Architecture Salary Survey

RETURN TO:
ERI Salary Surveys
ATTN: Survey Department
8575 164th Ave NE, Suite 100
Redmond, WA 98052
USA
Telephone: (877) 210-6563, Fax: (877) 239-2457

(RETURN BY April 14, 2013)

General Instructions
Participation between October 1 and December 31 earns a 75% discount. After that a 50% discount will be in effect. Discounts apply to any one survey order. Required inputs exist only for the wage/salary and variable pay/incentives to be earned in this year. Data collected before April 14, 2013, will be included in the 2013 survey. ENTER DATA ONLY FOR JOBS THAT EXIST WITHIN YOUR ORGANIZATION.

Please make sure your contact information is correct, including the industry sector, location, and the organizational size dimension and measure. We will call you to go over submitted input.

- Again, fill in data for only those jobs in which your organization has incumbents. -

Should you wish, you may enter your data directly online
or download a questionnaire at:

http://salary-surveys.erieri.com/onlinesurvey

ORGANIZATION INFORMATION

* Indicates required field

* Data Effective Date: _____

*Industry Sector (Default SIC 8712) (If known please circle one NTEE _____/SIC_____/NAIC_____)

*Organization: _____

*Total Employees: _____

*Revenue: _____

Assets: _____

*First Name: _____

*Last Name: _____

*Email: _____

*Phone: _____

*Fax: _____

*Address: _____

*City: _____

*State/Province: _____

*Zip Code: _____

*Country: _____

INDUSTRY BENCHMARK JOBS

INSTRUCTIONS: For each job, all values refer to "averages" of the incumbents. If you wish to detail the information for the incumbents or they work in a different postal code, please use the Job Overflow page at the end of this section to do so. To enter the correct education level for a job, please use a value from the list below:

EDUCATION LEVELS

1 - Illiterate - non-English speaking
2 - Limited English speaking
3 - Eighth grade or equivalent
4 - High School - non skilled
5 - High School - skilled
6 - 1 year trade, technical or JC
7 - 2 year JC or apprenticeship
8 - 4 year college - non-technical
9 - 4 year college - technical
10 - Graduate degree
11 - Doctorate

Top Management Positions

1. **CHIEF EXECUTIVE OFFICER**

Plans, develops, establishes, and oversees interpretation and implementation of policies and objectives of organization in accordance with board directives and corporation charter. Responsible for the profitability of the entire organization. Holds position of the top executive and principal organization leader in the organization. This position is distinguished from others in that it is the top ranking executive and, in most cases, is the highest paid executive in the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1							

2. **CHIEF FINANCIAL OFFICER**

Directs and coordinates company's financial affairs according to financial principles and government regulations. Establishes major economic objectives and policies for the company. Develops Develops, directs and prepares financial analyses of operations for guidance of management. Recommends changes and ideas to top management or Board of Directors in regard to policies and programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6							

3. **CHIEF HUMAN RESOURCES OFFICER**

Directs, plans, develops, establishes, implements, and administers the personnel and human resources management function in accordance with objectives of organization. Directs human resource functions including staffing, employee orientation, education, and training, management development, employee and labor relations, affirmative action compliance, policies and procedures, workers compensation administration, wage and salary administration, benefits administration, organization development, and employee assistance. Directs staff personnel who assist in identifying, evaluating, and resolving human relations and work performance problems within establishment to facilitate communication and improve employee human relations skills and work performance.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5							

4. **CHIEF MARKETING & SALES OFFICER**

Directs and oversees all marketing and sales functions. Plans, develops, and implements objectives, policies, and programs for marketing and sales activities of the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4							

5. **CHIEF OPERATING OFFICER**

Heads, plans, oversees, and coordinates the entire operation of an organization toward the achievement of established operating objectives. Collaborates in the planning and formulation of organization policies and practices. Oversees the design, operation, and improvement of the system that creates and delivers the organization's products or services. Oversees and adjusts organization's processes and operations as necessary to ensure efficient and effective execution of policies and procedures. This position is nearly always the second highest paid position in the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2							

Middle Management Positions

6. **ACCOUNTING MANAGER**

Manages professional level accounting functions and the preparation of reports including earnings, profits/losses, cash balances, and cost accounting. Confirms accuracy of operating and financial reports.Advises upper management regarding matters, such as effective use of resources and methods, for preventing capital being frozen. Interprets accounts and records to upper management. Includes managers whose staffs may consist of a mix of professional, paraprofessional, and/or clerical accounting personnel; excludes managers whose staffs consist of 100 percent nonexempt accounting personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE

