**SECTION C**

(100s) PRODUCTION, MAINTENANCE AND SERVICE JOB DESCRIPTIONS

**ASSEMBLY (101)**

101.557 AUTOMATED ASSEMBLY MACHINE OPERATOR
GRADE 6
Setup automated assembly machines. Make necessary machine adjustments, input start up instructions and load feeder with proper parts. Monitor line operation and clear line jams, troubleshoot machine operating problems, replace defective machine components and make minor repairs. Keep line supplied with parts. Inspect assembled units for proper function dimensions and required quality standards.

101.559 AUTOMATED ASSEMBLY MACHINE OPERATOR
GRADE 8
Input machine start up instructions, make specified machine adjustments. Load feeder with proper parts. Monitor line operations and clear line jams. Keep line supplied with parts. Inspect assembled units for proper function, dimensions and required quality standards.

101.582 ASSEMBLY GROUP LEAD
GRADE 4
Lead a group of seldom over 25 persons performing assembly operations, following standardized methods on mechanical, electrical or electronic parts, involving interchangeable parts requiring simple fitting, adjustment or alignment for free working and proper parts clearance. Check and arrange for availability of materials, tools and fixtures. Set and adjust machines for proper operation. Assign work. Prepare reports on group activities. Perform any variety of operations within group to maintain flow of work.

101.581 ASSEMBLY GROUP LEAD
GRADE 2
Lead a group of over 25 persons performing assembly operations on a variety complex of mechanical, electrical or electronic subassemblies or complete products having a considerable number of details. Fit to very close tolerances and operating requirements, make tests and final adjustments. Check and arrange for availability of materials, tools and fixtures. Set and adjust machines for proper operation. Assign work, instruct operators on proper operation, safe practices and housekeeping. Prepare reports on group activities. Perform any variety of operations within group to maintain flow of work.

101.155 ASSEMBLY GROUP LEAD
GRADE 6
Lead a group of assemblers performing simple assembly of subassemblies or products of a less complex nature.

101.009 LIGHT ASSEMBLER I (NON-COMPLEX)
GRADE 11
First of three levels of light assembler; highly repetitive, simple short-cycle mechanical or electro-mechanical assembly following prescribed routine or where method of assembly is obvious. No diploma or experience required. All training is on-the-job. Requires the ability to follow demonstrated steps. Requires simple adjusting with liberal tolerances and no fitting. Work is typically performed at a bench and may include walking or standing some of the time. Work may be in a clean room environment. Most electronic assembly will fall within the three light assembler classifications or the subminiature classifications.

101.003 LIGHT ASSEMBLER II (MODERATE COMPLEXITY)
GRADE 5
Second of three levels of light assembler; diversified mechanical or electro-mechanical assembly or sub-assembly of units that are moderately complex, requiring adjusting, fitting and aligning to ordinary tolerances. The job typically requires a high school diploma and related training or experience of less than 1 year, or equivalent. Requires print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. Works from drawings or specifications. May inspect and test complete unit. May rotate stations in a work cell. Work is typically performed at a bench and may include walking or standing some of the time. Work may be in a clean room environment. Most electronic assembly will fall within the three light assembler classifications or the subminiature classifications.

101.001 LIGHT ASSEMBLER III (HIGH COMPLEXITY)
GRADE 3
Third of three levels of light assembler; complete assembly of intricate units composed of a large number of component parts, or of large and complicated units, requiring print reading and basic math skills as well as the ability to use common hand tools and operate assembly machines. The job typically requires a high school education and 2+ 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.
102.534 BATCH MIXER
GRADE 7
Operate, clear, load and unload mixing machine with a wide variety of pastes, solvents and driers in large batches, according to formulas. Operate and unload mixer. Obtain raw materials and move finished stock.

102.605 CHEMICAL PROCESSOR
GRADE 6
Change over, adjust and operate a limited variety of chemical equipment, involving such operations as grinding, filtering, separating, drying, combining and mixing pre-weighted liquids and solids to prepare large batches of products having few variations. Setup and sequence is prescribed and changes in temperature, pressure and time cycle are made within narrow limits. Observe operations, obtain samples for approval, correct as instructed to maintain quality standards, move material and containers and assist in cleaning equipment.
103.505 ELECTRICAL OR ELECTRONIC WIRER
GRADE 7
Install, connect and solder a variety of wiring conduit and fittings on electrical or electronic units or products. Route wiring as specified. Cut wires of prescribed gauge to length. Clean, assemble and fasten designated terminals. Follow color codes to make wiring harness as required and make standard circuit continuity, short circuit or performance tests. Trace and resolve ordinary wiring difficulties.

103.503 ELECTRICAL OR ELECTRONIC WIRER
GRADE 5
Plan, lay out and perform diversified intricate wiring on a wide variety of products and component parts, such as control panels, motors, electric chassis and special complicated equipment. Determine polarity to ensure effective operation in running, bending and fitting wires, forming busbars and cables in limited space. Install conduit and fittings and connect switches, control panels, motors and electronic circuits. Establish wiring procedure for production on first unit or model. Make wiring charts.

103.013 PRINTED CIRCUIT BOARD ASSEMBLER
GRADE 10
Perform routine subassembly completion or final assembly of a range of printed circuit boards. Follow specific instructions and samples, using hand tools such as long-nose pliers, side cutter and soldering iron to assemble and secure test jacks, handles, front panels and other miscellaneous parts to boards. Trim excess wire. Clean boards with solvent.

103.061 PRODUCTION ELECTRICIAN
GRADE 3
Plan, lay out and install a variety of complicated electrical equipment controls and wiring on a wide variety of standard and non-standard products. Select location of minor units, work out installation details. Wire complicated circuits with a large number of connections. Make standard tests, adjust as required. Improvise special tests as required for non-standard products. May assist and direct lower class electricians.
104.224 DEGREASER OPERATOR
GRADE 8
Operate degreasing basket, conveyor or tank type of equipment to remove oil, grease and other surface foreign matter from a wide variety of sheet metal or machined parts, castings and assemblies. Load and position part to permit draining of solution. Distill and clean solution tank periodically.

104.577 FINISHER
GRADE 8
Perform a variety of operations to remove burrs or sharp edges, clean machined flat surfaces on parts. Use belt sanders, abrasive charged wheels, fixtures, foot or hand presses, files and scrapers.

104.389 POLISHER-BUFFER
GRADE 7
Repetitively polish, grind or buff large lots of a variety of production parts. Maintain specified finish and shape and avoid cutting through plating. Use prescribed wheels and abrasives, build up, dress and balance wheels.

104.387 POLISHER-BUFFER
GRADE 5
Grind, polish, glaze and buff a variety of work of unusual and intricate shape or design requiring considerable care to maintain contours, radii and close dimensions. Obtain even color buff on high grade plated work or castings. Plan operation sequences, select wheels, belts, discs, abrasives and dressings. Build up, glue, surface, dress and balance various kinds of wheels. Assist lower class polishers and buffers.

104.376 PRODUCTION PAINTER
GRADE 7
Mix a variety of standard coating materials to proper consistency. Powder coat parts. Mask parts as necessary and set prescribed oven temperature and conveyor speed.

104.374 PRODUCTION PAINTER
GRADE 5
Mix paints, enamels or lacquers to specified colors, consistencies and viscosities for spraying or brushing. Prepare surfaces and apply a wide variety of coating to obtain high grade and decorative finishes on large parts or products. Skill required to match colors in shading, two-toning and hand graining, and in distribution and baking of special and unusual finishes. Allow for change in color during drying or baking. Touch up marred surfaces.
106.583 INSPECTION GROUP LEAD
GRADE 6
Act as group leader orsetter responsible for group seldom over 10 people. First piece, process or final inspect a variety of simple size parts, subassemblies or completed assemblies. Plan inspection methods and sequence when not specified. Make gauging setups. Responsible for stopping production in case of excessive rejects. Check work and report on group activities. Performing any variety of operations within group to maintain work flow.

106.157 INSPECTION GROUP LEAD
GRADE 4
Act as group leader or setter responsible in a group of seldom over 10 persons. Perform inspection operations involved in a range of machining operations or the inspection of mechanical, electronic or electrical subassemblies, mechanisms and complete products. Make decisions, concerning allowable variations from specifications or standards. Check and arrange for availability of materials, gauges, inspection instruments and work places for proper operation. Make standardized operating, hydraulic or electrical tests. Plan inspection methods and sequence when not specified. Make gauging setups. Responsible for stopping production in case of excessive rejects. Check work and report on group activities. Performing any variety of operations within group to maintain work flow.

106.142 QUALITY INSPECTOR/AUDITOR I
GRADE 9
First of three levels of quality control inspector. The job typically requires high school level math and problem solving skills and work experience of less than 1 year, or equivalent. With readily available supervision, performs repetitive inspection following standardized methods and procedures. Visually inspects or checks parts using a variety of precision measuring instruments or against fixed samples. Checks dimensions and finishes against blueprint or work order specifications. At this level, workers may perform finishing operations to correct rejected parts or assist with other production activities.

106.140 QUALITY INSPECTOR/AUDITOR II
GRADE 7
Second of three levels of quality control inspector/auditor. The job typically requires high school level math and problem solving skills, course work in metrics and 2+ years of work experience, or equivalent. Under limited supervision performs diversified bench or floor inspection of a variety of standard or custom parts, products, or materials that are being produced in-house or received from vendors. Uses a variety of precision measuring instruments, including electronic devices. Checks color, finish, dimensions, hardness, density or other measurable or observable characteristics of material. Performs detailed first article inspections following the installation of new or revised molds and dies. May recommend, write, or modify sampling and inspection procedures. May use statistical tools to chart variance. Does not include tool room inspectors.

106.138 QUALITY INSPECTOR/AUDITOR III
GRADE 5
Third of three levels of quality control inspector/auditor. The job typically requires high school level math and problem solving skills, course work in metrics and 4+ years of work experience, or equivalent. Following management guidelines, performs final inspection for quality, appearance and performance of complicated equipment, instruments or products, or of diversified parts and assemblies. Work may be highly diversified. May include auditing and qualifying vendors on location. Plans inspection procedures and may be required to devise unusual measuring or gauging set-ups. Uses a variety of precision measuring instruments including electronic devices. May use statistical tools to chart variance. Includes tool room inspectors.

106.609 TESTER/ANALYZER
GRADE 5
Test standard products of mechanical, electric, electronic or hydraulic type to determine specific operating requirements, recording and reporting defects. Set up and operate test equipment, within specified ranges, and make reports by recording readings. Analyze detected board problems and make necessary repairs.

106.471 TESTER/ANALYZER
GRADE 3
Perform mechanical, electrical, electronic or hydraulic and performance tests on a variety of complicated products or apparatus and special products, following general procedures and methods. Calibrate, set up and attach test equipment. Adapt test equipment for spatial tests. Use a variety of precision measuring instruments. Perform tests and adjust products. Record and report test results and abnormal variations to superior. Analyze detected board problems and make necessary repairs. Instruct and direct one or two lower graded inspectors/testers.
107.235 DRILL PRESS OPERATOR
GRADE 7
Change over and adjust drill press, involving leveling and blocking. Use prescribed jigs, layouts, operation sequence tools, feeds, speeds, reaming allowances. Drill, ream, tap, spot face and countersink a wide variety of parts to close tolerance. Replace or sharpen dull tools.

107.594 DRILL PRESS OPERATOR
GRADE 5
Make setups requiring fairly involved leveling and blocking. Lay out work or use complicated jigs or boring fixtures. Select operation sequence, tools, feeds, speeds, and reaming allowance. Drill, ream, tap, spot face, bore, counterbore and countersink parts to exacting requirements, including deep hole and angle drilling. Grind or replace dull tools.

107.132 GENERAL LIGHT PRODUCTION LABOR
GRADE 8
General production labor job, requiring the ability to follow demonstrated directions, or equivalent. The job typically requires the ability to follow demonstrated directions, no diploma is required and all training is typically given on-the-job, or equivalent. Incumbents perform a variety of production duties, such as tending machines, handling product, visual sorting or inspection, packing, or performing other operations that can be learned on-the-job in a short time. Work may require frequent moving or frequent exertion of light physical effort. Most of the time work can be performed while seated at a workbench, production line or next to a machine.

107.623 GENERAL HEAVY PRODUCTION LABOR
GRADE 7
General production labor job. The job typically requires the ability to follow demonstrated directions, no diploma is required and all training is typically given on-the-job, or equivalent. Incumbents perform a variety of production duties, such as tending machines, handling product, visual sorting or inspection, packing, or performing other operations that can be learned on-the-job in a short time. Incumbents may use pallet jacks to move material in the work area. Work requires frequent moving, frequent exertion of moderate to heavy physical effort or frequent standing.

107.578 GRINDER (EXTERNAL)
GRADE 6
Setup and grind a variety of parts having a number of unusual shoulders or steps, contours or tapers, to extremely close tolerances and high finish requirements. Plan rough and finish grinding, select finish grind allowance.

107.105 GRINDER (SURFACE)
GRADE 6
Make ordinary setups, involving use of chucks, holding fixtures, angle plates or clamping to table, and operate equipment to grind a wide variety of parts, to exacting dimensional, angular and surface locations, select operations, feeds and depth of cut.

107.115 GRINDER (UNIVERSAL)
GRADE 4
Make exacting and sometimes difficult setups, and operate equipment to external, internal and surface grind a wide variety of parts having shoulders, steps, tapers, contours or recesses, with close relationship of dimensions and surfaces. Plan methods and operate sequence. Select wheels, feeds, speeds and depth of cut, dress wheels for contours and recesses. Work to exacting tolerances and finish requirements.

107.445 LEAD PUNCH PRESS
GRADE 6
As a setter and group leader, responsible for group performing operations on small and medium size presses to accomplish a variety of simple operations, such as blanking, piercing and simple forming. Adjust stroke, stock stops, automatic roll feed, straightener and knockout devices. Determine when dies need sharpening or adjustment.

107.443 LEAD PUNCH PRESS
GRADE 4
As a setter and group leader, responsible for group performing a broad range of complicated work on presses of any capacity, involving the use of progressive, subpress, combination, lamination, complex forming and deep drawing dies. Set dies and make adjustments to air and mechanical knockout devices, automatic roll feed mechanism and length of ram stroke to produce parts in accordance with tolerances and requirements. Inspect first piece, diagnose and correct problems and determine when dies should be sharpened. Install specified dies for special work.
107.163 MACHINIST I  
GRADE 6  
First of three levels of skilled machinist work. The job typically requires a technical degree in machining and little or no work experience, or equivalent. Operates alternately more than one type of machine tool such as grinders, millers, drill presses, lathes, etc., on machining operations of moderate complexity. Projects have some diversity and may be in support of production operations or job shop machining. This is not a production machine tool operator.

107.625 MACHINIST II  
GRADE 4  
Second of three levels of skilled machinist work. The job typically requires a technical degree and 2+ years of experience, or equivalent. Under limited supervision, performs complex machining operations in support of production operations or job shop machining. Operates various types of machine tools and performs progressive machining operations for metal parts, tools and machines with close tolerances or high finish requirements. Fits and assembles where necessary, using machinists' hand tools and measuring instruments. Has familiarity with working properties of various materials. May program CNC machines in the course of making parts. This is not a production machine tool operator.

107.588 MACHINIST III  
GRADE 3  
Third of three levels of skilled machinist work. The job typically requires a technical degree and 5+ years of experience, or equivalent. Without technical supervision performs the most complex machining and fitting of all kinds of parts, tools, and machines in support of production operations or job shop machining. Lays out work from blueprints, sketches, and written specifications. Sets up and operates all available machine tools and performs progressive machining operations on work involving very close tolerances or unusual requirements. Determines operation sequences. Uses skillfully all machinists' hand tools and measuring instruments. Familiar with working properties of all materials. Programs CNC machine tools in the course of making parts. Fits and assembles where necessary. At this level machinists serve as technical resources for less experienced machinists. This is not a production machine tool operator.

107.289 MILLING MACHINE OPERATOR  
GRADE 7  
Make ordinary setups and operate milling machine, following standard practice. Perform a variety of operations such as cutting key ways, slotting, straddle milling and end milling. Select cutters, feeds and speeds. Work to close tolerances.

107.287 MILLING MACHINE OPERATOR  
GRADE 5  
Plan, lay out and perform varied and unusual operations, involving close tolerances between milled surfaces, sections and holes. Set up complicated or irregularly shaped parts or thin section castings, requiring careful blocking and clamping to avoid springing or distortion. Set adjustable boring head, dividing head for helical cutting, vertical or circular attachments. Select speeds, feeds and tooling, determine operation sequence.

107.626 PLATER  
GRADE 5  
Under direct supervision, performs a wide range of electroplating processes to obtain finishes on a variety of parts and completed devices of one or more metals. Follows standardized methods and procedures to produce optimum plating results. Cleans, strips, etches, bright dips, electro polishes, and oxidizes parts. Makes up and replenishes solutions according to formulas. Works from drawings, specifications, work orders, and instructions. Typically requires a high school education or equivalent and may require some technical training.

107.317 PUNCH PRESS OPERATOR  
GRADE 10  
Perform simple piercing, forming, riveting and staking operations on small parts and subassemblies of negligible weight, following detailed instructions, where setups are made by others. Detect and report faulty operations.

107.315 PUNCH PRESS OPERATOR  
GRADE 8  
Perform blanking, piercing and forming operations on a variety of parts, following general instructions. Setups are made by others. Detect faulty operations and notify superior when dies need sharpening.
107.313 PUNCH PRESS OPERATOR  
GRADE 6  
Perform blanking, piercing, forming and drawing operations on a limited variety of parts. Set up press and adjust stroke, stock stops, automatic roll feed and straightener and dial feeds. Adjust knock-out devices, air or spring pressure for drawing. Determine when dies need sharpening or adjustment.

107.324 SAW OPERATOR (CUT OFF)  
GRADE 8  
Measure stock to length or dimension for angle cuts, scribe between dimensions, cut from layout, using fixtures provided on ganged or single piece angle work. Operate hack, band and abrasive saws, adjust speeds and feeds for a wide variety of materials, using charts furnished. Store stock materials, identify and fill orders.

107.331 SCREW MACHINE OPERATOR (AUTOMATIC)  
GRADE 5  
Set up and perform a normal range of operations on single or multiple spindle automatics, following standard methods and procedures. Select cams, tooling, speeds and feeds. Grind tools to meet varying conditions and materials. Install specified cams and tools for special or short run jobs.

107.586 MULTI-MACHINE LEAD (MACHINING)  
GRADE 4  
As a setter and group leader, responsible for persons performing a broad range of operations such as drilling, milling and profiling, using hand screw or turret lathe, boring machines and grinders on a wide variety of parts. Check to verify availability of materials and tools, make setups, select tools, speeds and feeds for various materials and varying operating conditions and arrange work place for most efficient operation. Assign work and instruct operators. Prepare reports on group activities. Perform any variety of operations within group to maintain flow of work.

107.282 MULTI-MACHINE OPERATOR (MACHINING)  
GRADE 8  
Perform a limited range of operations on a limited variety of milling and profiling machines, bench lathes, drills, punch and hydraulic or foot operated presses. Setups, fixtures, tools, speeds and feeds are furnished by others. Check work, using various measuring instruments. Make minor adjustments, replace drills and tools.

107.280 MULTI-MACHINE OPERATOR (MACHINING)  
GRADE 6  
Perform a broad range of machining operations such as milling, profiling, drilling, bench or turret lathe operations, boring and surface grinding on a wide variety of large, expensive castings and parts, where setups, tooling, speeds and feeds are usually provided by others. Install tools as required on more complicated setups, with final adjustments made by others. Maintain setups, replace dull tools, change over and adjust. Check work, using various instruments.

