavior, utilization of preventive healthcare services, living with diseases and other topics where information is intended as a means to improve quality of life and reduce or prevent illness. May provide training to groups in a workshop or seminar. Develops materials and displays to be used as a means of educating the target audience. Typically requires a bachelor's degree in a health related specialization, or equivalent.
Housing Manager (Over 75 Units)	Exempt	Manages a housing facility of group of facilities with under 90 units. Facilities may be directed to serving clients with special needs, such as assisted living for seniors or group living for residents with mental or physical limitations who want to retain their independence while receiving the daily support they need. Assistance is provided for those with limited mobility. Specialized programming is provided to help residents maximize independence and quality of life. Services typically include 24-hour staff that can respond based on each resident's individual needs. Services include assistance with personal care, meals, laundry, housekeeping, medication assistance and life enrichment programs.
Housing Manager (Up to 75 Units)	Exempt	Manages a housing facility of group of facilities with under 90 units. Facilities may be directed to clients with special needs, such as assisted living for seniors or group living for residents with mental or physical limitations who want to retain their independence while receiving the daily support they need. Assistance is provided for those with limited mobility. Specialized programming is provided to help residents maximize independence and quality of life. Services typically include 24-hour staff that can respond based on each resident's individual needs. Services include assistance with personal care, meals, laundry, housekeeping, medication assistance and life enrichment programs.
Kindergarten Teacher - Not Employed by a Public School	Exempt	Kindergarten teachers work with five or six year old students to further language and vocabulary development (using storytelling, rhyming games, and acting games), improve social skills, and introduce scientific and mathematical concepts. At this level greater emphasis is placed on letter recognition, phonics, numbers, and awareness of nature and science. Learning is encouraged through creative activities such as art, dance, and music. A bachelor's degree and licensure is typically required in public schools, but in a private school setting a bachelor's degree and license may not be required when alternative certification is allowed.
Nursing Director	Exempt	Responsible for the direction and control of nursing activities. Plans, develops and implements nursing department activities, policies and procedures. Recruits staff and ensures proper training. Acts as liaison between physicians, families, other departments and top management.
Occupational Therapist Registered (OTR)	Exempt	Helps patients/clients improve their ability to perform tasks in living and working environments. Works with individuals who suffer from a mentally, physically, developmentally, or emotionally disabling condition. Occupational therapists use treatments to develop, recover, or maintain the daily living and work skills of their patients. The therapist helps clients not only to improve their basic motor functions and reasoning abilities, but also to compensate for permanent loss of function. Requires a master's degree in occupational therapy and licensure.
Outreach Worker	Exempt	Responsible for providing outreach, referral and education assistance to clients. Conducts outreach, mental health and diagnostic assessments and provides follow up services. Works with families, schools & community providers. Provides individual, family and group counseling. Consults with other outreach workers on cases across counties. Requires a master's degree in counseling, social work, or the behavioral health field.
Preschool Teacher - Not Employed by a Public School	Exempt	Preschool teachers introduce three-year-old to six-year-old children to school. Preschool teachers capitalize on children's play to further language and vocabulary development (using storytelling, rhyming games, and acting games), improve social skills, and introduce scientific and mathematical concepts. Learning is encouraged through creative activities such as art, dance, and music. A bachelor's degree may not be needed by preschool teachers and vocational education teachers, who need experience in their field rather than a specific degree. Each state may have specific qualifications requirements.
Program Associate	Exempt	This is an entry-level professional with responsibility for implementation of assigned programs sponsored by the organization. Programs may include administration of social programs, education programs, recreation activities, public service research or other activities. Incumbents may assist others on program work or may be responsible for one or more less complex programs. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants. Typically the job requires a bachelor's degree and no experience, or equivalent.

Job	Status	Description
Program Director	Exempt	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. 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. Typically requires a bachelor's degree and 8+ years of experience, or equivalent. Many will have a master's degree requirement at this level.
Program Manager (Full Supervisor)	Exempt	This is a senior professional with supervisory responsibility for coordinating and monitoring programs sponsored by the organization and/or administration associated with giving or receiving grants. Typically requires a bachelor's degree and 5+ years of experience, or equivalent. Programs may include administration of social programs, education programs, recreation activities, public service research or other activities. Incumbents may administer one or multiple programs that are of more significant scope. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants.
Program Staff Professional	Exempt	This is an experienced staff person with responsibility for coordinating and monitoring programs sponsored by the organization. Programs may include administration of social programs, education programs, recreation activities, public service research or other activities. Incumbents may administer one or multiple programs. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants. Typically requires a bachelor's degree and 2+ years of experience, or equivalent.
Program Team Leader	Exempt	This is an advanced professional with leadership responsibility for coordinating and monitoring programs sponsored by the organization and/or administration associated with giving or receiving grants. Typically requires a bachelor's degree and 4+ years of experience, or equivalent. Programs may include administration of social programs, education programs, recreation activities, public service research or other activities. Incumbents may administer one or multiple programs. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants. This level performs some, but not all, duties of a full supervisor. Supervisory duties typically include work direction, monitoring performance and recommending personnel actions. The Team Leader may report to a Manager or Director level.
Program VP	Exempt	Top program executive with responsibility for planning, directing and controlling programs sponsored by the organization. Programs may include administration of social programs, education programs, recreation activities, public service research or other activities. Incumbents direct programs that are typically a major reason for the organization's existence. Work may include soliciting, administering and monitoring of grants programs or receipt and implementation of grants. Typically requires a bachelor's degree and 10+ years of experience, or equivalent. Most will have a master's degree requirement at this level.
Recreational Therapist	Exempt	Provides treatment services and recreation activities for individuals with disabilities or illnesses. Using a variety of techniques, including arts and crafts, animals, sports, games, dance and movement, drama, music, and community outings, therapists improve and maintain the physical, mental, and emotional well-being of their clients. Therapists help individuals reduce depression, stress, and anxiety; recover basic motor functioning and reasoning abilities; build confidence; and socialize effectively so that they can enjoy greater independence and reduce or eliminate the effects of their illness or disability. In addition, therapists help people with disabilities integrate into the community by teaching them how to use community resources and recreational activities. Recreational therapists are different from recreation workers, who organize recreational activities primarily for enjoyment. Requires a bachelor's degree in therapeutic recreation, or equivalent.
Social Services Supervisor / Manager	Exempt	First-level supervisor of professional and paraprofessional social work staff. Plans department work, assigns caseloads, supervises, and coordinates the activities of social services workers and volunteers. Participates in the development of overall goals, objectives, and policies of the social services program. May provide training on procedures, policies, and regulations. May assist on more difficult cases. Evaluates performance and provides feedback to staff members. Typically requires a master's degree in Social Work (MSW) and 3+ years of experience or a bachelor's degree and 4+ years of experience, and at least a year as a social worker, or equivalent.

Job	Status	Description
Social Worker - Licensed	Exempt	Professional social worker job. Provides a wide array of social work functions such as assessment interviews, client counseling, case evaluation, adoption services, and/or provides other social services to individuals, groups, or families. May provide referrals to appropriate community services, including financial assistance or healthcare. Provides accurate and understandable interpretations of program policies and regulations to clients. Maintains proper records according to organization, state, and federal guidelines. Requires a bachelor's degree in social work, psychology, sociology or closely related field and 0 to 2 years of experience. Licensing is required.
Social Worker MSW - Licensed	Exempt	Advanced level professional social work job. Performs responsible and difficult professional casework providing intensive social work case services involving complex social problems and treatment plans; directs service programs and may provide work direction to social work paraprofessionals in social work functions; and performs related work as assigned. May provide a wide array of social work functions such as assessment interview, counseling, case evaluation, or adoption services. Determines appropriate methods of treatment, and/or provides other social services to individuals, groups, or families. May provide referrals to appropriate community services or financial assistance. Provides accurate and understandable interpretations of policies and regulations to clients. Maintains proper records according to organization, state, and federal guidelines. Requires a master's degree in social work (MSW), or equivalent education, plus experience. Typically licensed (LGSW, LSW, LISW).
Substance Abuse and Behavioral Disorder Counselor	Exempt	Substance abuse and behavioral disorder counselors help people who have problems with alcohol, drugs, gambling, and eating disorders. They counsel individuals who are addicted to drugs, helping them to identify behaviors and problems related to their addiction. Counseling can be done on an individual basis, but is frequently done in a group setting. These counselors will often also work with family members who are affected by the addictions of their loved ones. Counselors also conduct programs aimed at preventing addictions. States may have different licensing requirements.
Top Division / Regional Headquarters Executive	Exempt	Top Executive in a not-for profit organization where there is a reporting relationship to a corporate executive. May be titled Division Executive Director / Division General Manager or Regional Administrator. Responsible for all planning, operations, staffing and budget administration within the division or region. Typically requires a bachelor's degree and ten or more years of related experience, or equivalent.
Volunteer Coordinator	Exempt	Coordinates the work schedules of volunteers on projects or daily activities. Considers program needs and the availability of volunteers. Strives to match volunteers to projects or duties that are suited to their skills and abilities. Ensures that job appropriate background checking, license verification and physical screening is performed. Calls backups to cover volunteer absences. Records volunteer time and follows up with recognition and acknowledgement. Reimburses volunteer expenses if applicable. Typically requires some training beyond high school and 1+ years of experience, or equivalent.
Volunteer Program Manager	Exempt	Provides program direction to recruit, retain and organize volunteers for special projects or to support daily activities of the organization. Considers program needs and the skills, knowledge and ability needed to carry out volunteer activities. Strives to match volunteers to projects or duties that are suited to their skills and abilities. Ensures that job appropriate background checking, license verification and physical screening is performed. Establishes volunteer recognition programs. Provides for volunteer training relating to the service or project. Administers a program budget, if applicable. Typically requires a bachelor's degree and 2+ years of related experience, or equivalent.
Information Technology		
Chief Information Officer (CIO)	Exempt	Responsible for directing all information systems activities within the organizational unit. 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. Typically requires a bachelor's degree in computer science and 12+ years of experience, or equivalent.
Database Analyst	Exempt	Designs database applications to specifications provided by higher-level staff. Tests, corrects, monitors and updates developed applications. Evaluates database performance. Tunes and reorganizes databases as needed. Sets up back-up and recovery procedures for databases. Controls access to data in physical database designs for both privacy and security. Requires a BA/BS and 1-5 years of related experience, or equivalent.

Job	Status	Description
Database Analyst - Senior	Exempt	Designs, codes, tests and executes physical databases from logical designs. Redesigns databases as business needs change. Evaluates database quality. Tunes and reorganized databases as needed. Recommends ways the new database management systems can be implemented. Requires a BA/BS and 5-8 years of related experience, or equivalent.
Database Analyst Principal	Exempt	Highest level technical expert without supervisory responsibility. Evaluates and designs existing or proposed systems to structure and access databases. Analyzes database requirements of the user department, applications programming and operations. Provides project leadership within a functional database area of specialization. Typically performs highly technical and specialized functions integral to the development of applications. Supports the development and production database environments. Requires a BA/BS and 8+ years of related experience, or equivalent.
Database Manager	Exempt	Manages the database staff in the planning, design, development and implementation of integrated databases. Formulated policy/procedures affecting database management and projects long-range requirements for database administration in conjunction with other information systems areas. Provides support and information to efficiently execute database administration and processing and ensure database files will support growth and access demands. Requires a BA/BS and 8+ years of related experience, or equivalent.
Help Desk III (Advanced)	Exempt	Advanced level help desk job, sometimes called Coordinator, requiring specialized training beyond high school and 5+ years of experience in computer software and hardware applications. Assists users in resolving difficult problems, often referred by less experienced staff, through discussion and diagnosis. Takes the necessary steps to remedy the problem. Incumbents are nearly always able to diagnose problems and will refer problems requiring specialized intervention to a higher level. Incumbents at this level may provide work direction and training to others. May dispatch Computer Technicians.
Help Desk Manager	Exempt	Responsible for directing the day-to-day activities of the Help Desk Department and its analysts, ensuring performance standards and service levels are met. Manages and delivers all end-user support, maintenance, and scheduling of new installations and may manage dispatching of technicians. Ensures that technical problems are promptly handled with a minimal amount of user inconvenience. Monitors staff and their resolution of user problems to ensure optimum user-system performance. Will implement the necessary administrative procedures to monitor, log, and track technical problems and/or user difficulties. Typically, this position takes part or is the lead person in the evaluation of software/hardware used by the help desk group. Will prepare reports related to department activities, system functionality, and staff performance. Exclude those who simply lead the department by their ability to resolve the more technical problems. Requires a four-year degree and 5+ years of experience, or equivalent.
IT Director	Exempt	Responsible for all corporate information technology activities including systems analysis, programming, and computer auxiliary operations. Under a broad corporate plan, develops policies, procedures, technical standards, methods, and schedules. Oversees the strategic relationship between information technology and other functions within the organization. Maintains the organization's awareness of developments in information technology and computer hardware and software for the formulation of long- and short-range plans for the acquisition and implementation of new equipment and techniques. Reports to management on information technology plans, projects, performance and related matters. Directs and provides functional direction to middle IT managers in a division, subsidiary or region. Typically, this position reports to the chief information technology executive. In small- and mid-sized organizations, may be the top IT position reporting to a top-level executive position. Typically requires a bachelor's degree in computer science and 10-12 years of experience, or equivalent.
Network Administrator	Exempt	Under general direction, is responsible for the technical design, configuration, and implementation of local and wide area network solutions between multiple platforms including ongoing technical support to remote area networks, Internet, and EDI communications. Has thorough knowledge of multi-protocol systems and extensive implementation experience with multi-vendor network systems. Is responsible for troubleshooting network usage, workstations, and computer peripherals. Will develop and implement policies and standards and ensures adherence to security procedures. In addition to a B.A. degree, incumbents usually have special certification such as CNE or equivalent and over 5 years of experience.