1305							

7. **CONTRACT ADMINISTRATION MANAGER**

Manages contract administration operations involving contracts for purchase or sale of equipment, materials, products, or services, and may direct those who estimate expenditures expected and submits to management. Heads the review of bids from other firms for conformity to contract requirements, and determines acceptable bids. Presides over the negotiations of contracts with customer or bidder. Oversees the analysis of contracts and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1295							

8. **FINANCIAL ANALYSIS MANAGER**

Manages conduct of statistical analyses of information affecting financial and accounting programs of public, industrial, and/or financial organizations through subordinate financial analysis staff. Analyzes, evaluates, and interprets data concerning investments, price, yield, stability, and future trends, using financial periodicals, securities manuals, and personal interviews.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4036							

9. **HUMAN RESOURCES MANAGER**

Manages Human Resources staff and plans, develops, recommends, and implements human resources activities, policies, procedures, and programs for an organization, assisting upper management as requested. Manages activities relating to staffing, employee education and training, management development, labor relations, affirmative action, benefits administration, and salary administration.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
19998							

10. **OFFICE MANAGER**

Manages and organizes office operations and procedures, such as word processing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services. Coordinates activities of various clerical departments or workers within department. Evaluates office production, updates procedures, or devises new forms to improve efficiency of workflow. Establishes uniform correspondence procedures and style practices. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records. This position is similar to an Office Supervisor, but scope of unit supervised typically involves a larger number of employees and more varied office activities. Position requires experience in the classifications managed.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4059							

11. **PURCHASING MANAGER**

Manages and coordinates activities of buyers and support staff engaged in purchasing and distributing raw materials, equipment, machinery, and supplies in industrial plant, public utility, or other organization.Establishes purchasing policies and procedures and directs purchasing programs accordingly. Establishes procedures to accomplish procurement of a variety of materials in a cost-effective manner. Prepares and assigns purchase orders and change notices to purchasing agents.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4074							

12. **SYSTEMS & PROGRAMMING MANAGER**

Manages, organizes, and administers systems analysis and preparation of applications and operating systems programming to process data and solve problems by use of computers. Establisl Establishespriorities and schedules, and oversees and reviews work of systems analysis personnel and programming personnel. Reviews feasibility studies and time and cost estimates of new or revised systems. Assists in the development of standards, procedures, and operating systems applications.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4085							

13. **TAX COMPLIANCE MANAGER**

Manages activities and personnel responsible for ensuring that Federal, State, and local tax reports have been properly prepared and filed in a timely manner. Collects and reviews tax data based on past and current year's records, and presents estimates to management. Coordinates appropriations for specific taxes related to divisional programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1384							

Supervisory Positions

14. **FILE ROOM SUPERVISOR**

Supervises and coordinates activities of workers engaged in maintaining central records files, and may supervise workers engaged in microfilming records. Oversees and aids workers in storing, retrieving, checking, correcting, and copying paper documents, electronic files, microfilm, or other company records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220052							

15. **JANITORIAL SUPERVISOR**

Supervises and coordinates activities of unskilled and service employees engaged in cleaning and maintaining facilities and equipment of commercial, industrial, or other establishments. Head Headsthose who do minor and routine painting and maintenance activities and keep building and grounds in clean and orderly condition. Oversees those who may sweep and mop or scrub hallways and stairs, empty trash and garbage containers, clean bathrooms and replace supplies, and/or replace air conditioner filters. Assigns tasks to workers, and inspects completed work for conformance to standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220312							

16. **PAYROLL SUPERVISOR**

Supervises and coordinates activities of workers engaged the payroll function of recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls. Oversees computation of pay according to company policy and in accordance with government regulations and tax codes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1332							

17. **SHIPPING & RECEIVING SUPERVISOR**

Supervises and coordinates activities of employees engaged in shipping and receiving of products, components, and/or replacement parts and in verifying and keeping records on incoming and outgoing shipments, and preparing items for shipment.Oversees incoming and outgoing shipping activities to ensure accuracy, completeness, and condition of shipments. Studies Studiesshipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes, and rates.Plans work schedules, assigns duties, and evaluates work for accuracy and conformance to policies. Works with management to establish and modify department operational methods and procedures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
239							