107.621 UTILITY OPERATOR  
GRADE 9  
Carries or handtrucks supplies to work stations. Cleans equipment. Inserts parts into partial assembly, during various stages of assembly to complete product. Marks or tags identification on parts. Observes operation and notifies equipment operator of malfunctions. Starts machines or equipment to begin process. Tends equipment to facilitate process. Washes machines, equipment, vehicles and products. Performs simple machining operations to prepare material for subsequent operations.
108.615 CNC MACHINING CENTER OPERATOR I
GRADE 9
First of three levels of CNC machining center operator. The job typically requires the ability to follow written instructions and read blueprint specifications, or equivalent. Operates and adjusts semi-automatic or automatic numerically controlled machine tools to perform standard and repetitive sequences of operations where programs are provided and setups are often made and maintained by others. Requires knowledge of operations include drilling, boring and milling, turning, etc., employing recognized tooling and procedures and where tolerances are close, but not difficult to maintain. Checks parts for conformance to specifications.

108.546 CNC MACHINING CENTER OPERATOR II
GRADE 6
Second of three levels of CNC machining center operator. The job typically requires knowledge of machining techniques and methods and familiarity with computer numerically controlled machine tool operating procedures, plus the ability to follow written instructions and read blueprint specifications and 2+ years of experience, or equivalent. Sets up, adjusts and checks out programming, and operates numerically controlled machine tools to perform a series of progressive machining operations on repetitive work to close and exacting tolerances and finish specifications requiring considerable skill. Works from programming instructions, operational data and machine setup instructions defining and coding tool arrangements, material clamping methods, machine calibrations and console settings, for operations such as bore, mill, drill, face, thread and occasional profiling and contouring. Checks parts for conformance to specifications. Operators may run more than one unit simultaneously.

108.545 CNC MACHINING CENTER OPERATOR III
GRADE 5
Third of three levels of CNC machining center operator. The job typically requires 5+ years of combined formal training and experience, or equivalent. Requires a broad knowledge of machining techniques and familiarity with computer numerically controlled machine tool operating procedures. Setups involve familiarity with and understanding of program formats involving combinations of operations such as profile and contour milling, boring, recessing, turning, drilling, threading, etc., to the capacity of the machine and control factor. Performs advanced setup operations, adjusts and checks out programming and operates numerically controlled machine tools to perform a complex series of progressive machining operations on a diversified line of work to close and exacting tolerances and finish specifications requiring a high degree of skill. May set up machines for and instruct other operators. Checks parts for conformance to specifications. Operators may run more than one unit simultaneously.

108.620 LASER SETUP AND OPERATOR (CNC)
GRADE 5
Sets up and operates computer numerically controlled (CNC) laser machines to cut metallic and nonmetallic workpieces according to specifications and tooling instructions, applying knowledge of laser cutting methods. Plans job setups, reviews process sheet and calls up program to determine requirements to perform a variety of close tolerance laser cutting operations as well as matching the laser process to the material. Inputs required program instructions and make minor modifications as required.

108.553 MACHINING CENTER LEAD (CNC)
GRADE 4
As a setter and group lead, plan job setups, review process sheet and call up program to determine tools required to perform a wide variety of very close tolerance drilling, tapping and milling operations. Insert tools in tool holders or install preset tools in machine. Adjust tool travel distance. Input required program instructions and make minor modifications as required. Monitor machine operations, inspect machined parts to ensure job specifications are maintained. Replace dull tools as necessary.

108.617 MILLING MACHINING SETUP AND OPERATOR (CNC)
GRADE 5
Sets up and operates multi-axis numerical-control milling machine to mill surfaces of metallic and nonmetallic workpieces according to specifications and tooling instructions, applying knowledge of machining methods. Plans job setups, reviews process sheet and calls up program to determine tools required to perform a wide variety of very close tolerance milling operations. Inserts tools in tool holders or install preset tools in machine. Adjusts tool travel distance. Inputs required program instructions and makes minor modifications as required. Monitors machine operations, inspects machined parts to ensure job specifications are maintained. Replaces dull tools as necessary. May have to call up a program from a CAM system or perform manual data input.
108.618 TURNING CENTER SETUP AND OPERATOR (CNC)
GRADE 5
Sets up and operates numerical-control turning center to turn metallic and nonmetallic workpieces according to specifications and tooling instructions, applying knowledge of machining methods. Plans difficult setups and performs operations, including multi-cut tooling, on fairly complicated work, to close tolerances and relationships to stepped diameters, shoulders, recesses and formed sections for standardized products. Determines operation sequence and details. Select tools, feeds and speeds, set box tools, grind ordinary form tools. May have to call up a program from a CAM system or perform manual data input.

108.619 WIRE EDM SETUP AND OPERATOR (CNC)
GRADE 4
Sets up and operates one or more wire electrical-discharge machines to cut metal workpieces to specifications. Mounts, installs, aligns, and secures wire, tools, attachments, fixtures, and workpiece on machine. Calculates and sets machine controls to position tools, synchronize tape and tool, or regulate cutting depth feed, or coolant flow. Loads control media, such as tape, card, or disk, in machine controller or enters commands to retrieve programmed instructions. Starts automatic operation of numerical control machine to machine parts or test setup, workpiece dimensions, or programming.
109.189 AUTOMOTIVE MECHANIC
GRADE 5
Repair gasoline or diesel powered automobiles and trucks. Disassemble and overhaul engines, transmissions, clutches, rear ends and other assemblies. Replace worn or broken parts, grind valves, adjust brakes, tighten body bolts and align wheels. Lubricate vehicles and perform other duties in connection with maintenance and operation of motor vehicles, except finished body and fender work, re-upholstery and painting.

109.611 BUILDING/GROUNDS MAINTENANCE MECHANIC I
GRADE 6
First level of building/grounds maintenance mechanic. The job typically requires a technical school degree, or equivalent. Work involves planning and performing work relating to repair of buildings, mechanical and/or electrical equipment; installing and aligning new equipment; and repairing building, floors, stairs, etc. Works independently on projects of limited complexity or as an assistant to more experienced maintenance staff on more difficult projects. This is not a janitor job even though janitor duties may be performed a minor amount of the time.

109.610 BUILDING/GROUNDS MAINTENANCE MECHANIC II
GRADE 2
Experienced level of building/grounds maintenance. The job typically requires a technical degree, or equivalent, and 3+ years of experience. Work involves planning and performing work relating to repair of buildings, mechanical and/or electrical equipment; installing and aligning new equipment; and repairing building, floors, stairs, etc. Works independently on projects of greater complexity and may provide direction to an assistant or to less experienced maintenance staff. This is not a janitor job even though janitor duties may be performed a minor amount of the time.

109.027 CARPENTER
GRADE 4
Lay out, construct and repair a wide variety of woodwork requiring close fitting, skillful joining and fine finishes involving accuracy and difficult work on all types of woodworking machinery. Select materials and make estimates. May plan and lay out work for several lower class carpenters.

109.060 ELECTRICIAN I (ASSISTANT) *NEW*
GRADE 6
First of three levels of electrician work. The job typically requires less than one year of formal technical training, or equivalent. Under close supervision assists others in installing and maintaining electrical equipment such as large control panels, switchboards, junction boxes, switches, motors, etc. Tests circuits with testing equipment and reports readings for diagnosis by others. Under direction, performs wiring of ordinary light circuits; setting circuit breakers; repairing switches, small motors and simple starting and control devices; replacing lights and fuses; and minor trouble shooting. Uses hand and power tools. May work from simple wiring diagrams.

109.058 ELECTRICIAN II (JOURNEY)
GRADE 4
Second of three levels of electrician. The job typically requires completion of two years of formal technical school training and 3+ years of job experience, or equivalent, and successful completion of the board exam for licensing as a journey-level maintenance electrician. Plans and performs jobs of installing and maintaining a variety of electrical equipment such as control panels, switchboards, junction boxes, switches, etc. Connects and disconnects electric powered machines; repairs motors and generators; replaces fuses and sets circuit breakers on high and low tension circuits. Diagnoses electrical trouble. Uses hand and power tools. Works from wiring diagrams. Planning may involve determination of method and sequence of operation and selection of materials to be used. Works independently and may provide direction to an assistant or to less experienced electricians.
109.056 ELECTRICIAN III (MASTER)  
GRADE 2  
Third of three levels of electrician. The job typically requires completion of two years of formal technical school training and 5+ years of job experience, or equivalent, and successful completion of the board exam for licensing as a master electrician. Approves wiring plans for new installations. Plans and performs jobs of installing and maintaining a variety of electrical equipment such as control panels, switchboards, junction boxes, switches, etc. Connects and disconnects electric powered machines; repairs motors and generators; replaces fuses and sets circuit breakers on high and low tension circuits. Diagnoses electrical trouble. Uses hand and power tools. Works from wiring diagrams. Planning may involve determination of method and sequence of operation and selection of materials to be used, establishment of work procedures. Works independently and may provide direction to assistants or to less experienced electricians.

109.165 MACHINE MAINTENANCE MECHANIC I  
GRADE 3  
First level of three levels of maintenance mechanic. The job typically requires 2 years of technical training and less than 1 year of experience, or equivalent. With readily available technical guidance, keeps plant machinery and mechanical equipment in good repair. Examines machines to diagnose trouble, dismantles machines, replaces defective parts, reassembles machines and makes necessary adjustments to ensure efficient operation. At this level much of the time is spent assisting more experienced maintenance mechanics.

109.164 MACHINE MAINTENANCE MECHANIC II  
GRADE 2  
Second of three levels of maintenance mechanic; experienced level. The job typically requires 2 years of technical training and 3+ years of related experience, or equivalent. Under limited supervision and with minimal technical guidance, keeps plant machinery and mechanical equipment in good repair. Examines machines to diagnose trouble, dismantle 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.

109.624 MACHINE MAINTENANCE MECHANIC III  
GRADE 1  
Third of three levels of maintenance mechanic; advanced level. The job typically requires 2 years of technical training and 5+ years of related work experience, or equivalent. Specific skills include mechanics, pneumatics, hydraulics, machining, welding and electrical. Duties include installation, maintenance and repair of production or processing equipment. Incumbents may fabricate machine guards, install or repair conveyors, 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.

109.130 MAINTENANCE HELPER  
GRADE 9  
Perform routine duties to assist tradespeople and technicians in the performance of their duties. Move material, tools and supplies, position work, hold ladders, clean up debris after completion of jobs and clean machines.

109.128 MAINTENANCE HELPER  
GRADE 7  
Perform routine repairs and preventive maintenance activity as directed. Assist tradespeople by performing a variety of duties as directed, such as oiling machines, following prescribed schedule, obtaining tools, materials or supplies, assisting with adjustments, replacing fuses and light bulbs, positioning work and holding ladders.
110.482 HEAT TREATER
GRADE 6
Perform hardening, drawing, carburizing and normalizing on standard products following standard procedures. Operate gas, electric and controlled atmosphere furnaces. Set temperatures, quenching, medium and cycle times as specified.
112.159 INJECTION MACHINE LEAD
GRADE 4
Responsible for group of operators performing plastic molding machine operations to produce a wide variety of small and lightweight parts to close tolerances, following established procedures. Set up machines and work area. Obtain mold box, trim fixtures or side cutters, inspection gauges and material instructions. Load hoppers, purge machine, start up job and arrange for scrap disposition. Direct and instruct operators in operation and production requirements. Under direction of supervisor, make mold setups when scheduled. Furnish operator relief.

112.590 INJECTION MACHINE OPERATOR
GRADE 8
Change over, adjust and operate automatic injection molding machine, where setups are made by others. Maintain press times, temperatures and pressures specified. Prepare molds and heat preforms, place inserts and weigh molding abrasive and nonabrasive thermoplastic material to produce a wide variety of close tolerance parts in large quantities, in conformance to specifications and detailed instructions.

112.541 INJECTION MACHINE SETTER
GRADE 5
Perform duties to set up manual, semiautomatic and fully automatic injection molding machines. Work from schedules and instructions. Position and clamp mold into press bed. Connect water lines, adjust and regulate heat, set clamp height and connect electrical lines and hydraulic slides, making required adjustments. Attach and adjust ejector systems. Set cycle for machine and run sample piece part for simple production jobs. Examine for defects and readjust controls as necessary. Ensure that correct raw materials are in machine hoppers. Load hoppers during production as necessary. Notify supervisor of unusual equipment or operating problems. Troubleshoot equipment and make simple mechanical repairs as necessary.
113.570 PRESS HELPER
GRADE 8

113.571 PRINTING PRESS OPERATOR (MULTICOLOR WEB PRESS)
GRADE 3
Setup and monitor large, multi-color web press to run a variety of items of high quality registration and color requirements. Check jobs for proper color placement, paper flow, area temperature and humidity control and make needed adjustments. Trouble shoot and correct print and press problems. Direct the work of a second press operator and helper.
114.467 OFFICE JANITOR
GRADE 10
General labor job. The job typically requires the ability to follow basic verbal and written instructions, such as the ability to read and follow label instructions on cleaning supplies. Job duties include sweeping floors, vacuuming carpeting, removing wastepaper and other refuse, and dusting furniture and fixtures. May also include performing routine light manual work in cleaning and sweeping offices, halls, restrooms, etc. Do not report plant maintenance staff unless office maintenance duties are secondary.

114.628 PIPE FITTER/PLUMBER
GRADE 4
Under general supervision, inspects, installs, repairs, and replaces pipes, fittings, and plumbing fixtures to maintain the heating, water, gas, and drainage systems. Cuts, bends, threads, and fits pipes with adjoining pipe assemblies. Caulks leaks and opens clogged drains. Interprets blueprints and works from sketches or verbal instructions. Performs all work in accordance with established safety procedures. Inspects completed work to ensure compliance with engineering specifications and local building codes. Typically requires a plumber’s license.

114.034 PLANT JANITOR/SANITATION
GRADE 8
General labor job associated with plant or facility sanitation duties. The job typically requires the ability to follow basic verbal and written instructions, such as the ability to read and follow label instructions on cleaning supplies. Duties include cleaning walls, floors, equipment, or any other areas of the facility. Duties include disposing of waste, sanitation of facilities and equipment, maintenance of lighting, and other related facilities and grounds duties. Incumbents may assist maintenance mechanics with maintenance of equipment. Work may include moderate to heavy lifting. Do not report office maintenance staff.

114.116 SECURITY GUARD
GRADE 8
Make regular watch rounds of premises outside of scheduled working hours, where frequency of trips and stations is prescribed. Check buildings, equipment and materials for leaks, fires, unauthorized individuals and other conditions. Ensure that all entrances and windows are secured, and that elevator and fire doors are closed. Make written report of all irregularities or unusual circumstances.
SECTION C
(100s) PRODUCTION, MAINTENANCE AND SERVICE JOB DESCRIPTIONS
SHEET METAL (115)

115.250 FABRICATING MACHINE OPERATOR (SHEET METAL)
GRADE 8
Change over, adjust and operate a variety of sheet metal working machines, following prescribed operation sequence and using furnished tools. Check work, using scales, square, template or sample, for conformance to fairly liberal tolerances.

115.248 FABRICATING MACHINE OPERATOR (SHEET METAL)
GRADE 6
Set up and operate a full range of sheet metal working machines to produce a wide variety of close tolerance products. Select operation sequences and tools when not prescribed. Check work, using scales, square, protractor, template and sample or by fitting to mating parts. Make machine adjustments.

115.422 FABRICATING MACHINE SETTER (SHEET METAL)
GRADE 5
Set up all types of sheet metal working machines. Select operation sequences. Lay out sheets for economical use of material, making bending and forming allowances. Improvise methods and tools for unusual operations. Check work to close tolerances. Make machine adjustments and minor repairs. Assign work to group according to individual abilities. Maintain quality and production standards for a group of lower graded persons.

115.599 PRESS BRAKE OPERATOR
GRADE 6
Set up and operate press brake. Work from fairly complicated drawings, layouts, sketches and templates to close tolerances. Plan sequence of operations. Select dies and methods for a wide variety of unusual press brake operations.

115.295 PRESS BRAKE OPERATOR
GRADE 4
Perform a wide variety of press brake operations, usually on heavy steel plate, stainless steel or aluminum. Select multiple purpose and general purpose press brake dies. Set dies and stops and adjust ram for varying plate thicknesses. Improvise, build or recommend special purpose tooling to meet requirements and lay out location of holes, cutouts and bends, making allowances for welding and convenience in assembly if required. Plan sequence of multiple pass operations for series of bends and other fabricating operations on complicated sections. May direct lower level operators.

115.565 SLITTER OPERATOR
GRADE 7
Changeover and operate slitting machine to cut sheet metal into strips of specified length. Measure and reposition knife blades. Monitor operation for proper material flow and take up. Check strip widths for specified dimension. Replace dull knives and sheet metal rolls as necessary.
116.629 CRAFTED
GRADE 7
Under direct supervision, responsible for building crates and boxes. May wrap materials and apply protective coating. Works with power tools, various hand tools, and supplies. Typically requires a high school education or equivalent and may require some technical training.

116.054 DRIVER I
GRADE 7
Drives a motor vehicle (automobile, utility van, pickup, light truck, etc.) up to 26,000 pounds gross vehicle weight (GVW) on the public highways to transport non-hazardous materials or equipment. The job typically requires a valid driver’s license, but not a commercial driver’s license (CDL). Typically loads or unloads the vehicle. Convert pay into an average hourly rate if pay is based on mileage or has a mileage component. Does not include bus drivers.

116.630 LONG DISTANCE TRUCK DRIVER
GRADE 8
Under direct supervision, drives a truck or tractor-trailer truck to transport materials, merchandise, machinery, or equipment on interstate or long-distance runs. May load or unload truck, makes minor mechanical repairs and keeps the truck in good working order. Typically requires a high school education or equivalent and may require some technical training.

116.124 FORK LIFT DRIVER (POWER)
GRADE 8
General warehouse labor job. The job typically requires the ability to follow basic written and verbal instructions, such as bills of materials and shipping documents, or equivalent. With readily available supervision, workers operate a gas or electric powered forklift truck to move, stack, load, or unload materials in and about plant, warehouse, staging area, etc. Work may include using banding and shrink wrap machines. Workers may use bar code readers, computer terminals or other electronic devices to track product as it is moved.

116.032 INVENTORY CONTROL CLERK / CYCLE COUNTER
GRADE 9
First level of inventory clerical work. The job typically requires math and problem solving skills equivalent to a high school diploma and no experience, or equivalent. Duties include counting inventory at various locations within the organization and matching results with inventory records. Incumbents may attempt to resolve differences by locating product or isolating errors in records. Incumbents use computer terminals or PC’s to record data. Incumbents follow established procedures and have readily available supervision.

116.122 LEAD MATERIAL HANDLER
GRADE 7
Lead a group seldom over 10 persons in unloading, loading moving and storing a variety of products. Assist with difficult loading or unloading operations. Operate a variety of material handling equipment. Check identification, quantities and location of materials to ensure fulfillment of routing, delivery tickets or orders. Inspect possible damage to material during loading or unloading operations. Assign and check work. Report on group activities. Perform a variety of duties within a group to ensure work flow.

116.121 LEAD MATERIAL HANDLER
GRADE 6
Lead a group of up to 25 persons unloading, loading moving and storing a variety of products. Assist with difficult loading or unloading operations. Operate a variety of material handling equipment. Check identification, quantities and location of materials to ensure fulfillment of routing, delivery tickets or orders. Inspect possible damage to material during loading or unloading operations. Assign and check work. Report on group activities. Perform a variety of duties within a group to ensure work flow.