Job	Status	Description
Programming Analyst I	Exempt	Under direct supervision, assists in determining the relevance of computer programs relative to specific administrative, scientific, and engineering functions or problems. Assists senior-level analysts in preparing detailed specifications from which programs will be written. Will also assist in the analysis and revision of existing system logic difficulties and documentation, as necessary. Carries-out progressively more difficult assignments involving the compiling, summarizing, and analysis of data concerning the function or problem being studied. May prepare flow charts to outline the existing process or the proposed solution to the problem. Requires a BA/BS and 0-2 years of experience, or equivalent.
Programming Analyst II	Exempt	Under general supervision, studies specific administrative, scientific, or engineering functions to determine, define, and formulate the applicability of new or modified application programs. Identifies all aspects of the assigned problem and evaluates user requirements in terms of the capabilities of the available hardware and software. Develops proper documentation that outlines the logical steps to be followed in solving the problem and prepares systems specifications including input and output formats. Able to work in most aspects of application systems analysis in accordance with acceptable practices standards. Requires a BA/BS and 2-5 years of related experience, or equivalent.
Programming Analyst Manager	Exempt	Manages employees engaged in the analysis of administrative, scientific, or engineering functions and the subsequent design of systems involving electronic data processing applications to perform these functions. Responsible for scheduling, assigning, and coordinating the work of subordinate systems analysts. Also responsible for coordinating and maintaining liaison with the various operating units affected by systems studies as well as verifying the quality of studies performed by subordinates and for directing their training in techniques of systems analysis. May work with other technical personnel in establishing time schedules and priorities for development of data processing applications. May have responsibility for all or only a part of the systems analysis function. Requires a BA/BS and 8+ years of related experience, or equivalent.
Programming Analyst Principal	Exempt	Highest level technical expert without supervisory responsibility. Formulates, organizes, and provides technical direction to major projects involving all phases of application systems analysis. Will formulate, design, and guide systems analysis implementation projects while taking the capacity and limitation of the equipment, operating time, and form of desired results into consideration. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties as necessary. Has full technical knowledge of all systems analysis activities, which may include instructing, directing, and checking the work of other systems analysis personnel. May also provide quality assurance reviews. Exclude supervisors with permanent responsibility of a particular department. Requires a BA/BS and 8+ years of related experience, or equivalent.
Programming Analyst Senior	Exempt	Under general direction, plans and performs the analysis of major company activities and guides the subsequent design and implementation of systems for the application of electronic data processing or for the improvement of existing data processing applications. Is concerned primarily with the broad aspects of data processing systems with the objective of utilizing available personnel resources and computer hardware and software to provide the information that is most useful to the company in the most efficient manner. Is concerned with the interaction between systems, not only to avoid redundancies in storage and processing, but also to take advantage of new and more effective ways of providing needed information. May occasionally train and guide the work of less experienced analysts, but this function is incidental to specific projects. Requires a BA/BS and 5-8 years of related experience, or equivalent.
Software Engineer I	Exempt	Assists in the development of software involving routine application of proven, well-documented techniques with minimal technical risk. Prepares detailed plans, generally spanning several weeks. Conducts simple investigative analysis and tests. Acts as a team member with other functional groups to conduct software design reviews. Minimum requirement of a BS degree and 0-1 year of experience.
Software Engineer II	Exempt	Develops software, choosing between alternative approaches with some originality and moderate technical risk. Prepares detailed plans, generally spanning several months. Designs and implements test procedures. Interacts on a regular basis with other functional groups and customers on technical and/or administrative matters. Participates in the formation of projects goals, scope and schedule. Minimum requirement of a BS Degree and 1-3 years of experience or an MS Degree and 0-1 year of experience.
Software Engineer III	Exempt	Develops and/or provides technical leadership in the development of software involving application of new technologies with significant technical risk. Prepare detailed plans, which may span over a year for programs or complex projects. Determines test philosophy, goals and objectives. Interacts frequently with other functional groups, customers or vendors on matters involving significant company resources. Participates in the formation of project goals, scope and schedule. Minimum requirement of a BS Degree and 3-5 years of experience or an MS Degree and 1-3 years of experience.

Job	Status	Description
Software Engineer IV	Exempt	Develops and/or provides technical leadership in the development of software involving application of new technologies with significant technical risk. Provides technical consultation throughout the company in areas of expertise. Prepare detailed plans, which may span over a year for programs or complex projects. Advances new techniques or advances the state-of-the-art. Interacts frequently at a high level with other functional groups, customers, vendors or industry peers. Initiates broad new development projects. Establishes program goals and defines plans and cost/schedule requirement. Minimum requirement of a BS Degree and 5-8 years of experience or an MS Degree and 3-5 years of experience.
Software Engineer V	Exempt	Plans and directs the technical aspects of the most highly complex software development programs. Synthesizes and analyzes studies which require application of advanced knowledge in a specific field. Researches, studies and proposes use of new technologies to be used in the development of new and improved products. Assists with strategic planning from the technical perspective for product line or business group. Minimum requirement of a BS Degree and 8-10 years of experience or an MS Degree and 5-8 years of experience.
Webmaster	Exempt	Responsible for maintaining and modifying the organization's Internet/Intranet efforts including content, graphical and multimedia displays, and communications. Supervises development efforts including content, design and production. Responsible for website maintenance, updating existing information and creating new content. Maps the flow of the website, creates general graphics, provides specifications to the Web Author, Web Developer, and outside vendors for the development of databases, interactive applets, and custom graphics. Acts as a liaison between the site and users. Has considerable knowledge of multiple operating systems (e.g., UNIX, Sun SOLARIS, Mac). Requires a Bachelor's Degree and 3+ years experience in web design and development, including development of complex HTML documents with embedded graphics, forms, audio, video and script objects, or equivalent.
Purchasing / Handling / Transportation / Facilities incl. Construction		
Buyer I	Exempt	First level of professional purchasing activities, typically requiring a bachelor's degree in business or equivalent and 0-3 years of experience, 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, receive 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.
Buyer II	Exempt	Experienced level of professional purchasing activities, typically requiring a bachelor's degree in business and 3-5 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.
Buyer III (Purchasing Agent)	Exempt	Advanced level of professional purchasing activities, typically requiring a bachelor's degree and 5+ years of experience. 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.

Job	Status	Description
Construction Project Manager	Exempt	Manager in charge of construction projects, typically requiring formal training in the building trades and 5+ years of experience. Responsibilities include acting as an owner's representative in the coordination of project design development, obtaining local government approvals, administration of vendor contracts (general or subcontractors) and other related work associated with the building or remodeling of commercial industrial or rental properties. Duties include obtaining bids, managing the timing of vendor work, controlling project budgets, approving change orders, monitoring quality of materials and workmanship and authorizing payment. Incumbents may supervise company employees engaged in construction work.
Facilities Manager II (Multi-Location)	Exempt	Manager in charge of functions associated with the operation of multiple facilities used to house the operations of an enterprise. Typical qualifications include 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 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.
Facilities Supervisor I (Single Location)	Exempt	Manager in charge of functions associated with the operation of a single facility used to house the operations of an enterprise. Typical qualifications include 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 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.
Field Service Manager	Exempt	Manager of field service, typically requiring 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.
Food Service Manager	Exempt	The Food Service Manager is responsible for the supervision, training, and management of the food service operation at one or more locations. Ensures that appropriate quantities of food are properly prepared and served. May work with dieticians or other technical experts to plan menus. Oversees food safety and ensures proper training and performance of staff. Responsible for meeting requirements set forth in local, state and federal regulations. Requires vocational training or job-related course work and 2+ years of experience, or equivalent.
Import / Export Manager	Exempt	Manager responsible for operation of a department focused on import and/or export of finished goods or components, typically requiring a bachelor's degree and 4+ years of experience. Develops and recommends to senior management import/export policies for the organization. Manages the shipping or receiving of, equipment, tools, raw material, finished goods and supplies necessary for operation of the organization. Duties include arranging for shipping via air, land or sea in order to ensure on time delivery. Duties include minimizing shipping costs and tariffs, duties or taxes. Works with government agencies to ensure compliance with government rules and restrictions. May work with financial institutions to manage currency exchange. Supervises import/export staff.
Inventory Control Manager	Exempt	Manager in charge of inventory control, typically requiring 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.

Job	Status	Description
Purchasing Manager	Exempt	Manager responsible for operation of a department focused on procurement of materials and supplies needed for the operation of the organization, typically requiring 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.
Purchasing Supervisor	Exempt	First level of supervision, typically requiring an associate'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.
Safety Manager	Exempt	Manager of the safety function in an organization, typically requiring a bachelor's degree specializing in occupational safety and 5+ years of related experience. 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.
Safety Specialist	Exempt	Professional within the safety function in an organization, typically requiring a bachelor's degree specializing in occupational safety. 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.
Traffic Manager	Exempt	Manager of traffic activities of the organization, typically requiring 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.
Warehouse (Shipping / Receiving Supervisor)	Exempt	First level of warehouse supervision, typically requiring 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.

Job	Status	Description
Warehouse Manager	Exempt	Manager responsible for the operation of a department focused on receiving, storage and shipment of materials, typically requiring technical or business training beyond high school and 8+ 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.
Production		
General Foreperson	Exempt	Direct and coordinate activities of several departments through subordinate supervisors. Full accountability for results in terms of costs, methods, quality and quantity of production, operations and personnel. Set up standards of performance, check progress, regulate interdepartmental flow of work, analyze serious delays and take remedial action. Interpret and clarify rules, regulations and general policies. Arrange for additional employees, shifts and transfers. Adjust primary grievances in conjunction with foreperson. Supervise generally more than 25 people.
General Supervisor (Superintendent)	Exempt	Second level of supervisor to which production supervisors or working supervisors report, typically requiring specialized training in supervision and 8+ years of job related training and experience, including 3 years of supervisor experience, or equivalent. Working 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 the job's span of control. Recommends equipment upgrades, staffing adjustments, process modifications and may recommend product or service modifications. Manages a shift or multi-department area. Responsibilities may extend to overall facilities security and maintenance during duty hours.
ISO 9000 / SPC / TQM Coordinator	Exempt	Professional staff job with responsibility for coordinating designated quality initiatives, such as European standards (ISO 9000, 9001, 9002, etc.), Statistical Process Control (SPC), or Total Quality Management (TQM). Typically this job requires a bachelor's degree and 2+ years of experience, or equivalent. Responsible for planning, administering and implementing assigned projects, which may cross several functional areas. Typical duties include preparation and delivery of related training, measuring and recording organization performance progress, serving as a liaison to outside consultants and auditors and participating in vendor qualification. Typically does not supervise staff, but may provide work direction to individuals supporting a program.
Machine Shop Supervisor - Job Shop & Tool Room	Exempt	First line supervisor of job shop or tool room machining operations, typically requiring 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 to 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.
Machine Shop Supervisor - Production	Exempt	First line supervisor of production machining operations, typically requiring 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, review employee performance, administer work rules and recommend 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.