Professional Positions

18. **ACCOUNTANT**

Readies and maintains financial and business transactions, applying accounting principles, that include work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice.Utilizes knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy, and often entails some understanding of such related fields as business law, statistics, and general management.Analyzes the effects of transactions upon account relationships. Evaluates alternative means of treating transactions. Plans the manner in which account structures should be developed or modified. Ensures the adequacy of the accounting system as the basis for reporting to management. Considers the need for new or changed controls. Projects accounting data to show the effects of proposed plans on capital investments, income, cash position, and overall financial condition. Interprets the meaning of accounting records, reports, and statements. Advises operating officials on accounting matters Excludes paraprofessional accountants.

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4001							
4001							

19. **ARCHITECT**

Researches, plans, designs, and supervises construction of building projects for clients, according to their desires, needs, and financial resources, applying knowledge of design, construction procedures, zoning and building codes, and building materials.Consults with clients to determine functional and spatial requirements of new structure or renovation, and prepares information regarding design, specifications, materials, color, equipment, estimated costs, and construction time.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1552							

20. **BUDGET ANALYST**

Analyzes, advises, and provides technical assistance in preparing budgets. Reviews proposed financial plans for completeness, accuracy, conformance with established procedures, regulations, and organizational objectives. Seeks new ways to improve efficiency and lower costs. Excludes paraprofessional positions.

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1361							

21. **CIVIL ENGINEER**

21. **CIVIL ENGINEER**

Plans, designs, and oversees civil engineering projects, such as airports, bridges, buildings, channels, dams, harbors, irrigation systems, pipelines, power plants, railroads, roads, sewage systems, tunnels, and water supply. Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design project. Calculates cost and determines feasibility of project based on analysis of collected data, applying knowledge and techniques of engineering, and advanced mathematics.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4018							

22. **COMPUTER NETWORK ANALYST**

Analyzes and administers the technical architecture of Local Area Networks and Wide Area Networks. Researches, runs tests, evaluates, and recommends telecommunications and data network systems. Analyzes workload, including traffic and utilization trends. Interfaces with users, consultants, technical teams, and vendors for maximum guidance in determining the most appropriate type of hardware installation. Supports complex PCs and LAN/WAN networks throughout the organization. Requires advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware and software.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5059							

23. **COMPUTER PROGRAMMER**

Programs computers. Develops, runs tests, and maintains current computer programs that provide instructions computers must follow to perform their function. Develops, designs, and tests logical structure for solving problems by computers. Writes programs according to specifications, which may be provided by Software Engineers, Systems Analysts, or other computer scientists. Updates, repairs, modifies, and expands existing computer programs. This position is distinguished from Programmer Analyst as this position may not include or involves a lesser degree of structured analysis, impact and compatibility analysis, cost analysis, computer capability analysis, feasibility studies, and user/customer interface.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4020							

24. **COST ACCOUNTANT**

Provides detailed cost information not supplied by general accounting systems, applying principles of cost accounting. Plans study and gathers data to determine costs of business activity, such as raw material purchases, inventory, and labor. Analyzes data obtained and documents results. Excludes paraprofessional cost accounting positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1344							

25. **COST ACCOUNTING SUPERVISOR**

Supervises the compilation of periodic statements of product cost and prepares appropriate operating reports. Initiates cost control procedures and provides staff supervision over cost systems and methods. Oversees the assembly of data and comparisons of various budget items, and follows up on expenditures of appropriations. Excludes supervisors whose staffs are 100 percent nonexempt.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1347							

26. **DATA ARCHITECT**

Defines, designs, and develops relational and/or multi-dimensional databases for warehousing of data. Confers with client, technical staff, and team members to plan, design, develop, implement, and enhance applications, scripts, procedures, and metadata for relational databases. Reviews current data structures and recommends optimizations and reconfigurations as warranted.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1872							

27. **DATABASE ARCHITECT**

Designs, develops, and implements infrastructure to provide highly-complex, reliable, and scalable database to meet the organization's objectives and requirements. Analyzes organization's business requirements for database design, and executes changes to database as required.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1856							

28. **FINANCIAL ANALYST**

Analyzes past and present financial data of organization and estimates future revenues and expenditures, applying principles of finance. Runs and documents financial analysis projects. Aids organization with financial functions, such as assessing, auditing, planning, budgeting, taxes, consolidation, cost control, and project control. Evaluates and analyzes capital expenditures, depreciation, proposals, investment opportunities, rate of return, profit plans, operating records, financial statements, etc.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1273							