116.406 LEAD RECEIVER
GRADE 6
Check, count, weigh or weigh count a wide variety of incoming parts, materials and supplies against purchase orders or packing lists for proper shipment, shortages, damage while in transit, broken packages and obvious defects, following standard procedures. Make out receiving reports detailing errors, shortages or damages. Move or expedite material to proper department or place in temporary storage. Operate crane, hoist or power truck in unloading, moving or storing materials as required. Plan and lay out work for lower graded helpers or materials handlers.
116.550 LEAD SHIPPER-RECEIVER
GRADE 5
Count, weigh and check a wide variety of incoming materials and supplies. Make out receiving reports detailing shortages and damaged materials. Operate crane, hoist or power truck in unloading, moving or storing materials. Assemble orders for shipment. Count, weigh and check against shipping report shortages. Select shipping containers for material not packed. Specify types of crates or skids for bulky material. Count and pack a variety of small and medium parts or products in containers. Check against packing lists for inclusion of all units. Arrange for movement to work or storage areas. Select shipping method, routing and carrier when not specified by customer. Arrange for pickup by carrier. Responsible for instructing and directing a group of lower rated employees.

116.464 LEAD STOREKEEPER
GRADE 6
Responsible in general for a fairly large stock room, in accordance with standard practices. Check incoming material and supplies and report shortages or damaged material. Assign bin locations or other locations for large or bulky materials or products. Ensure that material is piled or stacked safely. Maintain stock records, post receipts and withdrawals and report shortages. Check requisitions and orders filled. Direct inventory taking. Plan, lay out work and instruct up to 10 assistants.

116.123 MATERIAL HANDLER (FORK LIFT DRIVER)
GRADE 7
Unload, move and store a variety of materials, parts or products. Unload incoming materials, check identification, report shortages or damaged materials, move to storage area. Move materials between departments, following routing, delivery tickets or orders. Fill orders from storage areas and warehouse stock and deliver to designated department. Operate power fork lift truck to move materials and stack loaded pallets. Operate walking crane or hoist in unloading and storing materials, as required.

116.125 MATERIAL HANDLER AND/OR WAREHOUSE LABORER
GRADE 9
General warehouse labor job. The job typically requires the ability to read shipping documents, or equivalent. Working under close supervision, incumbents load and unload trucks and move material within the warehouse or production facility. Work includes pulling orders together and assembling them for shipment to customers or distribution centers. Work may include using banding and shrink wrap machines. Work may include gathering or distributing product or materials within the production area. Some packaging may be required. Incumbents will typically use pallet jacks and may occasionally use a riding forklift. Workers may use bar code readers, computer terminals or other electronic devices to track product. Do not report workers with fork truck driving as a primary focus or workers with greater emphasis on shipping and receiving clerical/administrative activities.

116.126 MATERIAL HANDLER
GRADE 10
Manually unload materials from incoming trucks, move, store and stack materials and deliver materials, following prescribed practice or instructions as a crew member.

116.603 PACKER
GRADE 10
General warehouse or production labor job. The job typically requires the ability to read production or shipping documents and no previous experience, or equivalent. Primary duty is to place finished products in containers (cases) for shipping or storage. The specific operations are dependent upon the type, size, and number of units to be packed, the type of container employed and the method of shipment. Work may involve one or more of the following: knowledge of various items of stock in order to verify content selection of appropriate type and size of container; using appropriate packing material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. Workers may use bar code readers, computer terminals or other electronic devices to track product.

116.365 PACKER
GRADE 8
Pack a wide variety of parts or products in standard boxes, crates or other containers and from specified details concerning excelsior, pads and other packing materials. Block to eliminate shifting of products while in transit.
116.363 PACKER
GRADE 6
Plan, prepare and pack large and heavy products or fragile apparatus for shipment. Sketch or construct nonstandard boxes, crates or skids for domestic or foreign shipments. Select materials for packing or protection of product and method of bracing or blocking to prevent shifting while in transit. Check against packing list for inclusion of all components of completed units.

116.574 PACKER (AUTOMATED LINE)
GRADE 10
Operate automated packing equipment as directed. Load light weight product, change tape, adhesive, ink or labels as needed. Add documents or inserts as directed. Unload packed boxes, palletize and move to staging area.

116.408 RECEIVER
GRADE 8
Check, count, weigh or weigh count a wide variety of incoming parts, materials and supplies against purchase orders or packing lists for proper shipment, shortages, damage while in transit, broken packages and obvious defects, following standard procedures. Make out receiving reports detailing errors, shortages or damages. Move or expedite material to proper department or place in temporary storage. Operate crane, hoist or power truck in unloading, moving or storing materials as required.

116.607 SHIPPER
GRADE 8
Assemble orders, check against shipping or customer orders, report shortages and follow up to locate items or incomplete orders. Make out bills of lading, following standard procedures. Plan transfer of products to shipping dock, loading cars and trucks. Specify method of crating, boxing or skidding of large, heavy or bulky products. Route shipments, involving a wide variety of classifications and requiring thorough knowledge of freight rates, classifications, interstate commerce laws and regulations for most economical transportation. Arrange for carrier pickups.

116.606 LEAD SHIPPER
GRADE 6
Assemble orders, check against shipping or customer orders, report shortages and follow up to locate items or incomplete orders. Make out bills of lading, following standard procedures. Plan transfer of products to shipping dock, loading cars and trucks. Specify method of crating, boxing or skidding of large, heavy or bulky products. Route shipments, involving a wide variety of classifications and requiring thorough knowledge of freight rates, classifications, interstate commerce laws and regulations for most economical transportation. Arrange for carrier pickups. Responsible for instructing and directing a group of lower graded loaders and packers.

116.608 SHIPPING AND/OR RECEIVING CLERK
GRADE 7
Warehouse clerical/administrative job. The job typically requires reading, math and communication skills equivalent to a high school education and one or more years of related experience, or equivalent. Primary duties are the following: to ship goods from the establishment; prepare records of goods shipped; make up bills of lading; post weight and shipping charges; keep files of shipping records; receive incoming shipments of merchandise or other materials; verify correctness of shipments against bills of lading, invoices, etc.; keep records of goods received; report damaged goods and shortages; route goods to the proper departments. Workers may use bar code readers, computer terminals or other electronic devices. Work may include material handling.

116.031 STOCK CHECKER/SELECTOR/PICKER
GRADE 8
Assemble materials or product orders, count and weigh and move or direct movement to designated floor locations. Record time, date, method and quantity of shipments. Compare lot numbers of cases, crates or packages with numbers on shipping orders, memos or bills of lading as material is loaded into freight cars or trucks. Report shortages or errors. Assist in selecting storage places and taking inventory. Operate power lift truck.

116.466 STOREKEEPER
GRADE 8
Check incoming material and supplies and report shortages or damaged materials for small stock room. Ensure material stored safely. Check requisitions and orders filled. Take inventory.
117.477 LEAD TOOL CRIB ATTENDANT
GRADE 6
Responsible in general for large tool crib or departmental tool cribs, through assistants. Maintain inventory record of tools and supplies, issuing purchase requisitions when stock is low. Count, weigh or check incoming tools and supplies and select storage spaces. Investigate excessive consumption of supplies, damages, loss of tools and tool repair costs. Follow up on repairs to tools, jigs, fixtures and gauges. Lay out work for tool grinders and tool crib attendants, providing instruction as required.

117.184 LEAD TOOL, DIE AND GAUGE MAKER
GRADE 1
Design, develop and construct highly intricate tools, dies, jigs, fixtures and gauges, where accurate relationships, fitting and interchangeability of parts require maintenance of extremely close tolerances. Devise special mechanisms to meet or obtain specific requirements. Determine metal flow in dies, select allowances, perform difficult development work, make tool tryouts and diagnose and correct problems. Advise and direct activities of one or two lower graded tool makers.

117.278 MACHINE TOOL OPERATOR I *NEW*
GRADE 6
First of three levels of machine tool operator. The job typically requires the ability to follow written instructions and read blueprint specifications, or equivalent. Under close supervision, operates alternately more than one type of production machine tool such as grinders, milling machines, drill presses, lathes, etc., on routine and repetitive operations. Set-ups are usually made by others. Speeds, feeds and tooling are prescribed. Machines may have numeric controls. Does not include employees engaged primarily to operate one classification of machine tool surveyed separately.

117.277 MACHINE TOOL OPERATOR II
GRADE 5
Second of three levels of machine tool operator. The job typically requires the ability to follow written instructions and read blueprint specifications and less than 2 years of experience, or equivalent. With readily available supervision, sets up and operates alternately more than one type of production machine tool such as grinders, millers, drill presses, lathes, etc., on a limited range of production work, involving close tolerances and set-ups which are exacting but not usually highly involved or difficult. Sets up machines where speeds, feeds, tooling and operation sequence are ordinarily prescribed. Machines may have numeric controls. Does not include employees engaged primarily to operate one classification of machine tool surveyed separately.

117.275 MACHINE TOOL OPERATOR III
GRADE 3
Third of three levels of machine tool operator. The job typically requires the ability to follow written instructions and read blueprint specifications and 2+ years of experience, or equivalent. Under limited supervision, sets up and operates alternately more than one type of production machine tool such as grinders, millers, drill presses, lathes, etc., on complicated production work involving difficult operations, close tolerances, and difficult set-ups of parts of irregular shapes. Either determines feeds, speeds, tooling and operation sequence for considerable range of difficult operations or sets up pursuant to feeds, etc., prescribed in drawings or lay-outs. Machines may have numeric controls. Does not include employees engaged primarily to operate one classification of machine tool surveyed separately.

117.174 MODEL MAKER
GRADE 2
Develop and construct a wide variety of adapted or modified complicated equipment, apparatus, mechanisms or attachments from rough sketches or oral instructions. Produce workable parts, prototypes or models, exercising ingenuity and a keen sense of proportion. Rectify problems and suggest means of overcoming various obstacles. Plan and perform difficult machine tool, fitting and assembly operations. Make necessary tools, jigs and fixtures incidental to work.

117.179 MOLD MAKER
GRADE 2
Design, develop, construct, modify and repair molds, jigs and fixtures, where accurate relationships and fitting of parts require maintenance of extremely close tolerances. Devise mechanisms to meet special requirements. Analyze mold modifications to meet customer or production needs, including original designs and ideas to be installed in molds. Plan repair procedures and select or recommend special materials. Develop shrinkage and temperature allowances for very delicate mechanisms to function and maintain relative position between different sections and halves of molds under high temperature molding conditions. Direct the activities of one or two lower graded coworkers as assigned.
117.022 TOOL CRIB ATTENDANT
GRADE 10
Issue tools, dies, jigs and fixtures as requested. Check returned items for obvious damage or necessary repair or sharpening. Make record of withdrawal. Issue shop supplies. Notify supervisor of low tool or supply stocks.

117.479 TOOL CRIB ATTENDANT
GRADE 8
Responsible in general for small tool crib. Issue tools, dies, jigs and fixtures on request or according to instructions, drawings, operation sheets and tool lists. Check for obvious damages and necessary repairs or sharpening. Make record of withdrawals and receipts through card or check system. Issue supplies, maintain tool and supply stocks and issue purchase requisitions when stock is low. Select storage spaces. Grind drills and perform ordinary milling operations on cutters, taps and reamers.

117.187 TOOL AND DIE MAKER I
GRADE 4
First of three levels of tool and die maker, sometimes called apprentice. The job typically requires trade school and experience of less than 1 year. With readily available supervision and technical assistance, performs simple development work. Plans, constructs or repairs a variety of ordinary tools, dies, jigs, gauges, fixtures, to close tolerances. Performs difficult tool room machine operations. Works from complicated drawings and sketches. Uses shop mathematics and a variety of precision measuring instruments. Does skilled fitting, adjusting, etc. Typical work products include ordinary single and combination perforating and blanking dies, single position milling fixtures and box or stand type drill jigs.

117.186 TOOL AND DIE MAKER II
GRADE 3
Second of three levels of tool and die maker. The job typically requires trade school and 3+ years of tool room experience, or equivalent. Under limited supervision and with minimal technical guidance, performs difficult development work. Plans, designs, constructs or repairs a wide variety of intricate and complicated tools, dies, jigs, gauges, fixtures, to close tolerances. Constructs complex units where design is available. Selects allowances and devises mechanism detail. Does skilled fitting, timing and adjusting. Works from complicated drawings and sketches. Uses advanced shop mathematics and all types of precision measuring instruments. Typical work products include combination dies for parts of irregular contour, ordinary index milling fixtures, box type drill jigs with difficult locating or nesting features and complicated foot press and arbor press tools.

117.185 TOOL AND DIE MAKER III
GRADE 2
Third of three levels of tool and die maker. The job typically requires trade school and 6+ years of tool room experience, or equivalent. Under general supervision and without technical guidance, other than engineering input, performs the most difficult development work. Plans, designs, constructs or repairs a wide variety of highly intricate and complicated tools, dies, jigs, gauges, fixtures, to extremely close tolerances. Constructs tools where no design is available. Selects allowances and devises mechanism detail. Does highly skilled fitting, adjusting, and timing. Performs any tool room machine operation. Works from complicated drawings and sketches. Uses advanced shop mathematics and all types of precision measuring instruments. Typical work products include multi-station progressive dies, intricate compound dies of irregular shape, sub-press dies for parts of delicate outline and complex index milling fixtures.

117.622 TOOL, DIE AND MOLD REPAIRER
GRADE 3
Repairs a wide variety of tools, dies, molds, jigs, fixtures and gauges working to close tolerances. Diagnoses and corrects problems in complicated dies, molds, and tools. Performs machining operations on die components and inserts to either repair a die or modify a die for production. Diagnoses problems and prepares corrective actions from the material strip or piece parts.
118.489 ARC WELDER
GRADE 5
Perform ordinary hand welding operations in all positions for mechanical strength and high pressure on a wide variety of assemblies and products. Block, clamp or hold parts in relative position to avoid distortion. Operate machine, regulate current and voltage for proper fusion of metals and select electrode type and size.

118.495 COMBINATION WELDER
GRADE 5
Operate arc or gas welding equipment together with atmospheric control equipment for ordinary hand welding operations in all positions to meet specifications for mechanical strength and high pressures on diversified assemblies and products composed of alloys. Block, clamp or hold parts in relative position to avoid distortion. Operate machine, regulate current and voltage for proper fusion of metals, pressures and flow of gas or other materials. Select electrode type and size, tip sizes and welding rod for oxyacetylene welding.

118.452 LAYOUT/ASSEMBLY WELDER
GRADE 5
Set up and tack weld a wide variety of large and fairly complicated assemblies and subassemblies, working from complicated drawings. Determine number and content of subassemblies to facilitate final assembly and welding. Assemble, align and square up parts and subassemblies, fit and grind.

118.487 LEAD ARC WELDER
GRADE 3
Perform unusual and difficult horizontal and vertical welding operations on a broad range of metals and alloys to produce a wide variety of large and complex units with high strength and pressure requirements. Plan welding sequence, select electrode type and size, current and voltage. Regulate current and voltage for proper penetration and fusion of dissimilar metals. Align parts to exacting tolerances and secure welds of maximum strength with minimum distortion, working in confined areas. Instruct, direct and assist lower graded welders.

118.500 WELDER I
GRADE 7
First level of production welding. The job typically requires technical training in welding and experience of less than 1 year, or equivalent. With readily available supervision and technical guidance, positions material to be welded, using standard fixtures in most cases, and applies hand-eye coordination to achieve the desired weld. Materials welded may include steel, stainless, aluminum or various alloys and the methods may include gas welding, shielded metal arc, gas-tungsten arc, gas-metal arc or submerged arc, but the variety of applications tends to be limited to standard products and materials where plans are specified, welding positions are routine and work may be characterized as longer production runs. Regulates heat and feed and may select electrodes, tips and rods. Works from specifications, drawings, prints and welding symbols.

118.493 WELDER II
GRADE 3
Advanced level of production welding. The job typically requires technical training in welding and 3+ years of related experience, or equivalent. May require special certification. Under limited supervision and minimal technical guidance, positions material to be welded and applies hand-eye coordination to achieve the desired weld. Materials welded may include steel, stainless, aluminum, or other alloys, and the methods may include gas welding, shielded metal arc, gas-tungsten arc, gas-metal arc or submerged arc. All-position welding may be required. The variety of applications requires an ability to plan, layout and perform diversified work, which may be characterized as short run production or job shop (custom work). Includes high pressure and code welding or other work involving critical safety and load requirements or welding where appearance is critical. Regulates heat and feed and may select electrodes, tips and rods. Works from more complex specifications, drawings, prints and welding symbols. May provide technical direction to others.
201.325 ACCOUNTING CLERK I (ENTRY LEVEL)
GRADE 3
First of three levels of accounting clerical work. The job typically requires reading, communication and math skills commensurate with a high school education or GED and no previous accounting experience, or equivalent. Work is task oriented, routine and repetitive, such as matching bills to purchase orders or entering data. Much of the time is spent using a keyboard. Follows instructions and is subject to close supervision.

201.004 ACCOUNTING CLERK II (EXPERIENCED)
GRADE 4
Second of three levels of accounting clerical work. The job typically requires a general understanding of accounting principles commensurate with 2+ years of accounting training or experience, or equivalent. In larger departments this level may specialize in accounts payable, accounts receivable or another area of accounting. Incumbents make routine choices within established procedures. Incumbents perform basic troubleshooting to reconcile account balances and inquiry to obtain missing information or verify unusual data. An intermediate level of computer skill is required, usually involving use of an accounting software package and spreadsheets to enter, compile or extract data. Work is relatively independent, with supervision available to address non-routine questions.

201.003 ACCOUNTING CLERK III (ADVANCED)
GRADE 5
Third of three levels of nonexempt accounting. The job typically requires 5+ years of accounting training and experience, or equivalent. This job may be called Accounting Technician or Senior Accounting Clerk. Incumbents at this level are qualified to work in all phases of accounting. However, in a large organization work may be specialized. Incumbents make non-routine choices within established precedent and with limited supervision. A higher level of computer skill is required, including mastery of the internal accounting package and strong spreadsheet skills. At this level, incumbents will assist with monthly trial balances and custom report generation involving intermediate levels of financial analysis using generally prescribed procedures. Incumbents may provide technical direction and work review to lower level accounting staff, but do not provide complete supervision. Do not report staff with four-year degrees in accounting or a closely related field.

201.360 BILLING CLERK
GRADE 4
Check shipping memorandums received with orders, and prepare and process invoices from standard price lists. Enter required data from customer or internal orders or other media. Calculate extensions and add extended figures for gross charges of goods shipped and make other additions and deductions as indicated. Recheck processed invoices. Separate and distribute copies.

201.002 BOOKKEEPER (SMALL ORGANIZATION)
GRADE 7
Experienced level bookkeeping job. This job typically requires a general understanding of accounting principles commensurate with 2+ years of accounting training or experience, or equivalent. Responsible for diverse duties in maintaining accounting records in a small company or office. Higher level accounting and financial system work is often provided by outside consultants or CPA’s. Incumbents post entries from a wide variety of sources into ledgers and journals, often using computer applications. Incumbents reconcile bank statements, monitor schedules for notes payable and receivable, bonds, securities and interest, cross check, make comparisons, balance accounts and take trial balances. Work often includes payroll, credit and collection duties. Work is regularly reviewed by outside consultants or auditors to verify appropriate procedure and accuracy. Duties require analysis of facts to determine action to be taken within the limits of standard practice. Incumbents may regularly prepare budget status reports for managers. Incumbents may devote a minor portion of time to performing other office support duties. Do not report staff with four-year accounting or closely related degrees.