Job	Status	Description
Manufacturing Manager (Single-facility)	Exempt	Manager in charge of manufacturing operations at a single facility. Typically this job 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.
Plant Manager	Exempt	Manager in charge of all staff and activities at a single plant facility. Typically this job 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.
Production Control Manager	Exempt	Manager in charge of production control in a process or manufacturing organization. Typically this job 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.
Production Planner / Scheduler II	Exempt	Experienced level professional scheduling with responsibility for the technical aspects of scheduling materials, manpower and machines for a production operation. Typically this job requires a bachelor's degree and 3-5 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. Report first level staff to Production Planner/Scheduler I in the Non-Exempt Survey.
Production Planner / Scheduler III (Master)	Exempt	Advanced level of professional scheduling with responsibility for the technical aspects of overall coordination of materials, manpower and machine schedules for a production operation. Typically this job 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.
Production Supervisor - Semi-skilled Operation	Exempt	First line supervisor of a semi-skilled production labor workforce, typically requiring 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.
Production Supervisor - Skilled Operation	Exempt	First line supervisor of a skilled production labor workforce, typically requiring 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.

Job	Status	Description
Production Supervisor - Unskilled Operation	Exempt	First line supervisor of an unskilled production labor workforce, typically requiring 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.
Project Manager	Exempt	Manager in charge of designated projects. Typically this job requires a bachelor's degree and 3-6 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 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.
Quality Manager	Exempt	Manager of the quality function, typically requiring 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.
Quality Supervisor	Exempt	First level of supervision of the quality area, typically requiring specialized training in quality and 5+ years of experience, or equivalent. Responsible for the supervision of employees performing inspection of incoming materials or components as well as first article and audit inspection of finished goods or work in process. 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. May record quality measures and analyze performance using statistical process control methods. Administers inspection policies under management guidance and exercises judgment in dealing with unusual cases referred by staff.
Senior Project Manager	Exempt	Manager in charge of designated projects having significant business unit impact. Typically this job 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.
Trade Supervisor - Production Support	Exempt	First line supervisor of one or more skilled trades groups supporting a production operation, typically requiring 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.

Job	Status	Description
Sales and Marketing		
Advertising Manager	Exempt	Manager of a marketing department with primary focus on advertising activities. Typically this job requires a bachelor's degree and 8+ years of experience, or equivalent. Duties include selection of agencies, preparation of artwork and text, selection of advertising media outlets, management of vendor relationships and coordination with sales and design functions. Specific tasks may include reviewing creative proposals, monitoring quality of material, managing costs and assessing effectiveness. Within overall direction established by senior management, solves complex technical problems and develops and recommends new alternatives. Manages department staff and budgets.
General Sales Manager	Exempt	Responsible for the control and direction of regional, district managers and sales representatives. Develop objectives with managers and representatives and monitor progress. Plans and implements strategies and tactics both in general and for key accounts and market areas. Institute sales programs and training to be used by the company's sales force. Provide sales forecasting. Monitors market activity of the competition, pricing, trends and events in the industry and work closely with other managers in the evolution and promotion of products and services.
Marketing Generalist I	Exempt	First level of professional marketing with a diverse set of marketing activities. Typically this job requires a bachelor's degree and 0-3 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. 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.
Marketing Generalist II	Exempt	Experienced level of professional marketing with a diverse set of marketing activities. Typically this job requires a bachelor's degree and 3-5 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 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.
Marketing Generalist III	Exempt	Advanced level of professional marketing with a diverse set of marketing activities. Typically this job requires a bachelor's degree and 5-8 years of experience, or equivalent. Duties include 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. 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.
Marketing Manager	Exempt	Manager of professional marketing with a diverse set of marketing activities. Typically this job 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. See the National Executive Compensation Survey for the top marketing position.
Regional Sales Manager	Exempt	Responsible for sale of organization products in specified region, or other geographic area. Supervise sales force/sales office activities as required. In addition, may also select and develop dealers or other distributor outlets and, in some cases, supervise warehousing or other distributing facilities.
Retail Store Manager	Exempt	Manager of a retail store, typically requiring an associate's degree and 3+ years of experience, or equivalent. Responsible for staffing, inventory, safety, customer service, price adjustments, promotions, community relations, maintenance and other elements of store operations. Administers store policies based on owner direction and recommends policy modifications based on experiences. Responsible for training, supervising and managing performance of store employees.

Job	Status	Description
Sales Engineer	Exempt	Responsible for wide variety of sales/service duties with total account responsibility for assigned product line(s) in assigned territory, including major key accounts. Duties involve selling, pricing, expediting, collection follow-up, prospecting, recordkeeping. Achieve sales forecasts as assigned and increase depth/breadth of sales penetration within assigned area. Supervise assigned personnel.
Salesperson	Exempt	Responsible for accounts within assigned territory. Prospect, service, develop new accounts. Expedite goods, establish displays and promotional material presentation for trade shows and customer presentations. Train and instruct distributor reps.
Telemarketing Supervisor	Exempt	First line supervisor of a telemarketing operation, typically requiring specialized training in supervision and 5+ years of job related training and experience, or equivalent. Supervises Telemarketing Representatives and related support staff. Working 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 and training programs. Provides training, monitors calls, maintains documentation of leads generated and oversees coordination with other functions, such as accounting, sales, production, distribution or merchandising. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.

Job	Status	Description
Administrative / Human Resources		
Administrative Assistant I	Non-Exempt	First level administrative assistant job, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and related experience of 1-3 years. 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.
Administrative Assistant II	Non-Exempt	Experienced level administrative assistant job typically requiring skills equivalent to a high school education or GED and related training and experience of 3-5 years. 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.
Administrative Assistant III	Non-Exempt	Highest level administrative assistant job, not directly supporting the CEO or President, typically requiring skills equivalent to a high school education or GED and related training and experience of 5+ years. 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.
Administrative Assistant to Chief Executive Officer	Non-Exempt	Highest level administrative assistant job, equal in skills to the level III administrative assistant job, but directly supporting the CEO or President, typically requiring skills equivalent to a high school education or GED and related training and experience of 5+ years. 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.
Benefits Assistant	Non-Exempt	First level of support work dedicated to benefits administration, typically requiring specialized training beyond high school and previous experience of 1 year or less, or equivalent. Incumbents answer employee questions regarding benefits and maintain records of employee enrollment in benefit programs. Incumbents check insurance application or change forms and verify that information on forms submitted by employees is complete and accurate. Incumbents may contact various insurance companies or medical providers regarding medical, dental, disability, flex accounts, workers' compensation or other insurance claims or questions. The job typically requires the use of a computer and application of appropriate software packages. Makes decisions based upon established policies and procedures and works with readily available supervision. Does not serve in the capacity of plan administrator.

Job	Status	Description
Customer Service Representative I (Entry-level)	Non-Exempt	First level of customer service work, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and 0-2 years of previous 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 follow established procedures and have readily available supervision.
Customer Service Representative II (Experienced)	Non-Exempt	Experienced level of customer service work, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and 2+ years of training and 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 have limited supervision. Report four-year degree level customer service professionals, with higher levels of authority and technical knowledge requirements, in Customer Service Representative III (Technical Advisor) job.
Customer Service Representative III (Technical Advisor)	Non-Exempt	Advanced level of customer service work, typically requiring a 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.
Data Entry Operator I (Entry)	Non-Exempt	Entry level data entry, typically requiring reading, communication and math skills commensurate with a high school diploma or GED and 0-2 years of previous experience, or equivalent. Under close supervision, transcribes data from source departments 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.
Data Entry Operator II (Experienced)	Non-Exempt	Experienced level data entry, typically requiring reading, communication and math skills commensurate with a high school diploma or GED and 2+ years of related experience, or equivalent. Under limited supervision, following more complex procedures and instructions, transcribes data from source departments 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.
File Clerk I (Entry Level)	Non-Exempt	Entry file maintenance job, typically requiring math and problem solving skills equivalent to a high school diploma or GED and 0-1 year of previous work experience. Incumbents maintain assigned files under close supervision. Work may involve setting up folders for new materials, but the overall methods and procedures are set. Incumbents retrieve material from files upon request and note withdrawals. Incumbents may maintain a computerized index or perform the more routine elements of maintaining electronic files. Incumbents may transfer files to storage and periodically purge files per company record retention policies.
File Clerk II (Experienced)	Non-Exempt	Experienced file maintenance job, typically requiring math and problem solving skills equivalent to a high school diploma or GED and 1+ years of work experience, or equivalent. Incumbents maintain assigned files with supervision readily available to address unusual cases. Work involves setting up folders for new materials. Incumbents are generally able to determine classification of material without assistance, but are responsible for verifying classification with appropriate staff. Incumbents retrieve material from files upon request and note withdrawals. Incumbents may maintain a computerized index or maintain electronic files. Incumbents will routinely transfer files to storage and periodically purge files per company record retention policies. Incumbents may provide training and work direction to others in the filing area.
General Clerk I (Entry Level)	Non-Exempt	First level of general clerical work, typically requiring reading, communication and math skills commensurate with a high school education or GED and 0-2 years of related training and 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.

Job	Status	Description
General Clerk II (Experienced)	Non-Exempt	Experienced level of general clerical work, typically requiring reading, communication and math skills commensurate with a high school education or GED and 2-5 years of related training and 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.
General Clerk III (Advanced)	Non-Exempt	Advanced level of general clerical work, typically requiring reading, communication and math skills commensurate with a high school education or GED and 5+ years of related training and 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 utilizes 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.
Human Resource Assistant	Non-Exempt	Paraprofessional human resource job requiring 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.
Mail Clerk	Non-Exempt	Support job, typically requiring reading, communication and math skills commensurate with a high school education or GED and no previous experience, or equivalent. Incumbents sort incoming mail for distribution and dispatch outgoing mail. Incumbents may open envelopes by hand or machine and may stamp date and time of receipt on incoming mail. Incumbents may operate mail handling and postage equipment, including folders, collating and insertion equipment. Incumbents may address mail, using various label / address generation methods. May check alternative delivery methods. Incumbents keep records of registered mail or mail sent via courier. Incumbents must follow instructions and are subject to close supervision.
Paralegal	Non-Exempt	Paraprofessional level legal support position requiring a two-year college degree and 3+ years of work related experience, or equivalent. Researches and analyzes law sources such as statutes, recorded judicial decisions, and legal articles. Investigates facts to determine causes of action and to prepare case materials and legal documents for review, approval, and use by an attorney. Schedules and may assist with depositions. May specialize in an area of legal practice. Please include incumbents who may be classified as exempt.
Receptionist	Non-Exempt	This is a specialized job performing reception duties at the corporate, divisional or departmental level, typically requiring communication and problem solving skills equivalent to a high school education or GED with previous experience of 1 year or less. 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.
Telephone Operator / Receptionist / Secretary	Non-Exempt	This is a combination job performing at least two of the three listed functions at the corporate, division or departmental level, typically requiring communication and problems solving skills equivalent to a high school education or GED with previous experience of 1 year or less. Receives visitors, secures identification, and determines whom they wish to see. (1). Announces visitors and directs them to the proper office when authorized. Issues visitor's badge and registers as required. (2). Operates a telephone console, receives incoming calls and connects to the proper party. Answers general requests for information within established guidelines. (3). Performs routine secretarial duties such as typing, data entry, schedule coordination, making travel arrangements or handling company mail.

Job	Status	Description
Banking / Financial / Sales and Marketing		
Accounting Clerk I (Entry)	Non-Exempt	First level of accounting clerical work, typically requiring reading, communication and math skills commensurate with a high school education or GED and 0-2 years of 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.
Accounting Clerk II (Experienced)	Non-Exempt	Experienced level of accounting clerical work, typically requiring a general understanding of accounting principles commensurate with 2-5 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. Work is relatively independent, with supervision available to address non-routine questions. 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.
Accounting Clerk III (Advanced)	Non-Exempt	Highest level of nonexempt accounting with 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.
Bookkeeper (Small Company)	Non-Exempt	Experienced level bookkeeping job, 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. This job typically requires a general understanding of accounting principles commensurate with 2+ years of accounting training or experience, or equivalent. 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.
Cash Register Clerk	Non-Exempt	Customer contact job providing retail cash register checkout service, typically requiring the ability to follow basic instructions and make basic math calculations. Duties include scanning or keying product information, preparing sales receipts and handling cash or credit transactions, subject to close supervision. In many cases customer contact is continuous. Incumbents may stock shelves or perform other duties as a secondary part of the job.
Communications Specialist	Non-Exempt	Assists in planning, creating, and implementing communications materials, media plans, and public relations programs. Works with others to develop catalogs, trade ads, sales tools, trade show materials, packaging, web content and / or e-media. Requires a BA / BS in Advertising, Communications, Journalism or a related field and 1-4 years of experience within an advertising agency, corporate or non-profit communications team, or equivalent.
Credit and/or Collection Clerk	Non-Exempt	Experienced level of credit and collections clerical work, typically requiring 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.