29. **GRAPHIC ARTIST**

Specifies graphic material and lettering to be used for title, background, screen advertising, commercial logo, or other visual layouts for Internet websites, printed materials, motion picture production, television, or other media.Conceives and designs illustrations for use by various media to explain or adorn printed or spoken word, using current graphic design technology. Studies layouts, sketches of proposed illustrations, and related materials to become familiar with assignment. Determines style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or receives specific instructions regarding these variables. Formulates concept and renders illustration and detail from models, sketches, memory, and imagination.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
22164							

30. **GRAPHIC DESIGNER**

Designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, Internet websites, television, and packaging. Develops materials manually or utilizes graphic software to design and produce finished artwork or product. Plans content, graphic aspects, and presentation of material, product, or service.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4027							

31. **HUMAN RESOURCES GENERALIST**

Assesses personnel policies, programs, and procedures, and informs employee and management personnel on the interpretation of them. Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220316							

32. **ILLUMINATING ENGINEER**

Develops, designs, and heads installation of illuminating equipment and systems for buildings, plants, streets, stadia, tunnels, and outdoor displays. Studies lighting requirements to determine lighting equipment and arrangement of lamps that will provide optimum illumination with economy of installation and operation. Designs lamps of required light intensity and output, light control reflectors and lenses, and lamp arrangement required to meet illuminating standards. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1206							

33. **INTERIOR DESIGNER**

Designs, plans, and provides furnishings for interior environments of residential, commercial, and industrial buildings. Confers with client to determine architectural preferences, purpose and function of environment, budget, types of construction, equipment to be installed, and other factors that affect planning interior environments. Merges findings with knowledge of interior design and formulates environmental plan to be practical, esthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style of occupants.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
954							

34. **LANDSCAPE ARCHITECT**

Designs and plans development of land areas for projects, such as parks and other recreational facilities, airports, highways and parkways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites.Confers with clients, engineering personnel, and architects on overall program. Collects and analyzes data on such site conditions as geographic location; soil, vegetation, and rock features; drainage; and location of structures for preparation of environmental impact report and development of landscaping plans. Architects are typically required to be licensed or registered. Licensing is based on the Landscape Architect Registration Examination sponsored by the Council of Landscape Architectural Registration Boards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1554							

35. **MARINE ARCHITECT**

Designs and oversees construction and repair of marine craft and floating structures, such as ships, barges, tugs, dredges, submarines, torpedoes, floats, and buoys. Studies design proposals and specifications to establish basic characteristics of craft, such as size, weight, speed, propulsion, armament, cargo, displacement, draft, crew and passenger complements, and fresh or salt water service. Excludes supervisory positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1555							

36. **PC SPECIALIST**

Installs, changes, and repairs minor problems of personal computer hardware and software systems, and gives technical assistance and training to system users. Answers client's inquiries concerning systems operation; diagnoses system hardware, software, and operator problems; and recommends or performs remedial actions to correct problems based on knowledge of system operation. Requires excellent working knowledge of personal computers and peripherals.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4063							

37. **SAFETY ENGINEER**

Develops and implements a safety program to prevent or correct unsafe environmental working conditions, utilizing knowledge of industrial processes, mechanics, engineering, chemistry, psychology, and industrial safety and health laws.Reviews plans and specifications for new machinery or equipment to determine if all safety precautions have been included. This is a professional level position.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1732							

38. **STAFF ATTORNEY**

Advises, consults, litigates and performs trial work, and carries out the legal processes necessary to effect the rights, privileges, and obligations of the organization. Studies Constitution, statues, decisions, and ordinances of quasi-judicial bodies. Gathers evidence and information for management decision making. Prepares and reviews various legal instruments and documents, such as contracts, leases, licenses, purchases, sales, real estate, etc. Examines legal data to determine advisability of defending or prosecuting lawsuit. Examines material, such as advertisements, publications, etc., for legal implications, advising officials of proposed legislation that might affect the organization. Applies for copyrights or registration of the organization's products, processes, devices, and trademarks, advising whether to initiate or defend law suits. Conducts pretrial preparations and defends the organization in lawsuits. Advises officials on tax matters, government regulations, and/or legal rights. Represents the company before quasi-judicial or administrative agencies of the government. Requires completion of law school with an LLB degree or JD degree and admission to the bar.