201.361 CREDIT AND/OR COLLECTION CLERK
GRADE 4
Experienced level of credit and collections clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and 2+ years of related experience, or equivalent. Work includes reviewing credit applications and delinquent accounts; researching information from credit organizations; maintaining records on delinquent accounts and credit risks. Incumbents issue progressive requests for payment of past-due accounts. Much of the time is spent using a keyboard and using appropriate software applications, including web resources. Incumbents make non-routine choices within established precedent and policies, referring unusual situations to a supervisor.
201.229 CREDIT AND/OR COLLECTION SPECIALIST
GRADE 7
Professional level of credit and collections work. The job typically requires a bachelor’s or associate’s degree with 1+ years of credit/collection experience, or equivalent. Work includes reviewing credit applications and delinquent accounts, researching information from credit organizations, maintaining records on delinquent accounts and credit risks. Issues progressive requests for payment of past-due accounts. Within policy limits, works out payment plans for past due accounts, referring large cases to the manager for approval. Has frequent contact with sales staff regarding qualification of accounts.

201.022 PAYROLL CLERK I
GRADE 4
First level of payroll clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and less than 1 year of related training and experience, or equivalent. Incumbents follow standard procedures in making a variety of system entries and computations from data on employee time cards or computer entries. Work includes entering rate changes, totaling hours and distributing or allocating costs; checking computations of timekeepers and researching shortage claims. Work may include calculating total earnings, overtime, taxes, withholding for premiums and savings and similar factors. Work may include coordinating with an outside payroll service to produce calculations, print checks and prepare total payroll reports. Much of the time is spent using a keyboard. Incumbents may use specialized software packages to enter and compute payroll. Incumbents follow standard procedures and have readily available supervision.

201.433 PAYROLL CLERK II
GRADE 5
Highest level of payroll clerical work. The job typically requires reading, communication and math skills commensurate with a high school diploma or GED and 3+ years of related training and experience, or equivalent. Incumbents follow standard procedures in making a variety of system entries and computations from data on employee time cards or computer entries. Work includes entering rate changes, totaling hours and distributing or allocating costs; checking computations of timekeepers and researching shortage claims. Work may include calculating total earnings, overtime, taxes, withholding for premiums and savings and similar factors. Work may include coordinating with an outside payroll service to produce calculations, print checks and prepare total payroll reports. Work may also include calculating commissions, administering executive compensation and record maintenance of short and long-term incentive plans. Much of the time is spent using a keyboard. Incumbents may use specialized software packages to enter and compute payroll. Incumbents may provide work direction or check the work of less experienced payroll staff.

201.320 PAYROLL SUPERVISOR/ADMINISTRATOR
GRADE 6
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.
202.039 ADMINISTRATIVE ASSISTANT I
GRADE 5
First level administrative assistant job, typically requiring reading, communication, math and problem solving skills equivalent to a high school education or GED and 1+ years of experience, or equivalent. Performs administrative support work; specific duties vary with department(s) assigned. Assists the supervisor and other department personnel by performing a variety of duties in support of department functions, such as meeting planning, preparing documents, or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents make routine choices within established guidelines, with readily available supervision.

202.038 ADMINISTRATIVE ASSISTANT II
GRADE 6
Experienced level administrative assistant job. The job typically requires high school graduate level reading, communication, math and problem solving skills and 3+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills may include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents make non-routine choices within established guidelines, with minimal supervision.

202.037 ADMINISTRATIVE ASSISTANT III
GRADE 7
Highest level administrative assistant job, not directly supporting the CEO or President. The job typically requires high school graduate level reading, communication, math and problem solving skills and 5+ years of experience, or equivalent. Incumbents perform administrative support work; specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties, such as conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use, and may train others to use, computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents may set precedent within limits and/or administer operating rules and procedures under management guidance. Incumbents may provide work direction to other support staff.

202.012 ADMINISTRATIVE ASSISTANT TO CHIEF EXECUTIVE OFFICER
GRADE 8
Highest level administrative assistant job, equal in skills to the level III administrative assistant job, but directly supporting the CEO or President. The job typically requires high school graduate level reading, communication, math and problem solving skills and 5+ years of experience, or equivalent. Assists the top executive by performing a variety of support duties, such as screening calls, conference or meeting planning, preparing complex documents or coordinating activities. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet. Incumbents must have the ability to exercise independent judgment and exercise discretion regarding confidential matters. Incumbents may provide work direction to other support staff.

202.027 GENERAL CLERK I (ENTRY LEVEL)
GRADE 2
First of three levels of general clerical work. The job typically requires high school graduate level reading, communication and math skills and no previous experience, or equivalent. Duties include performing routine clerical procedures in support of an assigned department or function. Duties may include combinations of counter work, filing, checking, redirecting, or entering data into a computer. Incumbents follow prescribed procedures in handling, classifying, filing or indexing data. Working under close supervision, incumbents perform simple computations according to clearly defined principles. Do not report jobs specializing in customer service, accounting, data entry or filing.
202.436 GENERAL CLERK II (EXPERIENCED)
GRADE 3
Second of three levels of general clerical work. The job typically requires high school graduate level reading, communication and math skills and 2+ years or 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.

202.362 GENERAL CLERK III (ADVANCED)
GRADE 4
Third of three levels of general clerical work. This job typically requiring high school graduate level reading, communication and math skills and 5+ years of experience, or equivalent. Incumbents have a high degree of understanding of the work function and will typically provide work direction to other clerical staff within the area. Incumbents perform a variety of clerical and typing duties, some non-routine and complex in nature. Incumbents 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.

202.035 MAIL CLERK
GRADE 2
Perform a variety of routine activities in the mail room. Receive, open, and sort incoming mail for distribution. Collect and deliver mail to post office, messages and reports. Weigh and prepare all outgoing mail and some small parcel post items. Operate collating and folding equipment. Stuff envelopes for mass mailings. Keep records of postage charges and the use and sale of stamps.

202.308 MAIL CLERK
GRADE 3
Perform a variety of routine activities in the mail room. Receive, open and sort incoming mail for distribution. Collect and deliver mail to post office, messages and reports. Prepare all outgoing mail and parcel post items determining best method of delivery. Operate collating and folding equipment. Stuff envelopes for mass mailings. Keep records of postage charges. Perform general clerical duties and photocopying as required.

202.034 OFFICE HELPER
GRADE 1
Follow simple procedures or instructions. Maintain simple files, sort and alphabetize documents, stuff envelopes, make copies, send faxes, sort mail. Run interdepartmental errands. Perform other simple miscellaneous clerical duties as directed.

202.045 RECEPTIONIST
GRADE 3
This is a specialized job performing reception duties at the corporate, divisional or departmental level. The job typically requires high school graduate level communication and problem solving skills with previous experience of less than 1 year, or equivalent. Receives visitors, secures identification, and determines whom they wish to see. Announces visitors and directs them to the proper office when authorized. Issues visitor’s badge and registers as required. Work is task oriented with routine decisions within established guidelines, with readily available supervision. Incumbents may perform other support tasks that can be done while in the reception area.

202.044 TELEPHONE OPERATOR/RECEPTIONIST/SECRETARY
GRADE 4
This is a combination job performing at least two of the three listed functions in the title at the corporate, division or departmental level. The job typically requires high school graduate level communication and problems solving skills with previous experience of less than 1 year, or equivalent. Receives visitors, secures identification, and determines whom they wish to see. Announces visitors and directs them to the proper office when authorized. Issues visitor’s badge and registers as required. Operates a telephone console, receives incoming calls and connects to the proper party. Answers general requests for information within established guidelines. Performs routine secretarial duties such as typing, data entry, schedule coordination, making travel arrangements or handling company mail.
SECTION C
(200s) NON-EXEMPT OFFICE, CLERICAL AND TECHNICAL JOB DESCRIPTIONS
MANAGEMENT INFORMATION SYSTEMS (203)

203.363 COMPUTER OPERATOR
GRADE 5
Perform diversified duties to operate a computer console and peripheral equipment for a system typically a mini/mainframe. Input commands, start up, and monitor system operation. Respond to and correct error messages, following specified instructions in operating manual. Back up files and change forms in printer. Schedule work, order supplies, and maintain operating records. Check and verify completion of all computing assignments. Perform data entry input as time permits. Assist department personnel on program implementations and changes.

203.240 DATA ENTRY OPERATOR I (ENTRY LEVEL)
GRADE 4
Entry level data entry. The job typically requires high school graduate level reading, communication and math skills and no previous experience, or equivalent. Under close supervision, transcribes data from source documents using data entry devices, or a keyboard, following generally standardized procedures and instructions. Little or no selecting coding or interpreting of data is required. Incumbents refer problems, such as erroneous items or codes and missing information, to a supervisor.

203.237 DATA ENTRY OPERATOR II (EXPERIENCED)
GRADE 5
Experienced level data entry. The job typically requires high school graduate reading, communication and math skills and 2+ years of experience, or equivalent. Under limited supervision, following more complex procedures and instructions, transcribes data from source documents using data entry devices, or a keyboard. May involve selection of codes or interpretation of data entered. Incumbents may solve routine problems such as erroneous items or codes and obtain missing information. More extensive problems are referred to a supervisor.

203.400 HELP DESK COORDINATOR
GRADE 6
Under general supervision, will assist users in resolving problems through diagnoses and discussion of the particular problem. Will take the necessary steps to recognize the problem, research, isolate, and resolve the problem. Can typically resolve problems of a moderate level of complexity referring more difficult problems to senior-level personnel.

203.330 HELP DESK COORDINATOR
GRADE 9
Under general supervision, is responsible for supporting the timely process through which system problems are controlled. Will isolate, resolve and follow-up with end-users to resolve MIS problems of a high-level of complexity. Typically, this position has limited discretion to resolve problems that fall outside normal areas of expertise. May elevate problems of unusual complexity to lead or management level personnel. May involve the use of a problem management database and help desk systems. May provide guidance/training to less experienced personnel.

203.056 NETWORK TECHNICIAN
GRADE 5
Monitor microcomputer network to ensure proper operation. Perform common network hardware and software installation following vendor's instructions. Diagnose and resolve problems using diagnostic equipment, software, and technical reference manuals. Answer questions and instruct system users on procedures for utilizing the network. Document utilization of network as appropriate.

203.331 PC SPECIALIST
GRADE 5
Install, upgrade and setup microcomputer hardware, operating and software applications. Diagnose and resolve malfunctions using diagnostic equipment, software and technical reference sources. Answer user questions.

203.401 PC SPECIALIST
GRADE 9
Under general supervision, performs analysis and administrative tasks in the planning, design, and installation of new and existing personal computer-based systems. Possesses and applies a comprehensive knowledge of PCs to develop procedures and analyze needs relating to the systems' software and hardware. Is responsible for software packages and systems development that meet overall departmental and organizational goals. Capable of working on moderately complex applications. Writes programs to fulfill requirements or selects appropriate off-the-shelf software and modifies to suit. Trains users and operators and may schedule and supervise project work. Ordinarily reports to a manager or information technology management. Exclude those who have LAN administration responsibilities.
SECTION C  
(200s) NON-EXEMPT OFFICE, CLERICAL AND TECHNICAL JOB DESCRIPTIONS  
ENGINEERING (204)

204.066 CAD DRAFTER I (DETAIL)  
GRADE 6  
First of three levels of technical drafting work. The job typically requires completion of a formal drafting program and no previous experience, or equivalent. Work assignments are varied, but limited in scope and complexity. Supervision is readily available and work is usually reviewed by more experienced staff. Incumbents break down information obtained from specifications, sketches, customer layout drawings and instructions furnished by others and convert the information into detailed drawings with section views and dimensions. Incumbents perform a variety of mathematical calculations using standard procedures. Incumbents have responsibility for coordinating with others to determine whether drawings can be executed efficiently and within expected tolerances. Incumbents may prepare bills of materials and specifications when drawings are complete. Most work is completed using computerized drafting applications.

204.431 CAD DRAFTER II (LAYOUT)  
GRADE 8  
Second of three levels of technical drafting work. The job typically requires completion of a formal drafting program and 2+ years of drafting experience, or equivalent. Work assignments are varied and of considerable scope and complexity. Supervision is limited, but work may be reviewed by peers or by more experienced staff as a quality procedure. Incumbents break down information obtained from specifications, sketches, customer layout drawings and instructions furnished by others and convert the information into detailed drawings with section views and dimensions. Incumbents perform a variety of mathematical calculations using standard procedures. Incumbents have responsibility for coordinating with others to determine whether drawings can be executed efficiently and within expected tolerances, although at this level questions are less frequent due to knowledge and experience. Incumbents typically prepare bills of materials and specifications when drawings are complete. Most work is completed using computerized drafting applications. Some time may be devoted to providing technical help to less experienced staff.

204.432 CAD DRAFTER III (DESIGN)  
GRADE 9  
Third of three levels of technical drafting work; highest level of non-supervisory work. The job typically requires completion of a formal drafting program and 5+ years of drafting experience, or equivalent. Work assignments are varied and of the highest level of scope and complexity, requiring specialized knowledge of the company’s products and operations. Supervision is limited, but engineering staff, as a quality procedure, may review work product. Incumbents break down information obtained from specifications, sketches, customer layout drawings and instructions furnished by others and convert the information into detailed drawings with section views and dimensions. Incumbents perform a variety of mathematical calculations using standard procedures. Incumbents have responsibility for coordinating with others to determine whether drawings can be executed efficiently and within expected tolerances, although at this level questions are rare due to knowledge and experience. Incumbents typically prepare bills of materials and specifications when drawings are complete. Most work is completed using computerized drafting applications. Considerable time may be devoted to providing technical help to less experienced staff and checking the work of others.

204.334 ELECTRICAL ENGINEERING TECHNICIAN  
GRADE 7  
Perform a wide variety of laboratory tests on assigned projects for prototypes, competitor products, and spot testing of manufactured products or components. Construct and set up test equipment and products in proper sequence. Conduct tests for stated electrical or electro-mechanical functions criteria. Record data for evaluation by engineers. Note deviations in performance not anticipated or indicated in test procedures.

204.333 ELECTRICAL ENGINEERING TECHNICIAN  
GRADE 8  
Perform a wide variety of difficult and critical laboratory tests on complex and involved prototypes, competitor products, and spot testing of manufactured products or components. Plan, construct, and set up test equipment and products in proper sequence. Conduct tests for stated electrical or electro-mechanical functions criteria. Record data, analyze results in relation to design specifications and recommend possible improvements to products. Assist and instruct other laboratory technicians. Recommend laboratory test equipment and facility requirements.

204.264 ENGINEERING CLERK  
GRADE 4  
Perform various clerical duties in the preparation and maintenance of engineering department records, such as product specifications, process sheets, time standards, and drawing and part number controls. Input, update, access, organize, and maintain computer or manual files. Allocate items and fill requests for information. Assist engineers in other clerical duties, to include typing and blueprint reproduction.
204.336 ENGINEERING DOCUMENT CONTROL CLERK
GRADE 4
Maintain engineering drawing files and organize the processing of change orders. File drawings in accordance with established system procedures and retain master file containing original engineering drawings. Maintain lists regarding processing of change orders as well as records of drawings removed from circulation. Make copies of blueprints and change orders and distribute to appropriate personnel. Follow-up with change orders in process to ensure timely completion.

204.074 LABORATORY TECHNICIAN
GRADE 6
Perform laboratory tests on assigned projects for prototypes, competitor products, and spot testing of manufactured products or components as directed. Set up test equipment and products in proper sequence. Conduct tests for stated criteria involving mechanical, electrical, electro-mechanical, hydraulic and chemical functions in accordance with standard procedures. Record data for evaluation by engineers. Note deviations in performance not anticipated or indicated in test procedures.

204.073 LABORATORY TECHNICIAN
GRADE 7
Perform a wide variety of laboratory tests on assigned projects for prototypes, competitor products, and spot testing of manufactured products or components. Construct and set up test equipment and products in proper sequence. Conduct tests for stated criteria involving mechanical, electrical, electro-mechanical, hydraulic and chemical functions. Record data for evaluation by engineers. Note deviations in performance not anticipated or indicated in test procedures.

204.072 LABORATORY TECHNICIAN
GRADE 8
Perform a wide variety of difficult and critical laboratory tests on complex and involved prototypes, competitor products, and spot testing of manufactured products or components. Plan, construct, and set up test equipment and products in proper sequence. Conduct tests for stated criteria, involving mechanical, electrical, electro-mechanical, hydraulic and chemical functions. Record data for evaluation by engineers. Analyze results and recommend possible improvements to products. Assist and instruct other laboratory technicians. Recommend laboratory test equipment and facility requirements.

204.364 PRODUCT DESIGNER
GRADE 8
Design new models, mechanisms, and adaptations for limited line of products, following directions and suggestions of supervisor. Investigate alterations to designs for improved performance. Prepare preliminary layout drawings, with responsibility for correctness of proportions, consideration of stresses, speeds, weight, and other details. Change designs and make alterations when in process to facilitate manufacturing.

204.063 TOOL DESIGNER
GRADE 9
Design ordinary jigs, fixtures, and special tools for any type of standard or special machine tool operation. Select materials. Determine proper locating points of parts for accurate machining and maintenance of tolerances. Design clamps and supports to hold parts properly and avoid distortion due to clamping or tool thrust, particularly on complex multiple operations. Work from parts drawings, general verbal instructions, and specifications, under general direction.

204.365 TOOL DESIGNER
GRADE 10
Design complicated jigs, fixtures, and special tools for any type of standard or special machine tool operation. Select materials. Determine proper locating points of parts for accurate machining and maintenance of tolerances. Design clamps and supports to hold parts properly and avoid distortion due to clamping or tool thrust, particularly on complex multiple operations. Work from parts drawings, general verbal instructions, and specifications, under general direction.
SECTION C
(206) NON-EXEMPT OFFICE, CLERICAL AND TECHNICAL JOB DESCRIPTIONS
HUMAN RESOURCES (206)

206.246 BENEFITS ASSISTANT
GRADE 7
Coordinate administrative details of employee benefit programs, following standard or accepted practices. Act as liaison between employees and representatives of companies managing benefits programs, such as health and life insurance, pensions, and tax deferred annuities. Explain benefits to new employees when eligible and at periodic orientation meetings. Advise employees and answer questions about problems, claims, beneficiaries, and similar matters.

206.079 EMPLOYMENT INTERVIEWER (STAFFING REPRESENTATIVE)
GRADE 6
Professional recruiter with a primary focus on recruiting hourly, salaried non-exempt or non-management exempt jobs. The job typically requires a bachelor’s degree and 1 year or less of experience, or equivalent, with thorough knowledge of the legal aspects of recruitment and selection. Duties include working with management to define job qualifications and advertising in multiple media venues. Pre-screens job candidates, conducts preliminary interviews, administers skills tests, arranges drug tests, conducts background checks and assists management with conducting interviews. Markets the organization to potential employees and explains benefits and compensation programs as well as company expectations. Networks within the community and may participate in job fairs. May make employment offers for lower level jobs based on predetermined standards without involving line management.