Job	Status	Description
Estimator I	Non-Exempt	First level of project estimator, requiring math and problem solving skills equivalent to a high school diploma or GED and 2-5 years of related training and experience. Duties include developing cost estimates for projects using standard costs for labor, materials and equipment. Incumbents work from job specifications. Work at this level is often focused on smaller projects or segments of larger projects. Final estimates are typically reviewed by more experienced staff prior to being used. Supervision is readily available.
Estimator II	Non-Exempt	Experienced level of project estimator, requiring math and problem solving skills equivalent to a high school diploma or GED and 5+ years of related training and experience. Duties include developing cost estimates for projects using standard costs for labor, materials and equipment. Incumbents work from job specifications. Work at this level is typically focused on larger or more complex cases. Incumbents may provide training to others and review the work of lower level staff. Work is completed under limited supervision.
Head / Senior Teller	Non-Exempt	Supervises all teller positions to ensure efficient and effective operations of the teller line in conformance with established procedures and regulations. Trains new tellers and assists in resolution of teller problems. Provides technical guidance to tellers in complex transactions, balancing, etc. Schedules and prioritizes teller workloads and activities in order to ensure and maintain an atmosphere of quality customer service. Helps coordinate referrals for all of the bank's products by referring products and service opportunities to other personnel as appropriate. Sells retail products / services and automates customer transactions. Responds to customer inquiries while performing work in a timely manner. Trains and provides guidance to new staff and helps to resolve customer problems with courtesy and discretion. Responsible for friendly and courteous treatment of all customers.
Payroll Clerk I	Non-Exempt	First level of payroll clerical work, typically requiring reading, communication and math skills commensurate with a high school diploma or GED and 0-3 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. 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.
Payroll Clerk II	Non-Exempt	Highest level of payroll clerical work, typically requiring reading, communication and math skills commensurate with a high school diploma or GED and 3-5 years of related training and experience, or equivalent. Incumbents follow standard procedures in making 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.
Retail Salesperson	Non-Exempt	Greet and assist customers in selecting product or service that best meets their needs. May demonstrate product use. Answer questions regarding products or services. Requires a good understanding of both high end and low end products or services either at a department level or storewide at smaller retail stores. Process necessary paper work to complete order and / or operate cash register to receive payment.
Sales / Marketing Assistant	Non-Exempt	Experienced level sales and marketing administrative assistant job typically requiring skills equivalent to 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.

Job	Status	Description
Sr. Communications Specialist	Non-Exempt	Plans, creates, and implements communications materials, media plans, and public relations programs. Works with others to develop catalogs, trade ads, sales tools, trade show materials, packaging, web content and / or e-media. Requires a BA / BS in Advertising, Communications, Journalism or a related field and 4+ years of experience within an advertising agency, corporate or non-profit communications team, or equivalent.
Telemarketing Sales Representative	Non-Exempt	Outbound telemarketing job, requiring good verbal communications skills and the ability to accurately enter order information in the order management system. Calls may be random or to identified target business or consumer lists. The immediate objective may be to inform, sell, or pre-qualify contacts. Scripts are pre-written and supervision is readily available.
Telephone Order Processing Representative	Non-Exempt	Inbound order taker requiring good verbal skills and the ability to accurately enter order information in the order management system. Typically requires a high school education or GED and less than one year of related experience, or equivalent. Incumbents may inform callers of product availability and pricing. Generally callers are predisposed to making a purchase or issuing an order when they call.
Telephone Sales Representative	Non-Exempt	Experienced telephone sales representative, sometimes called In-house Sales Representative. Incumbents are required to have strong communications skills and product / service knowledge. Duties include selling product or services to existing and new accounts using the telephone, e-mail or mail as the primary media for contact and negotiation. Incumbents may partner with outside sales staff to serve larger accounts. Do not report outbound telemarketers or telephone order takers here.
Teller	Non-Exempt	Performs a variety of customer service operations and general clerical duties. Processes customer financial transactions including check cashing, account withdrawals and deposits, cash advances, loan payments, and tax deposits. Sells money orders, official checks and traveler checks. Responsible for managing and balancing cash draw and completing transaction reports as appropriate. Processes night drops and courier deposits. Builds positive customer relations; maintains established policies and operating procedures. May make customer referrals. Responds to customer contact inquiries and refers customers to products and services. Performs other services and tasks as assigned.
Engineering / Facilities / Construction		
Building / Grounds Maintenance Mechanic I	Non-Exempt	First level of building / grounds maintenance mechanic, requiring a technical school degree, or 0-3 years of previous work experience 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.
Building / Grounds Maintenance Mechanic II	Non-Exempt	Experienced level of building / grounds maintenance, requiring 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.
CAD Drafter I (Detail)	Non-Exempt	First level of technical drafting work, typically requiring 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.

Job	Status	Description
CAD Drafter II (Layout)	Non-Exempt	Experienced level of technical drafting work, typically requiring completion of a formal drafting program and 0-4 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.
CAD Drafter III (Design)	Non-Exempt	Highest level of non-supervisory technical drafting work, typically requiring 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.
Carpenter I	Non-Exempt	Construct and repair a variety of plant woodwork such as shop office partitions, railings, tool cabinets, small buildings, benches, doors, hand trucks, concrete forms, roofs and stock bins. Make ordinary repairs on office furniture, stairs, and cabinets. Use all types of woodworking machinery.
Carpenter II	Non-Exempt	Lay out, construct and repair a wide variety of woodwork such as partitions, floors, stairs, display racks and wood trim cabinets, requiring close fitting, skillful joining and fine finishes involving accurate and difficult work on all types of woodworking machinery. Select materials and make estimates. Plan and lay out work for several lower skilled carpenters.
CNC Programmer I	Non-Exempt	First level of CNC programming, typically requiring experience as a drafter, technician or machinist and specialized training. Strong math skills are required. Working from engineered drawings and specifications and using knowledge of machine operations, develops code to control machine operation. Incumbents prepare process plans, including positioning of carriage and / or tool, rate of feed, speed of rotation, tool changes, type of tool, sequence of operations and other variables. Incumbents may work directly with machines and machine operators to verify the accuracy and safety of programs. At this level, incumbents work independently on projects of moderate complexity, but have ready access to assistance from more experienced staff or supervisors.
CNC Programmer II (Advanced)	Non-Exempt	Advanced level of CNC programming, typically requiring 3+ years of experience as a CNC Programmer. Incumbents use knowledge of machine operations to develop code to control machine operation. Incumbents prepare process plans, including positioning of carriage and / or tool, rate of feed, speed of rotation, tool changes, type of tool, sequence of operations and other variables. Incumbents may determine the suitability of a part for automation and may determine the appropriate machine assignments on the basis of efficiency and quality requirements. At this level, incumbents work with minimal supervision and may provide work training and direction to others. Assignments tend to be more complex, with unusual shapes, sizes, finishes and materials included in the mix. Short runs on valuable and complex parts may mean that there is less opportunity to use trial runs to fine-tune programs.
Design Engineering Technician I (Entry)	Non-Exempt	First level of design technician work, typically requiring completion of a formal technical 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 assist engineering staff with design, testing, prototype building, or other activities relating to design or reliability. 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 or process equipment. Civil Engineering and Field Service Technicians are not included.

Job	Status	Description
Design Engineering Technician II (Experienced)	Non-Exempt	Experienced level of design technician work, typically requiring completion of a formal technical program and 0-4 years of previous experience, or equivalent. Work assignments are varied, and of moderate scope and complexity. Supervision received is limited. Incumbents assist engineering staff with design, testing, prototype building, or other activities relating to design or reliability. 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 or process equipment. Civil Engineering and Field Service Technicians are not included.
Design Engineering Technician III (Advanced)	Non-Exempt	Advanced level of design technician work, typically requiring 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 assist engineering staff with design, testing, prototype building, or other activities relating to design or reliability. 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 or process equipment. Civil Engineering and Field Service Technicians are not included.
Electrician I (Assistant)	Non-Exempt	First level of electrician work, requiring 0-2 years 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.
Electrician II (Journey)	Non-Exempt	Experienced electrician requiring completion of two years of formal technical school training, 0-4 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.
Electrician III (Master)	Non-Exempt	Advanced electrician requiring completion of two years of formal technical school training and 4-5 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.
Experienced Heavy Equipment Operator	Non-Exempt	Uses a wide range of equipment including excavators, bulldozers, backhoes, compactors, loaders, and road graders. Conducts pre-operational inspections, utilize local site drawings, and estimate the amount of material to be used as well as other area essential items critical to the success of the project. Requires specialized training and 3+ years of heavy equipment experience, or equivalent. A CDL license and OSHA certificate is required.
Field Service Technician I (Entry)	Non-Exempt	First level of field service technician work, typically requiring completion of a formal technical program and 0-2 years of 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.

Job	Status	Description
Field Service Technician II (Experienced)	Non-Exempt	Experienced level of field service technician work, typically requiring completion of a formal technical program and 2-5 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.
Field Service Technician III (Advanced)	Non-Exempt	Advanced level of field service technician work, typically requiring 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.
Laboratory Technician I (Entry)	Non-Exempt	First level of laboratory technician work, typically requiring completion of a formal technical program and 0-2 years of 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 assist scientists or engineers with formulating and testing, or other activities relating to design or reliability. 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.
Laboratory Technician II (Experienced)	Non-Exempt	Experienced level of laboratory technician work, typically requiring completion of a formal technical program and 2-5 years of previous experience, or equivalent. Work assignments are varied, and of moderate scope and complexity. Supervision received is limited. Incumbents assist scientists or engineers with formulating and testing, or other activities relating to design or reliability. 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.
Laboratory Technician III (Advanced)	Non-Exempt	Advanced level of laboratory technician work, typically requiring 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 assist scientists or engineers with formulating and testing, or other activities relating to design or reliability. 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 equipment.
Methods & Process Technician I (Entry)	Non-Exempt	First level of methods and process technician work, typically requiring completion of a formal technical program and 0-2 years of 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 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. Civil Engineering and Field Service Technicians are not included.
Methods & Process Technician II (Experienced)	Non-Exempt	Experienced level of methods and process technician work, typically requiring completion of a formal technical program and 2-5 years of work experience, or equivalent. Work assignments are varied, and of moderate scope and complexity. Supervision received is limited. 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. Civil Engineering and Field Service Technicians are not included.

Job	Status	Description
Methods & Process Technician III (Advanced)	Non-Exempt	Advanced level of methods and process technician work, typically requiring completion of a formal technical program and 5+ years of work experience, or equivalent. Work assignments are of greatest variety and complexity. Supervision received is limited. 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. Civil Engineering and Field Service Technicians are not included.
Office Janitor	Non-Exempt	General labor job associated with performing routine light manual work in cleaning and sweeping offices, halls, restrooms, etc., typically requiring the ability to follow basic verbal and written instructions. Duties include sweeping floors, vacuuming carpeting, removing wastepaper and other refuse, and dusting furniture and fixtures.
Operating Engineer HVAC	Non-Exempt	Heating, ventilation and air conditioning technician requiring 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.
Pipe and Steam Fitter	Non-Exempt	Lay out, install and maintain complete high and low pressure piping systems to connect various steam, hydraulic, water, oil, air, gas and heating lines for compressors, accumulators, presses, vacuum pumps, boilers and sprinkling and plumbing equipment. Determine and devise economical routing of pipe lines, locate traps and reducing, dry and divisional valves and select classes of fittings and pipe sizes, allowing for pressure drops. Ensure installations comply with local ordinances and safety regulations. Cut and thread pipe to length.
Plant Janitor / Sanitation	Non-Exempt	General labor job associated with plant or facility sanitation duties, typically requiring 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.
Security Guard	Non-Exempt	Non-lead and non-supervisory level of security guard. Incumbents screen access to secured areas of a facility and may patrol company facilities on foot or in a vehicle during or after working hours to maintain security. Incumbents follow specific operating procedures and have readily available supervision. Incumbents may or may not be required to carry a firearm.
Technical Writer I	Non-Exempt	First level of professional technical writing work, typically requiring an associate's degree and less than 1 year of experience, or equivalent. Under general supervision, writes, and edits material for reports, manuals, briefs, proposals, instructions, catalogs, and related technical and administrative publications concerned with work methods and procedures, and the installation, operation, and maintenance of machinery and other equipment. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
Technical Writer II	Non-Exempt	Experienced level of professional technical writing, typically requiring an associate's degree and 1-3 years of experience, or a bachelor's degree and 0-5 years of experience, or equivalent. Under limited supervision, writes, and edits material for reports, manuals, briefs, proposals, instructions, catalogs, and related technical and administrative publications concerned with work methods and procedures, and the installation, operation, and maintenance of machinery and other equipment. Observes production, developmental, and experimental activities to determine operating procedure and detail. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May assist in layout, and selecting photographs, drawings, sketches, diagrams, and charts to illustrate material. May arrange for typesetting, duplication, and distribution of material.

Job	Status	Description
Technical Writer III	Non-Exempt	Advanced level of professional technical writing, typically requiring a bachelor's degree and 5+ years of experience, or equivalent. Using independent judgment and discretion, writes and edits material for reports, manuals, briefs, proposals, instructions, catalogs, and related technical and administrative publications concerned with work methods and procedures, and the installation, operation, and maintenance of machinery and other equipment. Observes production and developmental activities; interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings, blueprints, parts lists, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends changes in scope, format, content, reproduction and binding. May maintain records of work. May assist in layout and select photographs, diagrams, charts or other illustrations. May edit, standardize, or make changes to material prepared by other writers or plant personnel. Provide work direction and training to writers with less experience.
Education / Health and Human Services / Hospitality Services and Support		
Admitting Clerk	Non-Exempt	Performs a variety of clerical duties to prepare required forms prior to patient admission to the facility. Obtains pertinent information such as patient name, address, date of birth, social security number, family data, medical history, insurance data, etc. Completes required forms for the discharge and / or transfer of patients.
Adult Day Care Assistant	Non-Exempt	The Adult Day Care Assistant provides day-to-day personal services associated with adult day care. Assists with transportation, activities and recreation programs, food service, personal hygiene and client transfers from chair to restroom facility or bed. May ride in a van or bus to assist with mobility, safety and security of passengers. Performs routine housekeeping duties in order to keep the area safe and attractive for clients. Requires high school plus on-the-job-training or a short course in working with adult clients. Requires physical strength to perform some duties.
Baker	Non-Exempt	Provides quality baked goods in a timely manner in accordance with the establishment's guidelines. Responsible for supplying quality baked goods for catering and menu purposes of the facility. Assists with the recipe development and costing of recipes for all products produced. Takes orders and trains students and fulltime workers so that they may be involved with the bakery program. May oversee up to four people.
Camp Counselor	Non-Exempt	Paid adult with responsibility to provide leadership and direction to program participants in a camp setting. Camps may be established to provide structured opportunities for participant development through recreation, physical activity, community living, public service, or group and individual counseling sessions. Work includes monitoring participant safety and encouraging participation in activities. Living quarters and food is typically provided. Typically requires some training beyond high school and age 18 or older. Training is provided on-the-job. Many incumbents will be college students. Use an annualized rate for seasonal employees.
Campus Security Officer	Non-Exempt	Responsible for the safety and security of the campus and all its personnel and students. Patrols buildings, grounds and other facilities making sure all places are properly secured. Patrols campus roads monitoring for moving and parking violations. Directs traffic parking as necessary. Investigates accidents on College property as necessary. Ensures that all statutes and rights pertaining to persons and property are upheld and enforced uniformly, taking appropriate action against violators. May detain violators in campus lock-up, transport violators to be detained and work with local authorities in the processing of civil or criminal charges as necessary. May also respond to and investigate causes of fire alarms and reset fire alarms at the direction of the local fire department. Monitor proper evacuation for all fire alarms, conducting room-to-room searches if necessary. Conduct fire drills. In the event of fire or other potential disaster, participate in evacuation activities. Inspect and test room smoke detectors in all student residence halls.
Child Daycare Worker	Non-Exempt	Under direct supervision provides daily service to care for children in a licensed daycare setting. Workers anticipate and prevent problems, deal with disruptive children, provide fair but firm discipline, and are constantly alert. They must communicate effectively with the children and their parents, as well as with teachers and other child care workers. Skills in music, art, drama, and storytelling also are preferred. Typically requires high school and experience working with children. Most training is provided on the job.

Job	Status	Description
Cook	Non-Exempt	Prepares and dispenses food in a food service food service or nutritional program. Uses best practices to preserve nutritional content, provide appealing taste and presentation, and dispense appropriate servings. Plans tasks associated with cooking in larger quantities. Works from recipes and menus prepared by a dietitian or nutritionist. Provides direction to helpers and food service workers. Ensures the safe handling and storage food to prevent illness due to contagious diseases or pathogens. Typically requires a two-year technical degree in food preparation, or equivalent training and experience.
Dietician / Nutritionist	Non-Exempt	The Dietitian or nutritionist works with food service food service or nutritional programs to assist in the promotion of health and control of disease through healthy food choices and preparation. May develop menus and serving portions that are designed for individuals or groups. May provide technical direction to a department providing quantity food services. May consult with healthcare professionals regarding nutrition. May also counsel individuals or conduct nutritional research. Typically requires a bachelor's degree in nutrition or dietetics. May require professional certification or registration.
Dishwasher	Non-Exempt	Maintains supply of clean dishes, glassware, silver, etc., for all outlets in the facility. Assists in the breakdown of banquet functions. Helps to maintain a clean kitchen environment by assisting kitchen personnel in following standard cleaning practices.
Financial Aid Advisor	Non-Exempt	Provide support services to the Financial Aid department. Counsel students and parent(s) regarding application forms and procedures. Maintain accurate information on database. Write financial aid reports. Track, and create student financial aid accounts. Communicate financial aid information in-person, telephone or electronic mail as appropriate. Previous financial aid experience is preferred.
Financial Worker	Non-Exempt	Under general supervision, performs a variety of tasks related to the determination of eligibility of clients for income maintenance programs and services, including the determination of grants; and performs related work as assigned. Determines client's eligibility for income maintenance programs, which includes the initial and on-going determination of eligibility. Interviews clients to obtain necessary factual information, and verifies information received from clients. Interviews clients receiving financial assistance and / or food stamps to determine their continued eligibility. Explains application procedures to individuals or groups and assists individuals in completing the application forms for income maintenance programs. Maintains complete and accurate records on client's eligibility for all assigned programs. Requires two or more years of closely related combined education and experience.
Housekeeper - Room Cleaner	Non-Exempt	Responsible for cleaning customer rooms on a daily basis in accordance to the establishment's operational policies. Maximizes job efficiency and neat, orderly appearance by maintaining supply cart and vacuum cleaner. Insures quality and quantity of the contents of the linen closet by organizing and cleaning it.
Laundry Person	Non-Exempt	Maintains the condition of all linen by sorting laundry prior to washing according to fabric type, color, item or soil concentration. Operates, maintains, and clean laundry and equipment. Responsible for pressing and folding of all linen, uniforms, and other necessary articles and assisting in delivery of linen to closets and storage areas.
Library Acquisition Coordinator	Non-Exempt	Responsible for all aspects of the library's acquisition / purchasing program. Prepares book and periodical bills for payment. Prepares purchase orders, requisitions and standing orders. Handles subscription and periodical renewals. May also perform some clerical duties as needed.
Library Cataloguing Assistant	Non-Exempt	Performs bibliographic searching, editing and updating of library's monographic and serials holdings on a bibliographic utility and in-house library automated system.
Library Circulation Assistant	Non-Exempt	Performs duties relating to the circulation of library materials. Responsible for daily operations including the charging and discharging of books and other materials and routing them to various locations. Maintains order and trains students in the performance of library functions. Processes and checks new books for public display and links books in the on-line catalog and inventory. May supervise others.
Licensed Practical Nurse (LPN) - Occupational	Non-Exempt	Licensed Practical Nurse working in occupational health. Incumbents assist company medical officers or RN's with duties such as employment physicals, treating workplace injuries, or assisting with management of workers' compensation cases. Incumbents may conduct employee first response training or CPR. Incumbents may assist with records management, government report preparation or similar administrative tasks.

Job	Status	Description
Licensed Practical Nurse (LPN)	Non-Exempt	Under the direction of a Practitioner, RN or similar position, provides nursing care to patients. Performs clinical skills and procedures within the limits of the Nurse Practice Act. In the absence of an RN assumes responsibilities of the day-to-day operations of Family Practice. This includes but is not limited to staff assignments, managing patient flow and problem resolution. Adheres to established organizational and nursing policies and OSHA Regulations. Administers prescribed medications and treatments in accordance with nursing standards. Observes, records and reports patient's condition and response to medications and treatments. Performs IV Therapy within the limits of Policies and Procedures and the LPN Scope of Practice. Greets patients and prepares them for examination. Screens patients for appropriate information. Prepares equipment and assists the practitioner during treatment, procedures and testing of patients. Instruct patients in the collection of samples and tests. Performs waived testing according to established policies and procedures. Oversees appointment bookings and ensures preferences are given to patients in emergency situations. Maintains timely flow of patients. Arranges for patient testing and admissions. Provides posttest results and information. Responds to and refers incoming telephone calls. Instructs patient and family regarding medications and treatment instructions. Provides advice to patients in accordance with the Advice Nurse Guidelines. Provides health teaching to individuals and families. Updates and maintains the patient medical record. Communicates and collaborates with health care practitioners to ensure quality and continuity of patient care. Re-stocks exam/procedure rooms. Demonstrates competency in the use, care and maintenance of clinical equipment. Participates in the orientation of new staff.
Medical Assistant - Certified	Non-Exempt	Under the supervision of the Nurse Team Leader or similar position, functions as a member of the Health Care Team in the delivery of high quality care and service. The Medical Assistant Assists in the delivery of primary health care and patient care management. Assists practitioners with treatments and procedures following established policies and procedures. Prepares patients for examination and treatment. Takes patient history and vital signs. Documents findings in medical record. Performs and documents required procedures such as EKGs and lab tests and appropriate log sheets following procedural guidelines. Monitors patient flow to ensure efficient, prompt care. Assures exam/procedure rooms are appropriately stocked and equipped for patient care. Assists in inventory control. Cleans and maintains instruments, equipment and common work areas. Assures appropriate handling, sterilization and storage of instruments. Performs quality control checks of equipment/tests. Processes telephone encounters with courtesy and accuracy. Refers calls to RNs and practitioners as necessary. Relays messages to patients as directed and documents according to established protocols. Works to achieve high levels of patient satisfaction. Assist in the resolution of patient concerns and/or complaints. Adheres to OSHA standards as specified by Bloodborne Pathogen Exposure Control Plan and Hazardous Communication Policies. Prepares appropriate forms for practitioner use; i.e., x-ray requisitions, lab requisitions. Assists with scheduling of tests and treatments. Occasionally may need to assist in lifting or moving patients up to approximately 100+ lbs. Patients who are being assisted could weigh up to 200+ lbs. Maintains patient files, records and other information. Graduation from an accredited program for Medical Assistants and/or equivalent experience and demonstrated clinical competence. Certification from the American Association of Medical Assistants. CPR Certification.
Medical Assistant	Non-Exempt	Same job responsibilities as Medical Assistant - Certified except persons in the position do not possess a Certification from the American Association of Medical Assistants.