206.013 HUMAN RESOURCES ASSISTANT
GRADE 6
Paraprofessional human resource job. The job typically requires two years of formal training beyond high school and 1+ years of experience in the field of human resources, or equivalent. Incumbents typically assist in more than one area of human resources, such as new employee orientation, worker’s compensation, staffing, and relocation. Incumbents create and maintain employee personnel records, including tracking systems for vacation, sick leave and FMLA. Incumbents provide customer service to employees by answering questions regarding policies and procedures. Incumbents may also provide assistance in other areas of human resources by doing special projects, such as completing benefit and salary surveys. Incumbents may use specialized software applications. Incumbents work under limited supervision and will often make decisions based upon established policies and/or procedures.

206.077 HUMAN RESOURCES ASSISTANT
GRADE 8
Responsible for developing recruiting sources, interviewing, verifying qualifications and references and hiring employees. Explain company policies, and orient new employees. Administer employee benefit plans. Assist in planning and organizing company functions. Maintain personnel records and files, and prepare reports. Usually assist and direct one or two employees on details of work.
207.305 QUALITY ASSURANCE TECHNICIAN
GRADE 6
Perform a variety of quality control evaluation tests. Calibrate test equipment and pull samples as required. Conduct tests, compile and record data using specified testing methods. Analyze results and report results. Plan and set up special tests under close supervision.

207.304 QUALITY ASSURANCE TECHNICIAN
GRADE 7
Perform a variety of difficult and critical quality control evaluation tests. Calibrate test equipment and pull samples as required. Conduct tests, compile and record data. Analyze results and report results. Plan and set up special tests.

207.303 QUALITY ASSURANCE TECHNICIAN
GRADE 8
Perform a variety of difficult and critical quality control evaluation tests. Calibrate test equipment and pull samples as required. Conduct tests, compile and record data. Analyze results and recommend corrective actions to maintain prescribed quality standards. Plan and set up special tests. Assist and instruct other technicians.
SECTION C
(200s) NON-EXEMPT OFFICE, CLERICAL AND TECHNICAL JOB DESCRIPTIONS
PRODUCTION CONTROL (209)

209.081 EXPEDITER
GRADE 6
 Experienced level expediting. The job typically requires high school graduate math and problem solving skills and 2+ years of related experience, including familiarity with company processes, or equivalent. Duties include locating customer orders and following through to expedite the processing of orders. Incumbents work closely with customer service, production supervisors and schedulers to ensure customer satisfaction and to minimize process disruption. Work requires frequent interaction with others. Incumbents follow precedent and seek supervisory assistance to resolve conflicts.

209.251 EXPORT DOCUMENTATION CLERK
GRADE 6
 Perform specialized analytical and service duties concerning exporting products to foreign countries. Receive and edit export orders. Prepare internal orders and all necessary documents, such as commercial invoices, packing lists, export declarations, insurance papers, and consular documents. Arrange shipments through export freight forwarders. Present letters of credit with necessary documents to banks. Compose correspondence. Review pertinent domestic and foreign trade regulations.

209.366 INVENTORY CONTROL CLERK
GRADE 4
 Maintain and verify material record cards entering data into inventory control system. Check for discrepancies. Credit and charge items to material ordered, work in process, finished stock and available goods, as required.

209.454 LOGISTICS COORDINATOR
GRADE 6
 Plans and schedules inbound and outbound shipments to internal or external customers based on needs. Acts as liaison between customers, freight carriers and shipping department. Ensures on-time delivery of goods to customers, by investigating and resolving detention issues. Controls costs by evaluating shipments, consolidating loads, and selecting most cost-efficient method of shipment.

209.368 PRODUCTION PLANNER/SCHEDULER I
GRADE 7
 First level of three levels of production scheduling work; at this level incumbents are non-exempt. The job typically requires high school graduate level math and problem solving skills and 2+ years of related training and experience. In small companies the individual may be the sole individual performing scheduling duties. In medium and larger companies, the incumbent may work on a segment of the scheduling function, with responsibility for assigned department(s) or product lines. Incumbents communicate frequently with line management and customer service staff regarding the status of orders or projects. (See Exempt 309.215 Production Planner/Scheduler II and 309.358 Production Planner/Scheduler III).

209.367 RECEIVING CLERK
GRADE 4
 Perform routine clerical duties associated with the receiving of materials shipped. Verify and record receipts on receiving slips while checking material against purchase orders, packing slips, or bills of lading. Notify superior of shortages or incorrect material received. Separate and distribute copies of receiving slips to proper departments. Perform other miscellaneous duties, such as filing, matching receiving slips with purchase orders, and receiving returned goods.

209.089 SHIPPING CLERK
GRADE 4
 Prepare bills of lading or receipts for products, parts, and materials for shipments and route, following standard procedures or customer instructions. Record quantities and check to ensure that orders are complete. Maintain department files. Maintain routine correspondence with express and freight agents and carriers.

209.342 SHIPPING/RECEIVING CLERK
GRADE 4
 Prepare bills of lading or receipts for products, parts and materials for shipment and route, following standard procedures or customer instructions. Record quantities and check to ensure that orders are complete. Verify and record receipts on receiving slips while checking materials against purchase orders, packing slips or bills of material. Maintain correspondence with freight agents or carriers.
210.095 PURCHASING ASSISTANT
GRADE 6
Prepare and place purchase orders for a very limited group of less complex commodities, supplies, and materials, where standard prices are usually quoted. Work from requisitions with established quality and quantity requirements and apply knowledge of vendor sources, considering suitability of materials offered and delivery possibilities. Follow-up on orders.

210.097 PURCHASING CLERK
GRADE 4
First level of purchasing. The job typically requires math and problem solving skills equivalent to a high school diploma or GED and 1+ years of related training or experience, or equivalent. Duties include issuing purchase orders to replenish stocks where prices and vendors are mostly pre-established. Incumbents may receive purchase requests from others or initiate orders based on standard stock levels or order issuing criteria. Incumbents use computer terminals or PC's to record data. Incumbents follow established procedures and have readily available supervision.
211.231 COST ESTIMATOR
GRADE 7
Estimate labor or total cost of custom products or services based on general data, drawings, verbal instructions, previous cost data, and knowledge of processes. Prepare bids for contracts, set sale prices, or determine selection of product design. Determine kind and number of workers or combination of products and services to meet customer needs as required.

211.344 CUSTOMER SERVICE REPRESENTATIVE I (ENTRY LEVEL)
GRADE 3
First of three levels of customer service work. The job typically requires high school graduate reading, communication, math and problem solving skills and no previous experience, or equivalent. Incumbents receive questions from customers and follow established procedures to provide answers or refer calls to appropriate staff. Typical questions are focused on order status, product information, account status, pricing, product or service. Incumbents follow established procedures and have readily available supervision.

211.277 CUSTOMER SERVICE REPRESENTATIVE II (EXPERIENCED)
GRADE 4
Second of three levels of customer service work. The job typically requires high school graduate reading, communication, math and problem solving skills and 2+ years experience. Incumbents receive questions from customers and follow established procedures to provide answers or refer calls to appropriate staff. Typical questions are focused on order status, product information, account status, pricing, product or service. Incumbents require limited supervision.

211.430 CUSTOMER SERVICE REPRESENTATIVE III (TECHNICAL ADVISOR)
GRADE 6
Third of three levels of customer service work. The job typically requires an associate or bachelor’s degree with 2+ years of experience, or equivalent. Handles the more technical or complex service questions from customers and applies judgment in resolving service, warranty or technical problems falling within established limits of authority and knowledge. Issues of greater impact or technical complexity are researched and presented to management or referred to the appropriate internal experts for resolution. Typical customer questions are focused on account status, technical product application or service information, pricing or adjustments. May provide work direction to others.

211.046 DESKTOP PUBLISHING OPERATOR
GRADE 5
Utilize PC based desktop publishing software to create master copies of forms, documents, advertisements and other materials for printing and publication. Develop original or utilize existing layouts to enhance visual presentation. Incorporate digitized artwork and graphics into documents.

211.395 ESTIMATOR
GRADE 9
Respond to sales leads and customer inquiries for sales quotes. Review customer specifications, cost various material, manufacturing and design changes and develop overall quote. May detail customer drawings for manufacture or machine programs.

211.103 FIELD SERVICE TECHNICIAN I (ENTRY LEVEL)
GRADE 6
First of three levels of field service technician work. The job typically requires completion of a formal technical program and no previous experience, or equivalent. Work assignments are varied, but limited in scope and complexity. Work typically is under direction of more experienced staff. Incumbents assist with installation, servicing and repair of equipment at a customer location. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.
211.302 FIELD SERVICE TECHNICIAN II (EXPERIENCED)
GRADE 8
Second of three levels of field service technician work. The job typically requires completion of a formal technical program and 2+ years of previous experience, or equivalent. Work assignments are varied, and of moderate scope and complexity. Supervision received is limited. Incumbents work independently or as members of a team installing, servicing or repairing equipment at a customer location. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.

211.301 FIELD SERVICE TECHNICIAN III (ADVANCED)
GRADE 10
Third of three levels of field service technician work. The job typically requires completion of a formal technical program and 5+ years of previous experience, or equivalent. Work assignments are of greatest variety and complexity. Supervision received is limited. Incumbents work independently or as members of a team installing, servicing or repairing equipment at a customer location. Incumbents may suggest modifications of equipment or installation to meet customer requirements. Work may include instructing customer personnel in the correct operation of equipment. Work may include providing training and work direction for other technicians. Areas of specialization will include mechanical, chemical, electronic and others. Incumbents may use both specialized and standard computer applications in the performance of their duties. Work may include lifting, handling or maintaining equipment or operation of equipment. Civil Engineering Technicians and Photocopier Service Technicians are not included.

211.099 INSIDE SALES REPRESENTATIVE
GRADE 7
Interpret customer requirements from written or verbal inquiries. Perform telemarketing activities. Match customer requirements with products and services. Determine possible alterations to standard products and services to meet customer requirements. Advise customers of advantageous changes to their order. Furnish product information as required. Arrange for consultations with customers when necessary. Follow-up for product sales.

211.429 SALES/MARKETING ASSISTANT
GRADE 6
Experienced level sales and marketing administrative assistant job. This job typically requires an associate’s degree and 2+ years of experience, or equivalent. Incumbents perform administrative support work specific to sales and marketing department(s). Incumbents assist the department manager and other department staff by performing a variety of support duties, such as data collection, compilation, research, records maintenance, custom reports, sales reports, customer profiles or program reports. Incumbents may assist with preparation of marketing materials, maintain marketing materials inventory, serve as liaison with print shop vendors or distribute literature. Incumbents typically use computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Incumbents may set up audiovisual or telecommunications equipment. Incumbents must have the ability to exercise independent judgment and discretion. Incumbents make non-routine choices within established guidelines, with minimal supervision.

211.345 TECHNICAL PRODUCT SUPPORT
GRADE 6
Respond to customer requests for technical assistance on various complex products. Identify products, identify technical malfunction or operating difficulty and analyze individual solutions. Provide guidance on implementation or corrective action and initiate request for service as needed. Make recommendations concerning products modifications or improvements based on customer needs.

211.245 TECHNICAL WRITER
GRADE 8

211.319 TELEMARKETING SALES REPRESENTATIVE
GRADE 5
Contact customers to sell company products and services. Make presentations following established sales format and script. Process orders for standard products. Inform designated company sales personnel of possible leads, accepted orders and quotations. Access, update and maintain record keeping systems for individual accounts. Telephone customers to gather information for market research studies.
301.439 ACCOUNTANT I
GRADE 7
First of three levels of professional accounting work. The job typically requires a bachelor’s degree in accounting and less than 1 year of experience, or equivalent. Under general supervision, applies principles of accounting to record financial information and prepare financial reports. Duties include compiling and classifying financial information, preparing entries to accounts and documenting business transactions. Other duties include auditing contract terms, orders, and vouchers and/or preparing reports to substantiate individual transactions prior to settlement. Typically uses standard spreadsheet and database software or an accounting applications package designed for general accounting. May provide technical direction to clerical staff.

301.001 ACCOUNTANT II
GRADE 8
Second of three levels of professional general accounting work. The job typically requires a bachelor’s degree in accounting and 2+ years of experience, or equivalent. Under limited supervision, analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and/or projected company financial position(s). May establish, modify, document, and coordinate implementation of accounting and accounting control procedures. Typically uses standard spreadsheet and database software or an accounting applications package designed for general accounting. May direct and coordinate activities of other accountants and clerical workers performing accounting and bookkeeping tasks.

301.107 ACCOUNTANT III
GRADE 9
Third of three levels of professional general accounting work. The job typically requires a bachelor’s degree in accounting and 5+ years of experience, or equivalent. The job may also be referred to as Senior Accountant or Staff Accountant. Under direction from management and using independent judgment, performs advanced and specialized accounting assignments, usually involving complex and confidential data. Obtains and analyzes financial information to prepare reports, statements and recommendations. Provides work leadership and direction to other accountants and clerical workers. May also provide special project assistance to the CFO, Controller or Accounting Manager.

301.017 COST ACCOUNTANT I
GRADE 8
First of three levels of professional cost accounting. The job typically requires a bachelor’s degree in accounting and less than 1 year of experience, or equivalent. Under general supervision, incumbents apply principles of cost accounting to conduct studies that provide detailed cost information for use by management. Incumbents collect data from multiple sources and compute the costs of business activity, such as raw material purchases, inventory, and labor. Incumbents analyze data obtained and organize results into management reports using standard spreadsheet or database software programs.

301.445 COST ACCOUNTANT II
Grade 9
Second of three levels of professional cost accounting work. The job typically requires a bachelor’s degree in accounting and 2+ years of experience, or equivalent. Under limited supervision, incumbents conduct and analyze cost audits to determine costs of business activity, such as raw material purchases, inventory, and labor. Incumbents analyze data obtained and organize results into management reports using standard spreadsheet or database software programs. Analysis includes review of changes in product design, raw materials, manufacturing methods, or services provided, to determine effects on costs. Provides management with reports specifying and comparing factors affecting prices and profitability of products or services. Incumbents at this level may direct the work of clerical cost accounting staff.

301.438 COST ACCOUNTANT III
GRADE 10
Third of three levels of professional cost accounting work. The job typically requires a bachelor’s degree in accounting and 5+ years of experience, or equivalent. Under direction from management and using independent judgment analyzes financial data obtained through studies to determine effects of costs on business. Analyzes changes in product design, raw materials, manufacturing methods, or services provided, to determine effects on costs. Compares actual cost to estimates and identify reasons for variances. Analyzes actual manufacturing costs and prepares periodic reports comparing standard costs to actual production costs. Provides management with detailed reports for use in making business decisions and controlling expenditures. May lead major projects and/or direct the work of professional cost accounting staff.

300-level grades are numbered between 7 and 15. 7 is the lowest level, while 15 is the highest. © 2017 Management Association All rights reserved
301.108 COST ACCOUNTING MANAGER
GRADE 10
Supervise the cost accounting department. Compile data on costs, inventory accountability, distribution of labor, verification of actual costs, and computation of variances. Prepare cost estimates on new or special products to establish selling prices and production costs with standard or estimated costs. Check, investigate, and prepare reports on variances. Prepare or direct the preparation of special cost reports, statements, and analyses of costs. Maintain ledger and prepare journal entries for accounting on all cost figures affecting general books of account. Exercise normal supervisory functions.

301.287 COST ACCOUNTING MANAGER
GRADE 12
Manager responsible for the operation of a department focused on cost accounting. The job typically requires a bachelor’s degree in accounting and 8+ years of experience, or equivalent. This job typically reports to a CFO or Controller. The incumbent manages the preparation of cost accounting reports, designs and implements cost control procedures, oversees the recording and calculation of unit cost for products or services related to specific jobs or projects and produces cost accounting or operating reports for use by management. In addition, the incumbent examines any costs that seem contrary to past experience. Incumbents at this level typically provide full supervision and work direction to professional and clerical staff.

301.113 CREDIT AND/OR COLLECTION MANAGER
GRADE 11
Manager responsible for operation of a department focused on credit and/or collections. The job typically requires a bachelor’s or associate’s degree with 5+ years of credit/collection experience, or equivalent. Provides direction to department staff and administers credit/collection policies of the organization. May formulate credit and collections policies, methods and procedures for approval by senior management. Duties include determining customer credit capacity, managing the compilation of credit information, analyzing and interpreting available information and authorizing extension of credit. Decisions include determining action to take in collection of past due accounts where normal collection procedures have failed, approval of terms of sales and authorization of financial arrangements for foreign shipments. Prepares or supervises preparation of data showing credit activities and status of accounts. Frequently communicates with sales and finance on the status of client accounts or the credit classification of prospective clients.

301.118 FINANCIAL ANALYST
GRADE 11
Analyze financial data, prepare reports, and make recommendations for top management. Implement or direct implementation of changes, corrections, or new programs related to the financial operations of the organization. Evaluate need for procurement of funds and investments of surplus. Advise management on effective use of resources and methods for short and long range financial projects. Coordinate the completion of business plans and forecasts, budgetary comparisons, profit analyses, operations reviews, appropriate requests, and other financially related documents. Make recommendations to minimize taxes for the organization. Provide liaison with internal and public audit. Prepare various special reports and undertake special assignments in all accounting and related financial areas.

301.104 GENERAL ACCOUNTING MANAGER
GRADE 12
Accounting manager job with responsibility for operation of a department focused on general accounting functions. The job typically requires a bachelor’s degree in accounting with 8+ years of experience, or equivalent. This job typically reports to a CFO or Controller. Responsible for the application of principles of accounting to install and maintain the general accounting system, including preparation of reports and statistics reflecting assets, liabilities, financial transactions, earnings, profits, cash balances, and other financial results. Maintains accounts and records of disbursements, expenses and tax payments. Prepares and files tax returns and other reports to government agencies, maintains insurance and property records. Supervises and directs work of professional and clerical staff.

301.106 GENERAL ACCOUNTING SUPERVISOR
GRADE 10
First level of supervision of the accounting area. The job typically requires an associate’s degree in accounting and 5+ years of experience, or equivalent. Responsible for the supervision of non-exempt employees who maintain general and subsidiary ledgers of the facility, prepares operating and financial statements, and reconcile bank statements. Other subordinate functions may include fixed asset control and depreciation, accrual to meet anticipated liabilities, preparation of general tax reports such as those for sales, payroll and personal property taxes, and payables/receivables. Report supervisors of professional accountants as General Accounting Manager.
301.288 INTERNAL AUDITOR
GRADE 10
Responsible for internal audits which provide verification of company operational and internal control procedures. Audits the accounting and data of various departments, divisions, and locations of the organization in order to verify accuracy and compliance with plans, policies, and operating procedures as prescribed by management. Organizes, plans, and conducts periodic reviews of audits which involve examining assets, liabilities, income, expense, and administrative functions for efficiency and effectiveness. Prepare and submit reports on the results of audits, recommending improvements in policies and procedures. Provide liaison with outside auditors.

301.117 ORDER AND BILLING SUPERVISOR
GRADE 7
Plan, assign, and direct work of clerks engaged in the preparation of invoices for goods and services provided. Prepare necessary reports for related functions of sales, accounting, and production. Audit summaries, control sheets, price sheets, and reports. Organize files and records incidental to the function. Exercise normal supervisory functions for seldom over two employees.