Job	Status	Description
Medical Billing Specialist	Non-Exempt	Gathers charge information, codes, enters into database, completed billing process, and distributes billing information. Researches all information needed to complete billing process including getting charge information from physicians. Enters information about services provided (procedure and diagnosis) as noted on forms. Enter charge information into practice management system in a timely manner and accurately. Enter charge information into practice management for hospital and nursing home visits (if applicable). Monitor receipt of hospital charges to ensure received in a timely manner. Assists with coding and error resolution. Participates with follow up on patient accounts that have outstanding balances until no balance or turned over for collection. Follow up on patient accounts in compliance to guidelines. Process collection accounts in a timely manner. Coordinates and prepares required documentation for the collection agency. Works closely with the collection agency in resolving issues and managing accounts. Works closely with Health Center operations on patient collection issues. Assist patients with billing questions. Assists with answering the telephone and provides information as requested. Manage correspondence from insurance carriers, w/c insurance, and other third party carriers. Collaborate with insurance carriers regarding claim issues. Process returned checks and mail returns. Processes refunds timely and efficiently in compliance to policy. High school diploma or GED. Two or more years of billing experience in a health care organization.
Medical Receptionist	Non-Exempt	Greets, instructs, directs and schedules patients and visitors. Serves as a liaison between patient and medical support staff. Obtains all pertinent billing information from patients and enters information accurately into the automated system. Greets patients and visitors in a prompt, courteous and helpful manner. Checks in patients, verifies and updates necessary information in the medical record. Assists patients with ambulatory difficulties. Obtains all necessary billing information from patients and enters information accurately into our automated system, in compliance to policies. Verifies insurance eligibility and collects proper payments due at visit times. Maintains a reference of information on payors and benefit reference materials. Reviews referral information when applicable for ancillary services (Physical Therapy, Behavioral Health, etc.) Communicates to the Referral Department regarding referral issues. Maintains statistical information and reports as directed. Daily batch out payment batch for collection of co-pays. Collects co-pays; self-payments and other payments for back dates of services. Follows protocols for booking appointments and communication with patients and providers. Books, coordinates and reschedules patient's appointments. Relays necessary messages to staff. Schedules appointments and admissions as requested. Assists in outreaching to patients for follow-up or overdue appointments. Manage appointments in compliance to Appointment Management policies. Answers telephone, screens calls, takes messages and provides information. Screens visitors and responds to routine requests for information. Occasionally lifting files or paper weighing up to 30 pounds. Requires manual dexterity sufficient to operate a keyboard, type at 60 wpm, operate a calculator, telephone, copier, dictation recorders and such other office equipment as necessary. High school graduation or GED. One year work experience, preferably in a medical office setting. Knowledge of medical terminology desirable. Word processing and computer experience.
Medical Records Technician	Non-Exempt	Assures the accuracy, accessibility, and confidentiality of the patient medical records system in accordance with federal and state regulations. Keep charts in order and accessible to providers. Directs staff in the absence of the Department's Manager. Coordinate the training of new staff and troubleshoot any problems as they occur. Assist the Manager in the planning, designing, and organization of the department work-flow and procedures. Communicate all daily department activities to the Department Manager. Perform all functions of the Medical Records Department as needed.
Nursing Assistant - (CNA)	Non-Exempt	Provides direct personal patient care, assisting in all phases of daily activities . Responsibilities may include daily and routine patient care duties such as checking blood pressure and temperature, changing bed pans and preparing beds in accordance with current Federal, State and Local regulations and facility policies and procedures, under direction of nursing staff.
Occupational Therapist	Non-Exempt	Plans, organizes and conducts occupational therapy programs to facilitate rehabilitation of mentally, physically or emotionally disabled. Programs may include manual arts, crafts, vocational and homemaking skills, and activities of daily living. Teaches patients skills and evaluates progress. May oversee other therapists or aides.

Job	Status	Description
Paraprofessional Social Services Case Worker (Not Licensed)	Non-Exempt	Under the direction of professional social service staff or supervisors, interviews clients to gather appropriate financial, medical and psychological information, sometimes during on-site visits. Provides paraprofessional casework services to clients, including planning, implementation, and evaluation of services needed. Assists clients in identifying appropriate community resources available. Maintains proper and accurate case records through documentation. Provides periodic follow-up to case plan. Adheres to all Federal, State, and local laws and regulations. Requires high amount of confidentiality. Typically requires 2-4 years of combined training and experience. Sometimes called Case Aide. Not licensed.
Phlebotomist	Non-Exempt	Collects blood through venipuncture or finger stick utilizing a variety of venipuncture devices. Ability to collect blood from patients of all ages. Relates the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory. Identifies, selects, and uses the appropriate equipment and supplies needed in the collection of specimens. Involves standing and walking, with sturdy back. Occasionally may need to assist in lifting or moving patients. Requires exposure to bodily fluids and sharps. High school graduate or equivalent. Six months phlebotomy experience/phlebotomy certificate preferred.
Physical Therapist	Non-Exempt	Organizes and conducts medically prescribed therapy program for clients involving exercise, massage, heat, water, light, and electricity. Applies diagnostic and prognostic muscle, nerve, joint, and functional ability tests. Directs and aides clients in active and passive exercises. Evaluates, records, and reports client progress. Meets state educational and licensure requirements to practice.
Radiology Technician	Non-Exempt	Operates radiologic equipment to make clinical diagnostic x-ray films as directed by physicians and performs routine diagnostic procedures. In addition, has advanced training and demonstrated competency in areas such as mammography and bone densitometry. Performs routine radiology exams, mammography, Bone Densitometry, and other specialized examinations. Positions patients and adjust equipment for taking x-rays following established procedures. Instructs patients regarding procedures. Observe patients for vital signs during examination. Follows prescribed safety standards in operating radiology equipment. Develops and processes radiology film. Delivers film to radiologists for reading/interpretation. Maintains examination rooms. Stocks necessary medical and radiology supplies. Cleans and makes minor adjustments to radiology equipment. Participates in training employees, residents and student technologists in equipment operation, patient movement and quality assurance. Exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment. Lifts and carries items weighing up to 50 pounds. Occasionally may need to assist in lifting or moving up to approximately 100lbs. Patients who are being assisted could weigh up to 200+ lbs. Requires placing patients in appropriate positions for operation of equipment. Requires eyesight correctable to 20/20 to operate equipment and review developed films. Completion of course in radiologic technology approved by the American Registry of Radiologic Technologists. Current certification (ARRT) with the American Registry of Radiologic Technologists. Current mammography and bone densitometry certification. One-year experience preferred. Current CPR certification required.

Job	Status	Description
Reception Coordinator	Non-Exempt	Working Supervisor involved in general reception duties. Supervises and coordinate Reception and Referral support service activities for multiple departments. Cash reconciliation of all batches. Manages missing Billing Encounters. Assist the Billing department to obtain accurate information for Charge Entry. Ensure encounters are complete containing a diagnosis, procedure code, and signature prior to sending to the Billing Department. Assist the Billing department to obtain information for suspended claims. Oversee practitioners' involvement in encounter process to ensure timely and accurate completion of encounter forms. Manage Provider Review encounters returned from billing for additional information. Maintains system of verifying insurance eligibility and collect proper payments due at visit times. Ensures Reception staff obtains all necessary billing information from patients and enter them accurately into our automated system. Participates in intervention with patients with high balances and working with billing department to resolve. Responsible for maintaining a reference of information on payor and benefit reference materials to ensure staff have current updated insurance information. Educate staff on new insurance requirements and changes. Manage Insurance Verification process to ensure completed and documented per policy. Participates actively in maintaining the referral process and ensures referrals are entered into the computer system according to health center protocols and provide feedback to originating providers as designated. Ensures that appointment-scheduling staff handles calls appropriately. Maintains a system for emergency assistance. Coordinates practitioner schedule changes. Monitor on-call schedule. Manages Patient complaints. Participates actively in clinic complaint procedures to resolve operational problems. Manages Appointment Management issues, such as no shows, cancellations, and patient late arrivals. Manages process for distributing appropriate forms to patients for all departments. Trains all staff on Practice Management software and phone system. Selects, trains/orients, and supervises departmental personnel. Responsible for work assignments and daily operations including customer service training and application training. Associate's degree in health or business administration. experience in Healthcare Administration. 2 – 3 years of experience in a healthcare organization providing medical support services. Supervisory experience required.
Registered Nurse (RN) - Occupational Health	Non-Exempt	Registered Nurse with a specialization in occupational health. Incumbents assist company medical officers with duties such as 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.
Registered Nurse (RN)	Non-Exempt	Independently provides nursing care to patients. To ensure safe practice, utilizes critical thinking and collaborates with practitioners to develop a plan for the management of patient issues. Performs clinical skills and procedures within the limits of the Nurse Practice Act. Adheres to established organizational and nursing policies and OSHA Regulations. Administers prescribed medications and treatments in accordance with nursing standards. Observes, records and reports patient's condition and response to medications and treatments. Performs IV Therapy within the limits of Policies and Procedures and the RN Scope of Practice. May oversee work of LPN's and other staff. Prepares equipment and assists the practitioner during treatment, procedures and testing of patients. Instruct patients in the collection of samples and tests. Instructs patient and family regarding medications and treatment instructions. Provides advice to patients in accordance with the guidelines. Coordinates and provides health teaching to individuals and families. Updates and maintains the patient medical record. Communicates and collaborates with health care practitioners to ensure quality and continuity of patient care. Re-stocks exam/procedure rooms. Demonstrates competency in the use, care and maintenance of clinical equipment. Graduate of an accredited school of nursing. Possession of a State Registered Nurse License. CPR certified. One year of professional nursing experience in a clinical setting. IV Certification. CPR certification.

Job	Status	Description
Registered Nurse – Ambulatory Surgery	Non-Exempt	Provides professional peri-operative nursing care to patients and their families following established clinical guidelines. The Nurse Practice Act defines scope of practice. Performs clinical skills and procedures within the limits of the Nurse Practice Act. Adheres to established organizational and nursing policies and OSHA regulations for the prevention of occupational exposure to bloodborne pathogens and hazardous substances. Administers prescribed medications and treatments in accordance with nursing standards. Observes, records and reports patient's condition and reaction to medications and treatments. Independently performs preoperative, intra-operative and postoperative patient assessment and planning. Coordinates patient care, directs and oversees the activities of the nursing team. Administers conscious sedation. Monitors and documents patients' respirations, cardiac rate and rhythm, oxygen saturation, blood pressure, level of consciousness and tolerance of procedure. Is knowledgeable of the desirable and undesirable effects of conscious sedation medication. Is prepared to initiate nursing action based on the interpretation of physiological changes in the management of adverse reactions. Possesses IV skills necessary to meet the needs of the patients. Assists in schedule development and maintenance. Proactively monitors changes in demand/access to ensure patient and provider satisfaction. Adjusts schedules to accommodate emergencies. Communicates and collaborates with other health care providers as needed to ensure quality and continuity of care. Provides and coordinates health teaching to individuals and families. Responds to and refers incoming telephone calls. Instructs patient and family regarding medications and treatment instructions. Maintains and reviews patients' records, charts and other pertinent information. Maintains procedure rooms for necessary supplies and materials. Is competent in the use, care and maintenance of equipment. Occasionally may need to assist in lifting or moving patients weighing up to 100 pounds. Patients who are being assisted could weigh up to 200+ pounds. Graduate of an accredited school of nursing. Currently licensed as a Registered Nurse. CPR certified. ACLS certification preferred. IV certified. Minimum of 3 years' experience in an Ambulatory Care, Surgical, PACU, ER or Critical Care setting.
Respiratory Therapist	Non-Exempt	Perform a wide variety of duties to provide respiratory treatments. Set up and operate a variety of respiratory therapy equipment and administer treatments, evaluating effectiveness of treatments given. May have clinical or administrative responsibilities which may include training.
Sonography Technician	Non-Exempt	Operates ultrasound equipment to perform a variety of ultrasound procedures as directed by physicians. In addition, has advanced training and demonstrated competency in areas such as vascular studies. Positions patients and adjusts equipment for performing ultrasounds following established procedures. Instruct patients regarding procedures. Observe patients for vital signs during examination. Follows prescribed safety standards in operating ultrasound equipment. Develops and processes radiology film. Delivers film to radiologists for reading/interpretation. Communicates and works collaboratively with referring practitioner. Maintains examination rooms. Stocks necessary medical and ultrasound supplies. Cleans and makes minor adjustments to ultrasound equipment. Participates in training employees, residents and student technologists in equipment operation, patient movement and quality assurance. Travels to all centers to perform ultrasound procedures. Exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment. Lifts and carries items weighing up to 50 pounds. Occasionally may need to assist in lifting or moving up to approximately 100 lbs. Patients who are being assisted could weigh up to 200+ lbs. Requires placing patients in appropriate positions for operation of equipment. Requires eye sight correctable to 20/20 to operate equipment and review developed films. Graduation for school of Ultrasonography approved by the American Registry of Diagnostic Medical Sonographers. Current certification (ARDMS) with the American Registry of Diagnostic Medical Sonographers. One-year experience as a Sonographer with demonstrated competency in specialized procedures, i.e. vascular studies.
Speech Therapist	Non-Exempt	Perform a variety of duties to diagnose and / or treat various speech disorders. Administer therapy for speech, swallowing and language disorders as directed by physician, and document treatments and progress.
Waitperson	Non-Exempt	Provides food and beverage service to customers in an efficient and courteous manner. Ensures proper set-up of all tables for assigned station in accordance with the establishment's standards. Responsible for serving food and beverages to customers, refilling beverages as needed. Cleans banquet room and kitchen area during and after functions.