301.119 PAYROLL SUPERVISOR / MANAGER
GRADE 8
The Payroll Supervisor or Manager, often found in larger organizations and those with multiple locations, is responsible for the supervision of employees who perform payroll functions, including management of external service provider relationships. The job typically requires a bachelor's degree in accounting, public administration, business administration, or a related field, and 3+ years of related experience, or equivalent. Duties include: maintaining necessary payroll records; calculating (or preparing for calculation) payrolls from original approved time records; delivering paychecks; balancing, controlling, and preparing summaries; debiting the appropriate accounts; calculating payroll deduction payments; computing and delivering W-2 forms; making determinations regarding application of wage and hour law and Davis Bacon type laws; and prepares all required reports. Do not report those with significant responsibility other than payroll responsibility.
303.415 APPLICATION SYSTEMS ANALYST / PROGRAMMING MANAGER  
GRADE 15  
Responsible for all systems analysis and application programming in a data processing installation, but does not have responsibility for the supervision of operating systems programming. May have subordinate supervisors in charge of systems analysis and applications programming functions. Is responsible for the establishment of priorities and schedules for the development of data processing applications and for the maintenance of standards for systems analysis and applications programming.

303.419 APPLICATION SYSTEMS ANALYST / PROGRAMMER  
GRADE 10  
Under general supervision, prepares and defines system objectives and scope. Will assist in research and fact-finding to develop or modify information technology. Typically, this position has a broad understanding of the end product (application). Will assist in preparing detailed specifications from which programs will be written. Will design, code, test, debug, and document programs. Incumbents in this position will generally have responsibility for only specific aspects of a project. May require guidance on complex projects and usually does not deviate from set policies or procedures.

303.418 APPLICATION SYSTEMS ANALYST / PROGRAMMER  
GRADE 12  
Under general direction, prepares, and defines system objectives and scope. Responsible for devising or modifying procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and business objectives. Prepares detailed specifications from which programs will be written. Will design, code, test, debug, and document programs. Able to work at the highest technical level of all phases of applications system analysis and programming activities. Regularly provides guidance and training to less experienced analysts/programmers.

303.417 APPLICATION SYSTEMS ANALYST / PROGRAMMER  
GRADE 13  
Provides expert technical direction to projects that deal with one or more highly specialized applications of system analysis and programming. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Formulates/defines system scope and objectives. Prepares detailed specification from which programs will be written. Responsible for program design, coding, testing debugging, and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. May be responsible for multiple phases of a project. May have responsibilities relative to instructing, directing, and checking the work of other application systems analysts and programming personnel. May have quality assurance review responsibilities.

303.416 APPLICATION SYSTEMS ANALYST / PROGRAMMER, SUPERVISOR  
GRADE 14  
Provides supervisory activities, which involve systems analysis and programming including personnel, schedules, and progress audits. Will oversee projects that deal with one or more highly specialized applications of system analysis and programming. Based on equipment, personnel, and technical requirements, will coordinate the necessary resources to obtain desired results. Formulates/defines system scope and objectives. May lead in the preparation of detailed specifications from which programs will be written. Has full technical knowledge of all phases of applications systems analysis and programming. May be responsible for monitoring budget and expenditures, and within limits, may approve expenditures outside budget. May have quality assurance review responsibilities.

303.421 APPLICATIONS PROGRAMMER  
GRADE 8  
Under general supervision, works from basic systems designs and specifications and uses standard procedures and techniques to maintain, modify, and devise new or existing applications programs of moderate complexity and scope. Prepares flow charts, writes machine instructions and procedures for computer operators, debugs, and documents programs. May assist higher-level programmers in the development of programs of a more complex nature. Work assignments at this level are aimed more at production than training, but work is still subject to regular checks by higher levels. Exclude those performing systems analysis.
303.420 APPLICATIONS PROGRAMMER
GRADE 9
Under general direction and considering computer equipment capacity and limitations, operating time, and form of desired results, develops and modifies applications programs of a high degree of complexity and scope. Designs, codes, tests, debugs, and documents those programs. May carry-out or participate in problem analysis and system design preparatory for the development of programs. May advise on operating problems of assigned programs. May give some technical assistance to lower classifications. Competent to work at the highest technical level of all phases of applications programming activities. Exclude those performing systems analysis.

303.411 BUSINESS ANALYST
GRADE 10
Plans and performs analysis of major company activities and/or functions and guides the subsequent design and implementation or improvement of existing data processing-based business systems applications. Utilizes available personnel and computer system resources to analyze information, methods, systems, and procedures to determine the most useful business solutions to the company. Is concerned with the interaction between systems to take advantage of new and more effective ways of providing needed information. Will analyze, interpret, and make recommendations in the form of formal proposals and/or presentations to senior executives. Depending on the assignment, will perform proactive activities related to the completion and implementation of a project. May occasionally train and guide the work of less-experienced analysts, but this function is incidental to specific projects. Able to work in most aspects of business analysis in accordance with acceptable practices and standards. Typically has a bachelor’s degree in one of the following areas: information technology, finance, computer science, or related. Usually requires at least 3-4 years of related progressive experience. Exclude systems Auditors or systems analysts.

303.369 BUSINESS ANALYST, SENIOR
GRADE 11
Analyze major organizational activities and complex business problems to determine applicability to an integrated data processing system or to improve existing applications. Direct subsequent system design and implementation on a project basis. Confer with department heads of units to ascertain informational requirements. Evaluate capabilities of available hardware and software. Study current or develop new systems and procedures to devise workable sequences. Develop flow charts and prepare system specifications, including input and output requirements. May direct and provide support to a programmer who develops machine instructions. Plan and coordinate activities of assigned personnel in lower classifications.

303.347 DATABASE ADMINISTRATOR
GRADE 10
Design database architecture. Install, upgrade and monitor database system. Develop reporting applications, form layouts, and import/export capabilities. Implement security and backup procedures to maintain integrity of data. Oversee integration with other software applications.

303.123 IT MANAGER
GRADE 10
Direct and supervise department engaged in developing, maintaining, and modifying system software, application programs, and operating computer hardware to automate processes and generate business reports. Perform analysis, program development, testing, checking, debugging, and other technical operations to establish an effective program. Plan and arrange department work for the most effective use of personnel and facilities. Perform normal supervisory functions in a department with seldom over 2 persons.
303.121 IT MANAGER
GRADE 12
Direct and supervise department engaged in developing, maintaining, and modifying system software, application programs, and operating computer hardware to automate processes and generate business reports. Perform analysis, program development, testing, checking, debugging, and other technical operations to establish an effective program. Plan and arrange department work for the most effective use of personnel and facilities. Perform normal supervisory functions in a department with 2 to 10 persons.

303.130 IT MANAGER
GRADE 14
Direct programming and computer operations in a large organization. Direct department employees engaged in the detailed analysis of major organizational activities and complex business problems. Direct the design of integrated systems, involving hardware and software to perform these functions. Establish organization requirements for system hardware and software, including the purchase of hardware, software packages and the development of in-house programs. Coordinate system development with various departments to meet organizational needs. Perform normal supervisory functions for department with seldom over 10 employees.

303.413 IT MANAGER (Corporate Organizations)
GRADE 15
Responsible for managing IT operations including systems analysis, programming, and auxiliary operations of an organization’s major division or branches. Directs the development and maintenance of timeliness and quality standards for all aspects of the data processing operation. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications. Position typically reports to a director or a VP.

303.412 IT MANAGER (Single Location)
GRADE 15
Responsible for managing the day-to-day IT operations for a single unit firm or division including systems analysis, programming, and computer and auxiliary operations. Directs the development and maintenance of timeliness and quality standards for all aspects of the data processing operation. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications. Typically, this position is the IT head for single unit organizations and reports to an executive-level position.

303.404 LAN ADMINISTRATOR
GRADE 11
Responsible for managing the PC/LAN operations of a single facility including installation, documentation, administration, technical services, and procurement. Directs the development and enhancement of the system to meet the needs of the organization. Responsible for determining and recommending the procurement of hardware, software, and telecommunications equipment consistent with the company’s system needs and in coordination with the MIS department. Develops and implements policies, procedures, and standards and ensures their conformance with information technology and company objectives. Extensive knowledge of network operating systems, applications, and development tools including network management applications, database applications, CASE, compilers, and commercial software. Extensive experience with LAN hubs, fiber optics, bridges, routers, universal cabling, gateways, etc. This is the head PC/LAN position for a single facility or the top position in the facility of a multi-location company.

303.406 LAN ANALYST I
GRADE 8
Under general supervision, is responsible for supporting the organization’s network including hardware and software installation and setup, technical maintenance, and user support and documentation. Will troubleshoot network problems and coordinate preventative maintenance of equipment. Will provide network installation, support, and disaster recovery services. Responsibilities include the analysis of user requirements and installation of the appropriate technical solutions. Has working knowledge of network operating systems, applications, and development tools including network management applications, database applications, CASE, compilers, and related commercial software. Has working knowledge of network protocols and microcomputer architecture. Technical support for computer hardware is limited to preventive maintenance, but is not ordinarily responsible for the repair of equipment. May recommend the purchase, maintenance, or modification of the system. Not responsible for ALL network operations and usually reports to a senior or management level position.
303.407 NETWORK ENGINEER, SENIOR
GRADE 12
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.

303.312 NETWORK SYSTEMS ADMINISTRATOR
GRADE 9
Install, upgrade and monitor microcomputer network hardware, operating systems, communications protocols and software applications. Research technologies, recommend and purchase hardware and software products to enhance or maintain network performance standards. Troubleshoot and resolve network hardware and software malfunctions utilizing diagnostic equipment, software and technical references. Answer questions and instruct system users on procedures for utilizing network resources. Document and report network operations as appropriate.

303.296 NETWORK SYSTEMS ADMINISTRATOR
GRADE 11
Direct and supervise activities of department responsible for maintaining, modifying, and monitoring microcomputer network hardware and software. Analyze, test, and debug hardware and software to establish an efficient network configuration. Diagnose and resolve complex problems affecting network operation. Design or modify existing network configuration to maximize efficiency. Plan and schedule department for the most effective use of personnel resources and facilities. Perform normal supervisory functions in a department with seldom over 2 persons.

303.370 SOFTWARE ENGINEER (PROGRAMMER)
GRADE 8
Analyze and develop program specifications for product development. Assist higher level software engineers. Develop test plans and submit for review. Correct software defects. Responsible for documentation relating to software design and implementation. Investigate, analyze, and resolve software problems.

303.315 SOFTWARE ENGINEER (PROGRAMMER)
GRADE 10
Develop and test software system products. Test products in conjunction with hardware to determine operation and performance of overall system. Confer with hardware engineers to evaluate interface between hardware and software. Determine software specifications to ensure viability of design within time and cost guidelines. Analyze and recommend system design strategies and technical developments. Responsible for work of 1 to 2 employees in lower classifications.

303.317 WEBMASTER
GRADE 9
Direct activities for maintaining, modifying and monitoring Internet publications of the organization. Design web site content, page layout, graphics quality and hypertext, register links to organization page or act as main contact with web presence vendor to facilitate activities. Update data on servers to keep documents relevant. Keep abreast of new technology and trends for Internet presence.

303.348 WEBPAGE DESIGNER
GRADE 8
Design web site content, page layout, graphics quality and hypertext. Plan layout, design unique, original web pages based on aesthetic trends and functionality.
304.160 APPLICATION ENGINEER
GRADE 8
Provide field engineering support, involving analysis of customer requirements and selection of suitable equipment to meet requirements. Suggest and discuss possible modifications to customer specifications which may materially affect engineering problems, cost, and manufacturing time or recommend previously designed equipment which may fulfill the majority of customer requirements. Consult with company engineers on specifications and prepare quotations. Provide engineering service assistance on installations, operations, repairs, and other customer problems.

304.159 APPLICATION ENGINEER
GRADE 10
Provide field engineering support, involving advising on and discussing complex customer requirements and application of standard company products and designs. Suggest modifications to customer specifications to simplify engineering and manufacturing problems. Work out mutually satisfactory adaptations to existing designs or suggest possible new designs. Advise engineering department on designs and consult on methods of manufacture. Assist in pricing, and write proposals and quotations. Provide customer service assistance to include consultation on installations, expansions, and repairs.

304.137 CHEMIST
GRADE 10
Perform laboratory chemical analyses on a wide range of materials and finished company products. Test for chemical and physical characteristics, analyzing findings and composing written reports. Determine if raw materials and finished products meet set standards or specifications. Write manufacturing and testing procedures, and ensure that proper procedures are followed. Inspect returned merchandise and test to determine if products conform to standards. Run pilot tests, record, and analyze results for product improvement or development. Write reports detailing chemical characteristics and cost information on product improvements.

304.136 CHEMIST
GRADE 12
General responsibility for the quality of company products, including materials and product improvement. Maintain quality control through subordinates, and establish basis for chemical testing of raw materials and finished product. Control the use of raw materials and review control test data. Conduct pilot operations and research. Evaluate competitor products. Communicate with management on the quality of existing products, and suggest and recommend remedial action to overcome problems and improve products. Exercise normal supervisory functions.

304.244 COMPUTER CONTROLLED MACHINES PROGRAMMER
GRADE 9
Plan program to control machining of metal parts by automatic machine tools. Analyze blueprints and engineering drawings to determine parts dimensions and cut configurations. Determine appropriate type and size of cutting tool. Locate position of metal stock on machine fixture and machining start point on tool, and set point and cutter change points by three dimensional coordinates. Draw sketches of parts to plan cutter paths. Calculate radii, including complex irregular curves. Prepare program documentation to direct operators. Observe machining of first parts to verify programming accuracy. Determine suitability of parts for machining by automatic machines as required.

304.452 CONTINUOUS IMPROVEMENT ENGINEER
GRADE 10
Responsible for the continuous improvement of safety, quality, delivery, cost and elimination of waste from processes. Improves manufacturing through the elimination of waste. Works collaboratively with all departments to direct, improve and control processes and performance. Identifies short- and long-term improvement opportunities. Facilitates follow up activities to eliminate waste and add value for the customer. Initiates and manages capital projects for equipment.

304.371 DESIGN SUPERVISOR (CHIEF DESIGNER)
GRADE 10
Design new models, mechanisms, and adaptations for company product lines, following directions and suggestions to meet specification requirements set by engineers. Investigate alterations in design and ensure that all factors are considered to meet new product requirements, changes, and customer specifications. Check the building of sample models, tests, and progress of assignments. Prepare or direct the preparation of design drawings and the establishment of specifications, standards, necessary detail drawings, and bills of material.
304.437 DRAFTING AND DOCUMENTATION MANAGER
GRADE 13
Managerial job with responsibility for all staff in a drafting and documentation department. The job typically requires 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.

304.372 DRAFTING SUPERVISOR
GRADE 8
Supervisory job with responsibility for non-exempt staff in a drafting and documentation department. The job typically requires a technical degree in drafting and 6+ years of related experience, or equivalent. Responsibilities include technical leadership of the drafting function, including CAD 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 secondary function of the job.

304.351 ELECTRICAL ENGINEER (PRODUCT)
GRADE 8
Investigate and analyze problems and determine changes, corrections and requirements on assigned projects concerning company products. Make sketches and schematics, and provide information to ensure that requirements and specifications are met or improved. Assist higher level engineers on projects and directing technicians. Work typically involves application of electrical or electro-mechanical disciplines.

304.350 ELECTRICAL ENGINEER (PRODUCT)
GRADE 10
Develop or design new models and mechanics or improvements to existing products. Work typically involves application of electrical or electro-mechanical disciplines. Investigate and analyze problems, determine necessary changes, corrections and requirements on assigned projects. Consult with sales, services or customers to discuss product requirements and specifications when design or manufacturing problems are involved.

304.292 ENVIRONMENTAL ENGINEER
GRADE 11
Respond to various state environmental agency inquiries about hazardous waste materials and environmental conditions at site locations. Maintain contacts with state agencies to obtain information on regulations. Prepare and file necessary reports. Interpret regulations on the handling and transporting of hazardous materials. Inspect facilities, evaluate proper storage of materials, maintenance and appearance of dumping areas, and general suitability of the area to meet environmental standards.

304.150 FACILITIES SUPERVISOR I (SINGLE LOCATION)
GRADE 12
Manager in charge of functions associated with the operation of a single facility used to house the operations of an enterprise. This job typically requires a bachelor’s degree in business administration and 1+ years of related experience, or equivalent. Responsibilities include management of facility support employees and/or outside vendors contracted to provide services. Functions may include building rental negotiations, remodeling planning and management, building and parking lot cleaning and maintenance, space planning, purchase of furniture, fixtures, and equipment. May include any or all of the following: office supplies, copy center management, telecommunications planning and administration, mail room management and other business support activities.

304.148 FACILITIES MANAGER II (MULTI-LOCATION)
GRADE 15
Manager in charge of functions associated with the operation of multiple facilities used to house the operations of an enterprise. The job typically requires a bachelor’s degree in business administration and 5+ years of related experience, or equivalent. Responsibilities include management of facility support employees and/or outside vendors contracted to provide services. Functions may include building rental negotiations, remodeling planning and management, building and parking lot cleaning and maintenance, space planning, purchase of furniture, fixtures and equipment. May include any or all of the following: office supplies, copy center management, telecommunications planning and administration, mail room management and other business support activities.
304.353 MECHANICAL ENGINEER (PRODUCT)
GRADE 8
Investigate and analyze problems and determine changes, corrections and requirements on assigned projects concerning company products. Make sketches and schematics, and provide information to ensure that requirements and specifications are met or improved. Assist higher level engineers on projects and directing technicians. Work typically involves application of hydraulic, pneumatic or mechanical disciplines.

304.352 MECHANICAL ENGINEER (PRODUCT)
GRADE 10
Develop or design new models and mechanics or improvements to existing products. Work typically involves application of hydraulic, pneumatic or mechanical disciplines. Investigate and analyze problems, determine necessary changes, corrections and requirements on assigned projects. Consult with sales, services or customers to discuss product requirements and specifications when design or manufacturing problems are involved.

304.162 METALLURGIST
GRADE 10
Perform metallurgical analyses on a wide range of materials and finished company products. Test for chemical and physical characteristics, analyze findings, and write reports. Determine if raw materials and finished products meet specifications, set standards or specifications, write manufacturing and testing procedures, and ensure that manufacturing procedures are followed. Inspect returned merchandise and test to determine if products meet standards. Run pilot tests for product improvement or development, determine characteristics, and record and analyze results. Write reports detailing chemical characteristics and cost information on product improvements.

304.354 PRODUCT ENGINEER (MULTI-DISCIPLINED)
GRADE 12
In charge of research or development work, problem resolution, and design of models and mechanism adaptations. Work typically involves the high level application of more than one of the following disciplines: electric, electronic, bio-mechanical, chemical or mechanical. Work from research samples and verbal or written instructions concerning desired results, under general direction. Coordinate development and design with research engineering, tooling and manufacturing. Follow-up on the building of design models and life test models utilizing CAD, virtual prototyping and other similar technology. Follow through on laboratory and field tests and develop new ideas as suggested by tests. Prepare or follow-up on the preparation of design drawings and prepare estimate of development costs. Determine and establish specification and standards. Follow-up on the building of pilot production lots. Consult with sales, service, or customer to discuss product requirements and specification when design or manufacturing problems are involved.

304.151 PRODUCT ENGINEERING MANAGER (PROJECT OR DEVELOPMENT)
GRADE 14
General responsibility for research and development work, problem resolution, designs, and the establishment of specifications and standards for company products. Coordinate activities within departments and with sales and production departments. Maintain or supervise the maintenance of all necessary records, files, technical data, and reports. Follow-up on manufacturing and assist shop supervision in resolving difficult design problems. Perform normal supervisory functions in a department with seldom over 10 persons.

304.134 PRODUCT ENGINEERING MANAGER (PROJECT OR DEVELOPMENT)
GRADE 15
General responsibility for research and development work, problem resolution, designs, and the establishment of specifications and standards for company products. Coordinate activities within departments and with sales and production departments. Maintain or supervise the maintenance of all necessary records, files, technical data, and reports. Follow-up on manufacturing and assist shop supervision in resolving difficult design problems. Perform normal supervisory functions in a department with seldom over 25 persons.

304.152 RESEARCH AND DEVELOPMENT ENGINEER
GRADE 13
Original research or development work, problem resolution, and design of new models and mechanisms for a wide variety of special and unusual equipment. Work usually involves the application of more than one pneumatic, electric, electronic, hydraulic, refrigeration, optical, chemical, or mechanical factor. Work from research samples and broad requirements outlined from verbal or written instructions concerning desired results. Coordinate development and design problems with research engineering, tooling, and manufacturing. Supervise the building of design models and life test models and the analysis of test results. Follow through on laboratory and field tests and develop new ideas as suggested by tests. Prepare or supervise the preparation of design drawings and prepare estimates of development costs. Determine and establish specifications and standards. Follow-up on the building of pilot production lots. Make alterations or changes to facilitate production. Consult with sales, service, or customer representatives to discuss product requirements and specifications when design or manufacturing problems are involved.
SECTION C
(300s) EXEMPT MANAGERIAL AND PROFESSIONAL JOB DESCRIPTIONS
PROCESS ENGINEERING (305)

305.374 INDUSTRIAL ENGINEER
GRADE 7
Perform time and motion studies on a variety of machine assembly and hand operations. Break down operations into elements and eliminate uneconomical motion and unnecessary fatigue. Apply performance rating and relaxation factors to establish production standards. Direct time-studies to establish performance standards. Coordinate ideas and suggestions and present data on improvements to reduce costs to proper persons.

305.373 INDUSTRIAL ENGINEER
GRADE 9
Apply detailed time and motion study techniques to establish optimum production standards for varied and complex manufacturing operations, development, installation and maintenance of production incentive plans, work simplification, and cost reduction matters. Analyze facility layout, work plan, and production methods, as required, from a human factors standpoint to achieve optimal efficiency. Investigate and recommend alternative approaches for manufacturing methods, processes, and equipment. Implement study findings. Prepare and maintain study data and documentation.

305.375 INDUSTRIAL ENGINEERING MANAGER
GRADE 12
Establish production standards for varied and complex manufacturing operations. Plan, schedule, and coordinate department activities. Control and implement production standards, plant layout, and other improvements to plant efficiency. Recommend alternative approaches for manufacturing methods, processes, and equipment as necessary. Assist in the resolution of more difficult and technical manufacturing problems. Maintain liaison with shop supervision, manufacturing, engineering, control systems, and record keeping for time study data and documentation. Perform normal supervisory functions in a department with seldom over 10 persons.

305.271 MANUFACTURING ENGINEER
GRADE 9
Develop manufacturing methods and processes for standard product lines. Investigate, establish and implement requirements for equipment, tooling, materials and methods of manufacturing. Write programming for CNC equipment. Investigate and recommend alternatives to product designers.

305.166 MANUFACTURING ENGINEER
GRADE 11
Develop manufacturing methods and processes for complex projects and product lines. Investigate, establish, and implement requirements for equipment, tooling, materials, and methods of manufacturing, including make or buy decisions and facility layout as required for new or revised products, from pilot runs through normal production. Write programming for CNC equipment. Investigate and recommend alternatives to product designs. Direct the activities of one or two employees in lower classifications.

305.376 MANUFACTURING ENGINEERING MANAGER
GRADE 13
Establish optimal manufacturing methods and processes for the production of company product lines. Determine requirements for equipment, tooling, materials, and methods of manufacturing, to include make or buy decisions and most efficient plant layout as required. Plan, schedule, and coordinate department activities, generally on a project basis and involving new or revised products, from pilot runs through normal production. Assist in the more difficult and technical problems affecting manufacturing and projects. Maintain liaison with shop supervision and other engineering functions. Perform normal supervisory functions in a department with seldom over 10 persons.

305.293 SALES AND APPLICATION ENGINEER
GRADE 12
Promote, sell, and secure business accounts involving the design and modification of company products to meet customer requirements. Discuss customer requirements to determine product design needs. Plan and layout product modifications and specifications, and prepare related sketches. Direct product installations. Provide technical training to employees. Provide technical services to customers relating to use, operation, and maintenance of equipment. Estimate and prepare project costs.
306.356 BENEFITS ADMINISTRATOR
GRADE 9
Design, recommend, implement and administer company benefit programs. Monitor organizational compliance with applicable laws and regulations. Coordinate benefit activities such as enrollment, terminations, change of status, billing and orientation.

306.283 COMPENSATION / BENEFITS MANAGER
GRADE 12
Develop, administer, and maintain compensation programs for the organization. Establish program content for nonexempt through executive positions for direct and indirect compensation, with responsibility for job evaluation methods. Design competitive rate range structures and benefits packages. Exercise normal supervisory responsibilities.

306.175 HUMAN RESOURCES GENERALIST
GRADE 10
Human resource professional, typically in an organization with more than one human resource staff person, with responsibility for several human resource activities. The job typically requires a degree in human resources and 1 year or less of experience, or equivalent. Duties include supporting the organization through work in several areas of human resources, which may include coordinating employment activities, participating in union contract negotiations (where applicable), receiving and acting on employee complaints or grievances, administering employee records, ensuring compliance with labor laws and regulations, recommending and coordinating employee training activities and administering compensation, benefits and performance programs. Typically reports to a Manager, Director or VP of Human Resources and administers functional rules and procedures under management guidance.

306.378 HUMAN RESOURCES GENERALIST, SENIOR
GRADE 11
Experienced human resource professional, typically in an organization with more than one human resource staff person, with responsibility for multiple human resource activities. The job typically requires a degree in human resources and 4+ years of experience in multiple areas of human resources, or equivalent. Duties include supporting the organization in several areas of human resources, which may include coordinating employment activities, participating in union contract negotiations (where applicable), receiving and acting on employee complaints or grievances, administering employee records, ensuring compliance with employment laws and regulations, recommending and coordinating employee training activities and administering compensation, benefits, performance and other programs. May provide training and work direction to human resources or payroll support staff. Typically reports to a Human Resource Manager, Director or VP and administers functional rules and procedures under management guidance.

306.174 HUMAN RESOURCES MANAGER
GRADE 13
Manages and coordinates organization activities related to one or more human resources and industrial relations functions. The job typically requires a degree in human resources and 5+ years of human resources experience, or equivalent. Job duties may include, but are not limited to, employment, compensation, benefits, payroll, organizational development, employee relations, performance management, 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 as director or vice president, but may report directly to the CEO, and will develop and recommend policies for approval by senior management.

306.441 SAFETY MANAGER
GRADE 14
Manager of the safety function in an organization. The job typically requires a bachelor’s degree specializing in occupational safety and 5+ years of related experience, or equivalent. Develops and implements programs intended to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Duties include identifying and appraising conditions which could produce accidents and financial losses and evaluating the potential extent of resulting injuries. Develops accident-prevention and loss-control systems and programs for incorporation into operational policies of the organization. Coordinates safety activities of unit managers to ensure implementation throughout organization. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents and prepares reports. Maintains liaison with outside organizations, such as fire departments, mutual aid societies, and rescue teams to assure information exchange and mutual assistance and participates in activities of related professional organizations. May supervise professional safety staff and may have responsibility for security.
306.377 SAFETY SPECIALIST
GRADE 10
Professional within the safety function in an organization. The job typically requires a bachelor’s degree specializing in occupational safety, or equivalent. Assists with development and implementation of programs intended to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Duties include identifying and appraising conditions that could produce accidents and financial losses and evaluating the potential extent of injuries resulting from accidents and developing accident-prevention and loss-control systems and programs for incorporation into operational policies of the organization. Supports safety activities of unit managers to ensure implementation of safety activities throughout organization. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents and prepares reports. May also maintain liaison with outside organizations, such as fire departments, mutual aid societies, and rescue teams to assure information exchange and mutual assistance and participates in activities of related professional organizations.

306.311 TECHNICAL / PROFESSIONAL RECRUITER
GRADE 9
Experienced level of professional recruiter with a primary focus on recruiting for technical jobs, such as information technology, engineering, research, consulting, management or similar. The job typically requires a bachelor’s degree and 3+ years of experience, or equivalent. Requires familiarity with the technology and terminology of the target technical field(s). Duties include working with management to define job qualifications and advertising in multiple media venues. Incumbents pre-screen job candidates, conduct background checks and assist management with conducting interviews and selection. Networks within the industry and community and may actively recruit from colleges. Markets the organization to potential employees and explains benefits and compensation programs as well as company expectations. Recruiters at this level typically work under limited supervision and will exercise considerable initiative.

306.444 TRAINING MANAGER
GRADE 13
Manager of professional training with a primary focus on development and delivery of training materials and programs. The job typically requires a bachelor’s degree and 6+ years of experience, or equivalent. Duties include needs identification, material preparation, media selection, vendor management and coordination with internal customers. Training content may cover work procedures, product use, safety, customer service, work skills, language skills or other topics. Specific tasks may include reviewing vendor proposals, monitoring quality of material, managing cost and assessing effectiveness. Working within overall direction established by senior management, solves complex technical problems and develops and recommends new alternatives. Manages department staff and budgets.

306.310 TRAINING SPECIALIST I
GRADE 9
First level of professional trainer with primary focus on conducting employee or customer training. The job typically requires a bachelor’s degree and experience of less than 1 year, or equivalent. Duties include assisting with preparation of multi-media training materials and delivery of those materials in a classroom or work environment. Training content may cover work procedures, product use, safety, customer service, work skills, language skills or other topics. Receives considerable development direction from senior staff and management and may spend the majority of time delivering training.

306.443 TRAINING SPECIALIST II
GRADE 10
Experienced level of professional trainer with primary focus on conducting employee or customer training. The job typically requires a bachelor’s degree and 3+ years of experience, or equivalent. Duties include preparation of multi-media training materials and delivery of those materials in a classroom or work environment. The training content may cover work procedures, product use, safety, customer service, work skills, language skills or other topics. Works under limited supervision and has significant responsibility for needs identification and program design as well as delivery of training. May provide training and direction to less experienced staff.
307.451 CONTINUOUS IMPROVEMENT MANAGER
GRADE 13
Plans and directs the quality control program designed to ensure the highest level of quality product and service to customers. Provides leadership and guidance in the development of quality standards and critical-to-quality characteristics for product and process definition and development. Plans, promotes and organizes training related to process and product quality. Manages the activities and resources required to meet quality standards internally and externally. Collaborates with all departments and outside suppliers to direct, improve and control processes and performance.

307.380 INSPECTION SUPERVISOR
GRADE 7
Supervise inspection and quality control activities to meet specifications and quality standards. Plan and layout work, assist with difficult set ups or procedures and resolve problems. Determine causes for delays and faulty work, investigate rejects. Perform normal supervisory functions in a department with 2 to 10 persons.

307.379 INSPECTION SUPERVISOR
GRADE 9
Assume responsibility for inspection and quality control activities, (to include incoming and in process inspection, sampling, vendor and final testing, and inspection of finished products), to meet specification requirements and quality standards. Plan and lay out work, devise, or adapt inspection equipment as necessary, and assist with difficult problems involving inspection, setups, layouts, or procedures. Suggest changes in inspection procedures, quality control standards, equipment, and gauges to facilitate work and maintain quality. Prepare inspection reports and records. Determine causes for delays and faulty work, investigate consistently recurring rejects, consult with production supervisors on causes, and make suggestions for corrections. Perform normal supervisory functions in a department with over 10 persons.

307.276 QUALITY ASSURANCE ENGINEER
GRADE 9
Investigate, establish, and implement requirements for inspection and testing methods, techniques, equipment, and facilities. Determine frequency and allowable variations from specifications at various stages of the manufacturing process. Work with shop supervision and engineering functions. Investigate and recommend alternatives to product designs and manufacturing methods.

307.275 QUALITY ASSURANCE ENGINEER
GRADE 11
Assume responsibility for complex projects in the development and implementation of methods and programs to ensure that various company product lines meet specifications and standards. Investigate, establish, and implement requirements for inspection and testing methods, techniques, equipment, and facilities. Determine frequency and allowable variations from specifications at various stages of the manufacturing process. Work with shop supervision and engineering functions. Investigate and recommend alternatives to product designs and manufacturing methods. Direct the activities of one or two employees in lower classifications, to include training, assigning, and checking work.

307.179 QUALITY MANAGER
GRADE 12
Manager of the quality function. The job typically requires a bachelor’s degree in business or engineering and 5+ years of experience, or equivalent. Manages the quality of incoming materials or components as well as finished goods, work in process, or services provided. Individuals supervised, directly or indirectly through a supervisor, will typically use precision measuring equipment, which may include electronic instruments, to check the measurements, chemical content, purity and other qualities of parts, assemblies or product. In non-manufacturing environments other measures of customer satisfaction or work accuracy, such as surveys or audits, may be utilized. Establishes department policies, control processes and quality programs within overall direction set by senior management. Exercises judgment in dealing with unusual cases or those involving significant cost. Works closely with design, training and process development staff to improve the quality of products and services.

307.295 QUALITY PROCESS MANAGER
GRADE 11
Manage, plan, develop, coordinate, and evaluate a quality process. Develop training materials and conduct training programs. Design and implement recognition programs. Establish and maintain effective relationships with internal staff and external individuals. Give guidance to various team members, including the Steering Committee. Establish reporting systems and promotional program materials.
**308.189 ASSISTANT PLANT MANAGER**
GRADE 13
Direct and coordinate activities of several departments, through subordinate supervisors, with 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 work flow, analyze serious delays, and take remedial action. Interpret and clarify rules, regulations, and general policies. Arrange for additional help, shifts, and transfers. Adjust primary grievances in conjunction with first line supervisors. Perform normal supervisory functions in a department with 50 to 100 persons. (Plant Manager is found in our Executive Survey).

**308.381 ASSISTANT PLANT MANAGER**
GRADE 15
Direct and coordinate activities of several departments, through subordinate supervisors, with 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 work flow, analyze serious delays, and take remedial action. Interpret and clarify rules, regulations, and general policies. Arrive for additional help, shifts, and transfers. Adjust primary grievances in conjunction with first line supervisors. Perform normal supervisory functions in a department with over 100 persons. (Plant Manager is found in our Executive Survey).

**308.423 MAINTENANCE MANAGER**
GRADE 12
Direct and coordinates, through subordinate personnel, activities involving repair, maintenance, and installation of machines, tools and equipment and in maintenance of buildings, grounds and utility systems of the organization.

**308.426 MAINTENANCE SUPERVISOR**
GRADE 10
Supervises employees who install, maintain and repair a wide variety of production or processing equipment. Repairs can be electrical, mechanical, pneumatic, hydraulic, etc. May oversee work on new facility construction or the modification of existing facilities.

**308.383 SUPERVISOR (CLASS A)**
GRADE 10
Responsible for supervising a production area, with full accountability for results in terms of costs, methods, quality and quantity of production, operations, and personnel. Plan and lay out work, assign, instruct, direct, and assist employees. Maintain equipment and work areas and eliminate safety hazards. Check material shortages, machine or equipment defects, and causes for delays. Maintain discipline and personnel relations, and adjust primary grievances. Interview screened applicants; pass on terminations, transfers and promotions; recommend wage adjustments. Supervises a department that works on difficult, extremely intricate, and complex tasks; employs highly skilled trades workers; operates or works on a wide variety of complicated equipment; works to very close tolerances; typically includes maintenance, tooling. Supervises up to 25 persons.

**308.382 SUPERVISOR (CLASS A)**
GRADE 11
Responsible for supervising a production area, with full accountability for results in terms of costs, methods, quality and quantity of production, operations, and personnel. Plan and lay out work, assign, instruct, direct, and assist employees. Maintain equipment and work areas and eliminate safety hazards. Check material shortages, machine or equipment defects, and causes for delays. Maintain discipline and personnel relations, and adjust primary grievances. Interview screened applicants; pass on terminations, transfers and promotions; recommend wage adjustments. Supervises a department that works on difficult, extremely intricate, and complex tasks; employs highly skilled trades workers; operates or works on a wide variety of complicated equipment; works to very close tolerances; typically includes maintenance, tooling. Supervises up to 25 persons.

**308.385 SUPERVISOR (CLASS B)**
GRADE 9
Responsible for supervising a production area, with full accountability for results in terms of costs, methods, quality and quantity of production, operations, and personnel. Plan and lay out work, assign, instruct, direct, and assist employees. Maintain equipment and work areas and eliminate safety hazards. Check material shortages, machine or equipment defects, and causes for delays. Maintain discipline and personnel relations, and adjust primary grievances. Interview screened applicants; pass on terminations, transfers and promotions; recommend wage adjustments. Supervises a department that works to close tolerances; operates or works on a wide variety of equipment; performs diversified operations requiring occasional variance from standards; employs skilled trades workers; typically includes machining (operation and setting), metal processing, welding. Supervises up to 25 persons.
308.384 SUPERVISOR (CLASS B)
GRADE 10
Responsible for supervising a production area, with full accountability for results in terms of costs, methods, quality and quantity of production, operations, and personnel. Plan and lay out work, assign, instruct, direct, and assist employees. Maintain equipment and work areas and eliminate safety hazards. Check material shortages, machine or equipment defects, and causes for delays. Maintain discipline and personnel relations, and adjust primary grievances. Interview screened applicants; pass on terminations, transfers and promotions; recommend wage adjustments. Supervises a department that works to close tolerances; operates or works on a wide variety of equipment; performs diversified operations requiring occasional variance from standards; employs skilled trades workers; typically includes machining (operation and setting), metal processing, welding. Supervises over 25 persons.

308.205 SUPERVISOR (CLASS C)
GRADE 8
Responsible for supervising a production area, with full accountability for results in terms of costs, methods, quality and quantity of production, operations, and personnel. Plan and lay out work, assign, instruct, direct, and assist employees. Maintain equipment and work areas and eliminate safety hazards. Check material shortages, machine or equipment defects, and causes for delays. Maintain discipline and personnel relations, and adjust primary grievances. Interview screened applicants; pass on terminations, transfers and promotions; recommend wage adjustments. Supervises a department that works to negligible tolerances; operates or works on a limited variety of equipment; produces standardized products, subassemblies, or tools; typically includes assembly, chemical processing, machining (operation only), finishing and sheet metal. Supervises up to 25 persons.

308.386 SUPERVISOR (CLASS C)
GRADE 9
Responsible for supervising a production area, with full accountability for results in terms of costs, methods, quality and quantity of production, operations, and personnel. Plan and lay out work, assign, instruct, direct, and assist employees. Maintain equipment and work areas and eliminate safety hazards. Check material shortages, machine or equipment defects, and causes for delays. Maintain discipline and personnel relations, and adjust primary grievances. Interview screened applicants; pass on terminations, transfers and promotions; recommend wage adjustments. Supervises a department that works to negligible tolerances; operates or works on a limited variety of equipment; produces standardized products, subassemblies, or tools; typically includes assembly, chemical processing, machining (operation only), finishing and sheet metal. Supervises over 25 persons.

308.206 SUPERVISOR (CLASS D)
GRADE 8
Responsible for supervising a production area, with full accountability for results in terms of costs, methods, quality and quantity of production, operations, and personnel. Plan and lay out work, assign, instruct, direct, and assist employees. Maintain equipment and work areas and eliminate safety hazards. Check material shortages, machine or equipment defects, and causes for delays. Maintain discipline and personnel relations, and adjust primary grievances. Interview screened applicants; pass on terminations, transfers and promotions; recommend wage adjustments. Supervises a department that performs simple, standardized work; performs manual work or work involving very simple equipment; typically includes material handling, assembly, service. Supervises over 25 persons.