Job	Status	Description
Information Technology		
Computer Operator I (Entry)	Non-Exempt	Entry-level position in the area of computer operations, typically requiring reading, communication and math skills commensurate with a high school diploma or GED and 0-2 years of computer operator training and experience, or equivalent. Incumbents perform diversified duties involving the operation of a computer and auxiliary equipment such as high-speed printer and peripheral machines. Working under close supervision and following standard procedures, loads and executes jobs / programs and monitors and controls a computer console to automatically process and store data. Incumbents perform scheduled backups and maintain computer logs relative to machine performance and utilization. Incumbents at this level require frequent assistance with problem solving.
Computer Operator II (Experienced)	Non-Exempt	Experienced level position in the area of computer operations, typically requiring reading, communication and math skills commensurate with a high school diploma or GED and 2-4 years of experience in the operation of computer devices. Incumbents perform diversified duties involving the operation of a computer and auxiliary equipment such as high-speed printers and peripheral machines. Working under limited supervision and following standard procedures, loads and executes jobs / programs and monitors and controls a computer console to automatically process and store data. Incumbents perform scheduled backups and maintain computer logs relative to machine performance and utilization. Incumbents at this level are able to solve most problems without assistance.
Computer Operator III (Advanced)	Non-Exempt	Advanced level position in the area of computer operations, typically requiring reading, communication and math skills commensurate with a high school diploma or GED and 4+ years of experience in the operation of computer devices. Under minimal supervision, loads and executes jobs / programs and monitors and controls a computer console to automatically process and store data. Incumbents perform scheduled backups and maintain computer logs relative to machine performance and utilization. Incumbents at this level are competent to work on all phases of computer operations and may provide troubleshooting assistance and work direction to others.
Computer Technician I	Non-Exempt	Entry level of computer technician work. Work assignments are varied, but limited in scope and complexity. Supervision is readily available and work is usually reviewed by more experienced staff. Incumbents assist in installing, maintaining, troubleshooting and upgrading computer hardware, software, personal computer networks, and peripheral equipment. May replace internal boards or components, install drivers, customize system settings, attach peripheral equipment and troubleshoot user problems. Under general supervision, troubleshoots and modifies PC software applications. Requires completion of specialized classes and 1 year or less of previous experience, or equivalent.
Computer Technician II	Non-Exempt	Experienced level of computer technician work. Work assignments are varied and of greater scope and complexity, often involving testing and troubleshooting to identify problems. Under limited supervision, incumbents analyze, troubleshoot, repair, and maintain the computer system, terminal network, and peripheral equipment relating to computer and network hardware and software. Performs routine preventative maintenance on all computer system equipment. Utilizes diagnostic programs and electronic test equipment. Performs analysis and administrative tasks in the planning, design and installation of new and existing personal computer-based applications. Troubleshoots and modifies PC software applications. May work on complex applications and be involved in making recommendations or decisions to meet overall departmental or organizational needs. Requires a two-year degree and 1-3 years of experience, or equivalent.
Computer Technician III	Non-Exempt	Advanced level of computer technician work. Incumbent analyzes, troubleshoots, repairs, and maintains the computer system, terminal network, and peripheral equipment. Performs more advanced maintenance on all computer system equipment. Utilizes diagnostic programs and electronic test equipment. Will isolate, resolve and follow-up with end-users to resolve technical problems of a high level of complexity. Performs analysis and administrative tasks in the planning, design and installation of new and existing personal computer-based applications. Troubleshoots and modifies PC software applications. May work on complex applications and be involved in making recommendations or decisions to meet overall departmental or organizational needs. This level may provide training and work direction to less experienced technicians. Requires a two-year degree and 3 or more years of experience, or equivalent.
Help Desk I (Entry)	Non-Exempt	Entry-level help desk job, typically requiring reading, communication and math skills commensurate with a high school diploma or GED and 1-2 years of training and experience in computer software and hardware applications. Assists users in resolving problems through discussion and diagnosis. Takes the necessary steps to remedy the problem and refers more complex problems to a higher level. May dispatch Computer Technicians.

Job	Status	Description
Help Desk II (Experienced)	Non-Exempt	Experienced level help desk job requiring specialized training beyond high school and 2-5 years of experience in computer software and hardware applications. Assists users in resolving problems through discussion and diagnosis. Takes the necessary steps to remedy the problem. Incumbents are usually able to diagnose problems and will refer problems requiring specialized intervention to a higher level. May dispatch Computer Technicians.
Material Handling / Transportation and Support		
Auto Mechanic	Non-Exempt	Maintains service operations by inspecting and maintaining vehicles. Responsible for keeping equipment available for use by inspecting and performing diagnostic testing of vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters. Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage. Requires trade school or specialized certification and 3+ years of experience, or equivalent.
Driver I	Non-Exempt	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. Does not include bus drivers. 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.
Driver II	Non-Exempt	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. 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.
Driver III (Local)	Non-Exempt	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). 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.
Driver IV (Over the Road)	Non-Exempt	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). 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.
Forklift Driver (Power)	Non-Exempt	General warehouse labor job, requiring 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.
Import / Export Clerk	Non-Exempt	Experienced level of import / export clerical support, requiring math and problem solving skills equivalent to a high school diploma or GED and 2-5 years of related training and experience. Duties include processing papers necessary to facilitate shipments between international locations. Incumbents obtain necessary permits and prepare tax documents. Works with purchasing or sales to make appropriate arrangements for carriers based on delivery time requirements.
Import / Export Coordinator	Non-Exempt	Advanced level of import / export clerical support, requiring math and problem solving skills equivalent to a high school diploma or GED and 5+ years of related training and experience. Duties include processing papers necessary to facilitate shipments between international locations. Incumbents obtain necessary permits and prepare tax documents. Works with purchasing or sales to make appropriate arrangements for carriers based on delivery time requirements. Incumbents will typically handle the more complex cases and may provide work direction and training to other import / export staff.
Inventory Control Clerk / Cycle Counter	Non-Exempt	First level of inventory clerical work, typically requiring 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.

Job	Status	Description
Material Handler and/or Warehouse Laborer	Non-Exempt	General warehouse labor job, requiring 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.
Packer	Non-Exempt	General warehouse or production labor job, requiring the ability to read production or shipping documents and no previous experience, or equivalent, whose 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.
Purchasing Clerk	Non-Exempt	First level of purchasing, typically requiring 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.
Retail / Wholesale Buyer	Non-Exempt	Experienced professional merchandising buyer, typically requiring a bachelor's degree in business and 3+ years of related experience, or equivalent. Under supervision of a merchandising manager and / or with direction from senior merchandising staff, performs buyer duties within general or specialized areas. Prepares bid specifications, receives bids and makes purchases of commodities or goods where the financial impact is significant. Goods are purchased for resale at the wholesale or retail level. Identifies products from assigned categories with appropriate consumer demand, quality, pricing and availability and negotiates terms of purchase, delivery and warranty support.
Shipping and/or Receiving Clerk	Non-Exempt	Warehouse clerical / administrative job, requiring reading, math and communication skills equivalent to a high school education and one or more years of related experience, or equivalent, whose 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.
Stock Clerk	Non-Exempt	Retail stock handling job, requiring the ability to follow basic instructions and read labels. Duties include replenishing stock on retail shelves, applying price tags or labels and disposing of excess packaging material. Incumbents may clean up spills or breakage, inspect merchandise for damage or reorganize goods on the shelf. Some customer contact may be involved, such as answering basic questions or assisting with locating merchandise.
Stockroom Attendant	Non-Exempt	Production support job requiring reading and math skills equivalent to a high school education. Duties include receiving, storing and issuing equipment or material in a stockroom or storeroom. Checks incoming material against requisitions or invoices; keeps stock in orderly arrangement; fills orders according to requisitions; may assist in inventory as required. May move material to other plant locations.
Traffic Dispatcher	Non-Exempt	Experienced traffic dispatcher, typically requiring 2+ years of related training and experience, or equivalent, within the shipping or transportation industry. 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.

Job	Status	Description
Production		
Assembler, Subminiature	Non-Exempt	Assembles and installs various components into miniature and sub-miniature electronic or mechanical assemblies. Works in highly confined and congested areas without damaging adjacent parts or components. Performs such operations as soldering, winding, adjusting, gluing, masking and centering under special magnification equipment to exacting tolerances. Requires a high degree of eye-hand coordination and finger dexterity. Normally, work is repetitive. Work may be performed in a clean room environment. Most electronics assembly will fall within the three light assembler classifications or the subminiature assembler classification.
CNC Cutter Operator	Non-Exempt	CNC sheet metal operator requiring math and problem solving skills equivalent to a high school education, plus training in shop practices and print reading and one year or more of related experience. Sets up and operates one or more types of CNC cutters, including arc, plasma, flame and laser cutters to cut materials to specified dimensions or to perform operations involving angular or circular cuts. Works from shop drawings, layout markings, etc. Selects and uses material to avoid excessive scrap. Does not include employees who operate only after setups are made by others, but does include those who operate using both prewritten programs and on-console edits and programs. Work may include use of computer material optimization programs. Workers may use cranes, carts or pallet jacks to move raw material or finished parts. Work direction may be given to a helper.
CNC Machining Center Operator I	Non-Exempt	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 made and maintained by others. Operations include drilling, boring and milling, turning, screw machine operation, etc., employing recognized tooling and procedures and where tolerances are close, but not difficult to maintain. Checks parts for conformance to specifications.
CNC Machining Center Operator II	Non-Exempt	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. Requires knowledge of machining techniques and methods and familiarity with computer numerically controlled machine tool operating procedures. 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, contouring and screw machine operation. Checks parts for conformance to specifications.
CNC Machining Center Operator III	Non-Exempt	Sets up, 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. 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, screw machine operation, etc., to the capacity of the machine and control factor. May set up machines for and instruct other operators. Checks parts for conformance to specifications.
CNC Wire EDM Specialist / Programmer (Experienced)	Non-Exempt	Programs and operates wire Electrical Discharge Machining (EDM) machine to cut conductive materials with a thin (typically very thin brass wire) electrode that follows a programmed path. The job requires a vocational / technical diploma in machining, tool and die making, or mold making and 3+ years of related experience, or equivalent. Achieves complex configurations through development of machine control programs. May perform other machining operations using manual or CNC machine tools. Report experienced level incumbents who spend at least 50% of their work time performing EDM work.
Finishers (Second Operations)	Non-Exempt	Plastics general labor job, requiring the ability to follow demonstrated directions, or equivalent. Under close supervision performs one or more of a variety of repetitive, routine hand or machine operations on molded plastic objects, following prescribed methods. Includes such operations as removing flash, buffing, burring, drilling and tapping, filling, gluing, polishing, sanding and assembling. May be shifted from one operation to another as necessary. Does not include workers regularly assigned as tumbler operators.
General Heavy Production Labor	Non-Exempt	General production labor job, requiring the ability to follow demonstrated directions, or equivalent. No diploma is required. All training is typically given on-the-job. 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.

Job	Status	Description
General Light Production Labor	Non-Exempt	General production labor job, requiring the ability to follow demonstrated directions, or equivalent. No diploma is required. All training is typically given on-the-job. 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.
Heavy Assembler I (Non-complex)	Non-Exempt	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 involves frequent handling of moderate to heavy components and may include walking or standing most of the time.
Heavy Assembler II (Moderate Complexity)	Non-Exempt	Diversified mechanical or electro-mechanical assembly or sub-assembly of units that are moderately complex, requiring adjusting, fitting and aligning to ordinary tolerances. Requires print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. Typically requires a high school education and up to two years of related training or experience. Works from drawings or specifications. May inspect and test completed units. May rotate stations in a work cell. Work involves frequent handling of moderate to heavy components and may include walking or standing most of the time.
Heavy Assembler III (High Complexity)	Non-Exempt	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. Typically requires a high school education or GED and two or more years of 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 involves frequent handling of moderate to heavy components and may include walking or standing most of the time.
Injection-Molding Machine Operator I (Operate Only)	Non-Exempt	First level of plastics machine operator job, requiring the ability to follow demonstrated directions, or equivalent. Under close supervision, operates one or more injection-molding machines that mold thermoplastic material. Operates under prescribed conditions after set-up is completed by others. Work includes cycling the machine, removing part(s) from mold, removing scrap material from molded object(s), checking molded parts by gauging and visual inspection, as prescribed. Refers all deficiencies to supervisors or leads.
Injection-Molding Machine Operator II (Set Up and Operate)	Non-Exempt	Experienced level of plastics machine operator job, requiring problem solving skills equivalent to a high school education and 0-3 years of related work experience, or equivalent. With readily available supervision and technical guidance, sets up and operates one or more injection-molding machines that mold thermoplastic materials. Sets up the machine by positioning mold and adjusting machine for required stroke, pressure, temperature and cycles. Work includes cycling the machine, removing part(s) from mold, removing scrap material from molded object(s), checking molded parts by gauging and visual inspection, as prescribed. Changes and adjusts molding conditions such as temperature, pressure, feed, and time as necessary to correct deficiencies in quality.
Light Assembler I (Non-complex)	Non-Exempt	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	Status	Description
Light Assembler II (Moderate Complexity)	Non-Exempt	Diversified mechanical or electro-mechanical assembly or sub-assembly of units that are moderately complex, requiring adjusting, fitting and aligning to ordinary tolerances. Requires print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. Typically requires a high school education and up to two years of related training or experience. 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.
Light Assembler III (High Complexity)	Non-Exempt	Complete assembly of intricate units composed of a large number of component parts, or of complicated units, requiring print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. Typically requires a high school education or GED and two or more years of 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.
Machine Tool Operator I	Non-Exempt	First level of machine tool operator requiring the ability to follow written instructions and read blueprint specifications with 0-2 years of experience, 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.
Machine Tool Operator II	Non-Exempt	Experienced level of machine tool operator requiring the ability to follow written instructions and read blueprint specifications and two or more 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.
Machine Tool Operator III	Non-Exempt	Advanced level of machine tool operator requiring the ability to follow written instructions and read blueprint specifications and two or more 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.
Machinist I	Non-Exempt	First level of skilled machinist work requiring a technical degree in machining and 0-2 years of 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.
Machinist II	Non-Exempt	Experienced level of skilled machinist work requiring a technical degree and 2-5 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.