308.207 WAREHOUSE (SHIPPING/RECEIVING) SUPERVISOR
GRADE 7
First level of warehouse supervision. The job typically requires a high school diploma and 5+ years of experience, or equivalent. This position is responsible for the supervision of the warehousing activities and shipping/receiving activities of a facility. In larger organizations this may be one of several supervisors, each having responsibility for a segment of the operation. Typical duties carried out by subordinates are the receiving, storage and shipment of raw materials and/or finished goods and the maintenance of inventory control records. Incumbents may also be responsible for the movement of materials and goods within a plant. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.
309.394 DISTRIBUTION MANAGER
GRADE 14
Manage receiving, warehousing and distribution activities. Supervise storage practices, evaluate retrieval and storage methods and ensure efficient movement of product and materials. Ensure accurate inventory. Supervise up to 25 persons.

309.210 INVENTORY CONTROL MANAGER
GRADE 12
Manager in charge of inventory control. The job typically requires a bachelor’s degree in business and 5+ years of inventory control experience, or equivalent. Responsible for managing inventory control staff. Duties include record keeping, inventory verification and establishing appropriate inventory levels, with consideration for demand, re-supply or delivery lead time, storage capacities, shelf life, cost of stock and other factors. Responsibility for forecasting demand is shared with other management staff.

309.453 LOGISTICS MANAGER
GRADE 13
Develops and oversees program activities designed to ensure effective and economical support for production of various goods and services. Assures materials, goods, labor, equipment, supplies, and other requirements are delivered in good order at an optimum time and cost. Coordinates efforts of subcontractors, suppliers, production departments, field service personnel, and others; resolves problems in area of logistics to ensure meeting of commitments.

309.212 PRODUCTION CONTROL MANAGER
GRADE 10
Supervise the planning, scheduling, and expediting of all orders through manufacturing. Provide consultation on engineering and manufacturing schedules and delivery promises, and prepare shop schedules. Investigate production delays and difficulties, recommend alternative methods of manufacturing, and transfer work between departments. Maintain proper balance of inventories through inventory control procedures. Requisition or direct the requisitioning of materials used in production. Determine future production schedules, working from rough drafts and broad established procedures. Supervise seldom over 2 persons.

309.211 PRODUCTION CONTROL MANAGER
GRADE 11
Manager in charge of production control in a process or manufacturing organization. The job typically requires a bachelor’s degree in business and 5+ years of experience in production/inventory control, or equivalent. Responsible for managing professional and technical scheduling staff. Requires an understanding of client/production priorities and coordination with account managers, inventory managers and/or production managers.

309.215 PRODUCTION PLANNER/SCHEDULER II
GRADE 8
Second of three levels of production scheduling with responsibility for the technical aspects of scheduling materials, manpower and machines for a production operation. The job typically requires an associate’s or bachelor’s degree and 3+ years of experience, or equivalent. Duties include preparation of daily and weekly schedules for assigned product lines or departments and for coordination with the overall master schedule. Communicate regularly with purchasing and production staff to adjust schedules to accommodate changes in machine or material availability or staffing. Works under limited supervision and has significant responsibility for efficiency of operations. May provide training and direction to less experienced staff. (See Non-Exempt 209.368 for Production Planner/Scheduler I).

309.358 PRODUCTION PLANNER / SCHEDULER III (MASTER)
GRADE 9
Third of three levels of production scheduling with responsibility for the technical aspects of overall coordination of materials, manpower and machine schedules for a production operation; at this level incumbents are usually exempt. The job typically requires a bachelor’s degree and 5+ years of experience, or equivalent. Duties include merging subordinate schedules, often prepared by others, into an overall plan that prioritizes operations based on customer need and operations efficiencies. Requires an understanding of client and production priorities and coordination with account managers and/or production supervisors. Develops the master schedule, using information gathered from multiple sources, to drive daily and weekly materials and production schedules of the facility. Works under management guidance and has total project responsibility for the larger or more complex projects requiring advanced analysis. Provides training and direction to less experienced staff. (See Non-Exempt 209.368 for Production Planner/Scheduler I).
SECTION C
(300s) EXEMPT MANAGERIAL AND PROFESSIONAL JOB DESCRIPTIONS
PRODUCTION CONTROL (309)

309.391 TRAFFIC MANAGER
GRADE 11
Manager of traffic activities of the organization. The job typically requires completion of a formal technical program and 3+ years of progressively responsible traffic experience or 5+ years of progressively responsible traffic experience, or equivalent. Responsible for determining the most advantageous and economical methods of shipment for company products. Duties include negotiating contracts with vendors, monitoring vendor performance and resolving issues with lost or damaged shipments. Other duties include maintaining records of shipments. Supervises traffic staff and manages the department budget. May also have responsibility for a small company fleet, when there is not a separate Fleet Manager role.

309.392 TRAFFIC SUPERVISOR
GRADE 9
Supervise the effective coordination of all traffic activities. Supervise transportation methods for the shipping and receiving departments. Plan and assign work to clerks and dock material handlers to ensure the processing and shipping orders with a minimum of delay. Contact various transportation companies to requisition proper vehicles for shipments. Supervise the processing of claims and tracers and the checking of freight bills. Maintain proper checking, identifying, and recording of all parts and raw stores received from outside sources on purchase orders. Requisition necessary supplies and materials required for departmental operations. Supervise seldom over 2 persons.

309.425 WAREHOUSE MANAGER
GRADE 10
Manager responsible for the operation of a department focused on receiving, storage and shipment of materials. The job typically requires technical or business training beyond high school and 5+ years of experience, or equivalent. Responsible, either directly or through subordinate supervisors, for the direction and coordination of all of the warehousing activities of the facility. Typical subordinate activities are the receiving, storage and shipment of raw materials and/or finished goods and the maintenance of inventory control records. May be responsible for the movement of materials and goods within the facility. May also have responsibility for traffic and/or export activities.
310.094 BUYER II
GRADE 7
Second of three levels of professional purchasing. The job typically requires an associate's or bachelor's degree in business and 3+ years of experience, or equivalent. Incumbents at this level have the authority to purchase at prices 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. (Level I and III not currently in survey).

310.092 BUYER III (PURCHASING AGENT)
GRADE 9
Third of three levels of professional purchasing. The job typically requires an associate's or bachelor's degree and 5+ years of experience, or equivalent. Duties include coordinating activities involved with procuring goods and services, such as raw materials, equipment, tools, parts, supplies, and advertising, for the establishment. Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule. May work directly in support of line operations and in collaboration with department managers, engineers or operations staff. Estimates values according to knowledge of market price and determines method of procurement, such as direct purchase or bid. Prepares bid specifications, receive bids and make purchases of commodities or goods where the financial impact is great. Works out remedies for defective or unacceptable goods or services with inspection or quality control personnel, users, vendors and others. Provides work direction and training to other professional staff and non-exempt buyers. Materials purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a merchandising buyer.

310.217 PURCHASING MANAGER
GRADE 12
Manager responsible for operation of a department focused on procurement of materials and supplies needed for the operation of the organization. The job typically requires a bachelor's degree and 6+ years of experience. Develops and recommends to senior management purchasing policies for the organization. Manages the purchase of machinery, equipment, tools, raw material, services and supplies necessary for operation of an organization. May actively participate in vendor selection and purchasing of the most critical goods or services. Supervises the maintenance of records of purchases, delivery dates, vendors, costs and other resources. Approves plans to work out remedies for defective or unacceptable goods or services. Materials purchased are processed, consumed or used in the organization and are not purchased for direct resale; this is not a manager of merchandising buyers.

310.216 PURCHASING MANAGER
GRADE 14
General responsibility for all purchasing of material, equipment, and supplies for the organization, including major contracts and capital equipment. Determine proper sources of supply for most economical purchases and place orders, with responsibility for prices, deliveries, and maintenance of all necessary records of purchases, prices, and deliveries. Locate new sources of supply as necessary, keep abreast of changing trends in prices or availability of materials, and recommend necessary action to ensure a continued flow of materials to meet production and sales requirements. Recommend policies and procedures for purchasing function. Supervise seldom over 10 persons.

310.440 PURCHASING SUPERVISOR
GRADE 10
First level of purchasing supervision. The job typically requires an associate's or bachelor's degree and 5+ years of experience. Responsible for the supervision of non-exempt employees who perform duties related to the purchase of materials and supplies needed for the operation of the organization. Typical duties of these employees include placing orders with vendors, revising orders, following up on orders to assure satisfactory delivery, verification of invoices against original orders, and maintenance of purchase order and invoice files. Report supervisors of professional buyers as Purchasing Manager; this is not a supervisor of merchandising buyers.

310.450 RETAIL/WHOLESALE BUYER
GRADE 10
Experienced professional merchandising buyer. The job typically requires 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.
311.387 ADVERTISING AND SALES PROMOTION MANAGER  
GRADE 12  
Direct the organization’s advertising, promotion, and publicity programs in coordination with top marketing position. Establish program content and direction. Develop appropriate vehicles. Direct in-house or vendor preparation of original artwork and promotional material. Coordinate program activities through company function heads or vendors. Supervise seldom over 2 persons.

311.359 CUSTOMER SERVICE MANAGER  
GRADE 10  
Manager of a customer service function. The job typically requires a bachelor’s degree with 5+ years of experience, or equivalent. Develops and recommends customer service policies and procedures and seeks senior management approval when needed. Applies experience and judgment in the interpretation and application of direction established by senior management. Issues of major impact or technical complexity are researched and presented to upper management or referred to the appropriate internal experts for resolution. Typical customer questions are focused on account status, technical product application, service information, pricing or adjustments. Manages department staff and budget.

311.285 CUSTOMER SERVICE SUPERVISOR  
GRADE 8  
Supervisor of a customer service function. The job typically requires an associate’s degree with 5+ years of experience, or equivalent. The incumbent fields the most technical or complex service questions from customers and applies experience and judgment in the interpretation and application of guidelines established by senior management. Issues of major impact or technical complexity are researched and presented to upper management or referred to the appropriate internal experts for resolution. Typical customer questions are focused on account status, technical product application, service information, pricing or adjustments. Assists with employee selection and reviews employee performance. Do not report working supervisors or leads, where a majority of time is spent performing hands-on work of the department.

311.298 FIELD SERVICE MANAGER  
GRADE 13  
Manager of field service. The job typically requires completion of a bachelor’s degree and 3+ years of field service experience or a formal technical program and 5+ years of progressively responsible field service experience, or equivalent. Assigns work and directs staff who install, service and/or repair equipment at a customer location. Duties include managing staff performance, tracking project status, customer relations, staff recruiting and staff training. May serve as a technical expert to troubleshoot or modify customer installations.

311.307 GRAPHIC ARTIST  
GRADE 8  
Experienced commercial artist. The job typically requires a two or four year liberal arts degree and 3+ years of experience, or equivalent. Incumbents will draw, sketch or modify images of merchandise or models for use in catalogs, advertising, technical manuals, displays or web sites. Incumbents may scan, edit, crop or otherwise modify images. Incumbents may use brushes, air brushes, computer graphics applications or other media to accomplish the desired end result.

311.424 INSIDE SALES MANAGER  
GRADE 11  
Manages all activities associated with outbound calls made to potential customers, non-qualified and qualified leads, including developing and implementing policies and procedures on systems and the flow of information. Ensures productivity meets or exceeds standards. Responsible for costs, budget and personnel.

311.368 MARKET RESEARCH ANALYST  
GRADE 9  
Develop methods, conduct market surveys, compile data, and prepare various market and product sales evaluation reports to assist area sales management in determining new market potential, sales penetration, and new product potential.
311.446 MARKETING GENERALIST I
GRADE 7
First of three levels of professional marketing with a diverse set of marketing activities. The job typically requires a bachelor’s degree and less than one year of experience, or equivalent. Duties include research, analysis, advertising materials development, direct mail, website content development, organization of product expositions, exhibiting at trade fairs and conventions, proposal development and preparation of reports to assist with decision making. Receives considerable project direction from senior staff and management and may spend the majority of time working on assigned segments of a project. This is distinguished from direct sales and marketing research jobs, but may include elements of each.

311.301 MARKETING GENERALIST II
GRADE 10
Second of three levels of professional marketing with a diverse set of marketing activities. The job typically requires a bachelor’s degree and 3+ years of experience, or equivalent. Duties include research, analysis, advertising materials development, direct mail, website content development, organization of product expositions, exhibiting at trade fairs and conventions, proposal development and preparation of reports to assist with decision making. Works under limited supervision and has total project responsibility. May provide training and direction to support staff. This is distinguished from direct sales and marketing research jobs, but may include elements of each.

311.447 MARKETING GENERALIST III
GRADE 11
Third of three levels of professional marketing with a diverse set of marketing activities. The job typically requires a bachelor’s degree and 5+ years of experience, or equivalent. Duties include research, analysis, advertising materials development, direct mail, website content development, organization of product expositions, exhibiting at trade fairs and conventions, proposal development and preparation of reports to assist with decision making. Works under general management guidance and has total project responsibility for the larger or more complex projects requiring advanced design and analysis. Provides training and work direction to other professional and support staff. This is distinguished from direct sales and marketing research jobs, but may include elements of each.

311.318 MARKETING MANAGER
GRADE 13
Manager of professional marketing with a diverse set of marketing activities. The job typically requires a bachelor’s degree and 8+ years of experience, or equivalent. Duties include research, analysis, advertising materials development, direct mail, website content development, organization of product expositions, exhibiting at trade fairs and conventions, proposal development and preparation of reports to assist with decision making. Working within overall direction established by senior management, solves complex technical problems and develops and recommends new alternatives. Manages department staff and budgets. This is distinguished from direct sales and marketing research jobs, but may include elements of each. See the National Executive Compensation Survey for the top marketing position.

311.389 OUTSIDE SALES REPRESENTATIVE
GRADE 9
Promote sales in an assigned territory where the company and its product lines or services are established, utilizing standard sales approaches and techniques. Demonstrate and assist prospects in the selection of products or services best suited to their needs. Familiarize established accounts with new products and developments. Quote prices, terms, delivery dates, or similar information on new or repeat orders, subject to supervisor approval. Investigate and report on warranty claims and complaints if required. Periodically report activities and expenses.

311.254 OUTSIDE SALES REPRESENTATIVE
GRADE 11
Promote, sell, and secure new business, including important and major accounts. Develop new territories and industries, and fulfill market potential of customers and product line acceptance. Demonstrate products or services, and assist prospects in the selection of those best suited to their needs. Familiarize established accounts with new products or services and developments. Coordinate and assist in providing the services of company technical engineering staff to determine customer needs. Prepare documents such as price quotations, terms of sales, delivery dates, and service obligations. Write orders, subject to approval. Investigate policies and notify company of competitive products, promotional sales, selling techniques, pricing, warranties, and marketing policies. Submit periodic reports detailing activities, sales volume, and expenses. Train, instruct, and assign one or two lower graded sales personnel.
**311.280 PRODUCT MANAGER (BRAND)**
GRADE 12
Manage the sales promotional activities and profit margins of company product lines. Conduct marketing research studies. Assist in new product development activities. Accountable for overall product advertising, pricing, inventory, and marketing activities. Determine product selection and specifications. Coordinate internal and external activities related to the management of products. Control program performance according to plan. Establish long range sales forecasts. Assess performance and implement appropriate action.

**311.279 PRODUCT MANAGER (BRAND)**
GRADE 14
Manage the sales promotional activities and profit margins of company product lines, including marketing research studies and new product development activities. Accountable for overall product advertising, pricing, inventory, and marketing activities. Determine product selection and specifications. Coordinate internal and external activities related to the management of products. Control program performance according to plan. Establish long range sales forecasts. Assess performance and implement appropriate action.

**311.258 SALES MANAGER (DISTRICT)**
GRADE 13
Supervise sales personnel in designated territories. Implement campaigns to secure sales and realize full market potential. Guide sales representatives in and personally promote and secure new major and important accounts. Arrange, coordinate, and assist in providing technical engineering staff services required to determine customer needs. Supervise and review preparation of quotations, installations, warranty service obligations and other details such as terms of sales and delivery dates to ensure conformance with marketing policies. Supervise seldom over 10 persons.

**311.388 SALES MANAGER (EXPORT)**
GRADE 14
Develop, recommend, and administer marketing, sales, and distribution policies and programs for export sales function. Establish long range export sales forecasts. Recommend new or modified products to meet market needs. Organize and supervise export sales activities to ensure that project goals and objectives are achieved. Perform normal supervisory functions in a department with seldom over 10 persons.

**311.257 SALES MANAGER (REGIONAL)**
GRADE 14
Supervise district sales management and sales personnel in designated territories. Direct campaigns to secure sales in new territories and industries, to realize full market potential of customers and to establish product line acceptance. Guide sales representatives in and personally promote and secure new major and important accounts. Arrange, coordinate, and assist in providing technical engineering staff services required to determine customer needs. Supervise the preparation of quotations, installations, warranty service obligations, and other details, such as terms of sales and delivery dates, to ensure conformance with marketing policies. Review and evaluate orders, activity reports, expense accounts and assignments, competitive activities, and other related information in multiple districts. Supervise over 10 persons.
312.427 MEETINGS AND SPECIAL EVENTS PLANNER
GRADE 9
Oversees the planning and execution of logistics for organizational meetings and special events, which may include trade shows and other sales promotion events. Coordinates facility selection, contract negotiations, food and beverage selections, and arrangements for audio visual service, transportation, etc. Makes periodic reports on activities costs.

312.390 OFFICE MANAGER
GRADE 10
Assume direct responsibility for dictation, filing, mail, communications, and printing departments. Supervise billing and/or sales service functions as required. Implement and follow through on general office policies. Confer with office departments regarding the purchasing of office equipment, systems, and procedures affecting more than one department, and the hiring and transferring of employees and office salary structure. Prepare payroll tax returns and perform payroll accounting for the company as required. Maintain retention schedule for company records. Perform normal supervisory functions.

312.428 OPERATIONS MANAGER
GRADE 14
Oversee the production planning, staffing, and daily operations of an organization. Responsibilities include resource planning, materials management, project scheduling and tracking, outsourcing, and other related activities. Prepare operational schedule and coordinate activities to ensure production and quality of products or services meet specifications. May develop and monitor the organization’s operational budget. Continually develop systems to improve efficiency and accuracy of operations.

312.448 PROJECT MANAGER
GRADE 11
Manager in charge of designated projects. The job typically requires a bachelor’s degree and 3+ years of experience, or equivalent. The incumbent is responsible for planning, administering and completing assigned projects, which may cross several functional areas, such as facilities, operations, marketing or administration. Assignments may vary in length and complexity, but are generally not permanent. The incumbent typically does not supervise staff, but may provide work direction to individuals supporting a project. Do not report IT Project Managers or individuals managing construction projects.

312.449 SENIOR PROJECT MANAGER
GRADE 14
Manager in charge of designated projects having significant business unit impact. The job typically requires a bachelor’s degree and 6+ years of experience, or equivalent. The incumbent is responsible for planning, administering and completing assigned projects, which may cross several functional areas, such as facilities, operations, marketing, or administration. Assignments may vary in length and complexity, but are generally not permanent. The incumbent does not typically supervise staff, but may provide work direction to individuals supporting a project. Do not report IT project managers or individuals managing construction projects.