Job	Status	Description
Machinist III	Non-Exempt	Advanced level of skilled machinist work requiring a technical degree and five or more 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.
Plastic-Molding Machines Operator III (Set-Up)	Non-Exempt	Advanced level of plastics machine operator job, requiring problem solving skills equivalent to a high school education and three or more years of related work experience, or equivalent. Under limited supervision and technical guidance, sets up and test cycles compression or injection-molding machines that mold thermoplastic materials. Work involves positioning assembled mold on press bed of molding machine, determining and adjusting length of stroke of ram to ensure correct operation of machine, connecting steam, oil, or water lines to mold or to cored platens or adjusts electric switches to heat mold to desired temperatures. Regulates pressure and curing time and makes other adjustments to achieve desired quality. Turns over machines to others for operation and troubleshoots machines for operators in need of technical support.
Plater I	Non-Exempt	First level of plater, requiring math and reading skills equivalent to high school or GED, or equivalent and 0-2 years of experience. Under close supervision, performs assigned operations to process parts and products through electroplating operations to obtain a limited number of finish types (copper, chrome, gold, silver, zinc, nickel, cadmium, etc.) involving standardized and prescribed tank rack and / or roto-barrel methods. May assist in testing, mixing, and maintaining solutions. Regulates current and temperature as directed. May use testing and measuring devices. Works from simple formula and specifications.
Plater II	Non-Exempt	Experienced level of plater, requiring math and reading skills equivalent to high school or GED, or equivalent and two or more years of related experience. Requires a knowledge of basic plating chemistry and procedures. Under general supervision, performs all required operations to process parts and products through electroplating operations to obtain finishes such as copper, chrome, gold, nickel, zinc, cadmium, etc. involving tank racks and / or roto-barrel methods. May calculate surface area and process specifications. May be responsible for testing, mixing, and maintaining all solutions and correct processing temperatures. Uses testing and measuring instruments incidental to operations. Regulates current input and plating time to obtain desired thickness of plate. May make up or suggest special holding fixtures for plating irregular shaped materials. May provide work direction and training to lower-level platers and helpers engaged in the plating process.
Precision Sheet Metal Worker I	Non-Exempt	First level of precision sheet metal machine operation, requiring the ability to follow demonstrated directions, or equivalent. Under close supervision, workers operate one or more sheet cutting, forming or finishing machines on repetitive work, performing simple operations and following detailed instructions. May assist with set-ups that are typically made by others. Duties include positioning material, cycling the machine and removing finished parts and waste. Workers may visually inspect parts and / or use measuring tools or fixtures to determine whether parts pass or fail quality standards and specifications. Workers may use carts or pallet jacks to move raw material or finished parts. Sheet metal helpers are included in this level.
Precision Sheet Metal Worker II	Non-Exempt	Intermediate level of precision sheet metal machine operation, requiring reading and math skills equivalent to a high school education and 1-3 years of related production experience, or equivalent. With readily available supervision and technical guidance, sets up and operates one or more sheet cutting, forming, fabricating or finishing machines on work of moderate difficulty, performing operations on a variety of parts, following general instructions. May do simple layout work. Able to operate all types of sheet metal machines to cut, bend, or form parts and uses sheet metal hand tools. Workers may use carts or pallet jacks to move raw material or finished parts.

Job	Status	Description
Precision Sheet Metal Worker III	Non-Exempt	Advanced level of precision sheet metal machine operation, requiring reading and math skills equivalent to a high school education and three years or more of related production experience, or equivalent. Under limited supervision and with minimal technical guidance, sets up and operates multiple types of sheet cutting, forming, fabricating or finishing machines such as cutters, shears, brakes, fabricators and punches, including CNC machines, on work of a difficult nature. Work includes short-run work requiring the worker to plan, lay out and perform all types of sheet metal operations to fabricate a wide variety of units or products of complex design involving close tolerances. Uses a variety of sheet metal hand tools and measuring instruments. Uses shop mathematics. Workers may use carts or pallet jacks to move raw material or finished parts. Work direction and training may be given to sheet metal helpers or less experienced workers.
Press Operator-One or Two Color	Non-Exempt	Experienced offset press operator, typically requiring reading, communication and math skills commensurate with a high school diploma or GED and 1+ years of related experience, or equivalent. Incumbents set up and operate one or two color presses (typically sheet fed) to print items such as instruction sheets, letterhead, forms or other materials used in support of the organization. Incumbents are able to prepare plates from camera ready copy. Incumbents work under limited supervision and may be the sole operator in an organization.
Production Painter I	Non-Exempt	Production brush or spray operations, involving liquid or powder painting of manufactured products requiring standard finishes. Requires the ability to follow demonstrated instructions and no previous experience. Requires physical dexterity and hand-eye coordination. Mixes paint products as required. Prepares surfaces for painting. Cleans and maintains equipment. Inspects completed work and corrects defects. May include hand or conveyer dipping.
Production Painter II	Non-Exempt	Production brush or spray operations, involving liquid or powder painting of manufactured products requiring custom finishes, requiring one or more years of training or experience, or equivalent. Mixes paint, lacquer, and enamel to specified color, consistency and viscosity. Prepares surfaces and applies a variety of coatings with brush or spray gun to obtain high-grade finish coat or special types of finishes. May require decorative painting, shading and two-toning.
Welder I	Non-Exempt	First level of production welding requiring technical training in welding and 0-3 years of related experience, 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 or aluminum 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.
Welder II	Non-Exempt	Advanced level of production welding, requiring technical training in welding and three or more 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.
Production Support		
Desk-Top Publishing Operator	Non-Exempt	Experienced desk-top publishing operator job, typically requiring a high school diploma or GED and 2+ years of related training or experience, or equivalent. Duties include preparation of more complex report documents, or other printed media, and the judgment to lay out pages in a pleasing and efficient manner. Incumbents use advanced features of software publishing applications. Incumbents may prepare web page layouts.

Job	Status	Description
Electronics Mechanic I	Non-Exempt	First level of electronic / electro-mechanical repair work, requiring technical training and two years or less of experience, or equivalent. Under limited supervision and with readily available technical guidance, performs intermediate troubleshooting, repair and maintenance work on electronic control equipment and apparatus such as automated machine tool controls, servo-mechanisms, etc., of standard design where a basic knowledge of electro-mechanical principles, plus specialized skills and techniques, are required to diagnose and repair malfunctions. Uses appropriate test instruments to diagnose troubles and operating problems and determine reason for malfunctions. Adjusts, calibrates and aligns components and, when necessary, replaces and connects parts to bring units to operating requirements. Assists Electronic Mechanic II or engineering staff to diagnose and analyze difficult operating malfunctions and to effect major, extensive or emergency repairs.
Electronics Mechanic II	Non-Exempt	Performs repair and maintenance work on electronic control equipment and apparatus as associated with automated machine tools, servo-mechanism, etc., of complex and involved design requiring broad technical knowledge of electro-mechanical principles and equipment design plus specialized skills and techniques. Observes machine operations to determine the nature of operating problem. Uses appropriate test instruments to diagnose and locate the trouble and the reason for malfunction; make needed repairs. Replaces, adjusts and calibrates components to align control apparatus to required operating specifications. Works closely with and coordinates procedures with engineers and mechanics on the installation of new equipment or the change over of plant layout requiring the movement of machines and control equipment. Uses special testing instruments such as oscilloscopes, synchroscope, galvanometer, voltmeter, strip chart recorders, electronic counters, digital discriminators, analog converters, amplifiers, etc., to test circuitry and components. Works from complicated schematic diagrams, drawings and specifications involving complex circuitry together with machine design drawings.
Expediter	Non-Exempt	Experienced level expediting job, requiring math and problem solving skills equivalent to a high school diploma or GED and 2+ years of related experience, including familiarity with company processes. 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.
Graphic Artist	Non-Exempt	Experienced commercial artist, typically requiring 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.
Machine Maintenance Mechanic I	Non-Exempt	First level of maintenance mechanic, requiring two years of technical training and 0-3 years of related experience, or equivalent. With readily available technical guidance, keeps plant machinery and mechanical equipment in good repair. Responsible for routine lubrication of production machines and mechanical equipment with designated types and grades of lubricant. May perform other related duties, such as cleaning machines, recycling coolant or disposal of waste material. 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.
Machine Maintenance Mechanic II	Non-Exempt	Experienced maintenance mechanic, requiring two years of technical training and 3-5 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. See also "Maintenance Machinist."
Machine Maintenance Mechanic III	Non-Exempt	Advanced level of maintenance mechanic, typically requiring two years of technical training and five or more years of related work experience, or equivalent. Specific skills include mechanics, pneumatics, 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.

Job	Status	Description
Mold Maker I	Non-Exempt	First level of skilled mold making work requiring a technical degree in mold making and 0-3 years of work experience, or equivalent. With readily available supervision, builds, restores, alters, and services molds of a complex and precise nature used for molding plastic parts. Performs the more basic tool room machine operations. Projects have some diversity and may include assisting more experienced mold makers.
Mold Maker II	Non-Exempt	Experienced level of mold maker, typically requiring trade school and 3-6 years of tool room experience, or equivalent. Under limited supervision and with minimal technical assistance, builds, restores, alters, and services molds of a complex and precise nature used for molding plastic parts. Constructs complex units where design is available. Selects allowances and devises mechanism detail. Works from complicated drawings and sketches. Uses advanced shop mathematics and all types of precision measuring instruments.
Mold Maker III	Non-Exempt	Advanced level of mold maker, typically requiring trade school and six or more years of tool room experience, or equivalent. Requires a working knowledge of characteristics of alloy steel and other common metals and their heat treating processes. Under general supervision and without technical guidance, other than engineering input, performs the most difficult development work. Builds, restores, alters, and services molds of an extremely complex and precise nature used for molding plastic parts. Constructs molds where no design is available. Plans, designs, constructs or repairs a wide variety of highly intricate and complicated molds to extremely close tolerances. Selects allowances and devises mechanism detail. Performs any tool room machine operation. Works from complicated drawings and sketches. Uses advanced shop mathematics and all types of precision measuring instruments. Capable of troubleshooting to perfect molding operation. May suggest modifications in specifications. May provide training and technical guidance to others.
Production Planner / Scheduler I	Non-Exempt	First level of production scheduling work, requiring math and problem solving skills equivalent to a high school education or GED and 0-3 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.
Quality Inspector / Auditor I	Non-Exempt	First level of quality control inspector requiring math and problem solving skills equivalent to a high school education and 0-2 years of work experience, 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.
Quality Inspector / Auditor II	Non-Exempt	Intermediate level of quality control inspector / auditor requiring math and problem solving skills equivalent to a high school education, course work in metrics and 2-4 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.
Quality Inspector / Auditor III	Non-Exempt	Advanced level of quality control inspector / auditor requiring math and problem solving skills equivalent to a high school education, course work in metrics and four or more 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.
Tool and Die Maker I	Non-Exempt	Entry level of tool and die maker, typically requiring trade school and 0-3 years of tool room experience. 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.

Job	Status	Description
Tool and Die Maker II	Non-Exempt	Experienced level of tool and die maker, typically requiring trade school and 3-6 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.
Tool and Die Maker III	Non-Exempt	Advanced level of tool and die maker, typically requiring trade school and six or more 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, sub-press dies for parts of delicate outline and complex index milling fixtures.
Tool Crib Attendant	Non-Exempt	Tool room stores attendant requiring familiarity with tooling and production equipment, typically requiring reading and math skills equivalent to a high school education and two or more years of shop experience, or equivalent. Issues tools to, and receives them from, production and tool room workers. Keeps records of receipt and issuance of tools. Visually inspects for obvious defects and reports to superiors or makes out repair tickets. May make minor repairs to equipment or clean tools between use. Does not include assembly parts and tool crib workers.