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89931							

39. **SURVEY PARTY CHIEF**

Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to determine precise location and measurements of points, elevations, lines, areas, and contours for construction, mapmaking, land division, titles, mining, or other purposes. Assumes legal responsibility for work. Requires license by State.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4128							

40. **SYSTEMS ANALYST**

Analyzes and solves computer problems, and assures technology meets the needs of the organization. Implements system studies to assist organization to realize maximum benefit from investments in equipment, personnel, and business processes.Plans and designs new computer systems or devises ways to apply existing systems resources to additional operations. Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system.

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4084							

Sales Positions

41. **ARCHITECTURAL SERVICES SALES REPRESENTATIVE**

Sells architectural services, including designing, drafting, engineering, and interior design, to new or existing customers in assigned area or territory. Creates prospect list and gets new accounts. Contacts and interacts directly with potential, new, and existing customers or clients to present information and explain available services offered, utilizing persuasive sales techniques.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5655							

Technicians, Para-Professional & Skilled Craft Positions

42. **ADMINISTRATIVE ASSISTANT**

Supports an organization or department by performing administrative services. Assists management with administrative tasks such as tracking and compiling information of interest. Prepares Preparesvarious reports detailing the administrative information handled by the position. Reviews and answers correspondence. May handle confidential information. NOTE

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4003							

43. **ARCHITECTURAL DRAFTER**

Drafts architectural and structural features of buildings and other structures. Applies well-developed drafting and mechanical drawing skills; knowledge of drafting standards, mathematics, science, and engineering technology.Prepares detailed drawings of architectural designs and plans for buildings, parking, and landscaping, according to specifications, sketches, and rough drafts provided by architects, engineers, and designers.Fills in technical details, using drawings, rough sketches, specifications, codes, and calculations previously made by engineers, architects, or scientists. Understands directions; draws rough and detailed sketches, drawings, and plans to scale; and analyzes structural, electrical, and mechanical components of buildings. Requires a solid background in computer-aided drafting and design techniques.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1075							

44. **CAD/CAM DESIGN DRAFTER**

Drafts designs utilizing computer-aided drafting systems to prepare drawings and designs. Converses with engineers and other subject matter experts to interpret design concepts, determine nature and type of required detailed working drawings, and coordinate work with others. Uses required drafting and mechanical drawing skills, and knowledge of computer-assisted drafting (CAD) equipment and software.

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1066							

45. **CAD/CAM/CAE TECHNICIAN**

Operates specialized mini computers in the use of specialized engineering, architectural, and land or product development programs. This position is distinguished from a design drafter position as the work is more highly specialized and has greater involvement with the software programs involved with computer-aided drafting.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1174							

46. **CIVIL ENGINEERING DRAFTER**

Drafts detailed construction drawings, topographical profiles, and related maps and specifications used in planning and construction of civil engineering projects, such as highways, river and harbor improvements, flood control, drainage, bridges, pipelines, and water and sewage systems. Requires postsecondary school training in drafting along with well-developed drafting and mechanical drawing skills; a knowledge of drafting standards, mathematics, science, and engineering technology; and a solid background in computer-aided drafting and design techniques. After gaining experience, drafters progress to more difficult work with less supervision.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1079							

47. **CIVIL ENGINEERING TECHNICIAN**

Answers civil engineering problems, using the principles and theories of science, engineering, and mathematics. Assists Civil Engineer in planning the building of highways, buildings, bridges, dams, wastewater treatment systems, and other structures, and performs related surveys and studies. Helps Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Work is more limited in scope and more practically oriented than that of scientists and engineers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1557							

48. **DRAFTER**

Drafts and creates routine to moderately complex detailed drawings, sketches, and profiles used in the planning or construction of various physical projects or products. Follows directions to conceive of or create form and design variations for consideration. Usesextensive knowledge of computer-assisted drafting (CAD) equipment and software.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4028							

49. **DRAFTER (MODERATE)**

Drafts and prepares detail drawings including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Uses most of conventional drafting techniques and a working knowledge of terms and procedures of occupation.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1088							

50. **DRAFTER (SIMPLE)**

Drafts and prepares drawings of simple easily-visualized structures, systems, parts, or equipment from sketches or marked up prints. Performs straight forward or routine work under supervision.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1076							

51. **DRAFTER APPRENTICE**

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1087							

52. **DRAFTING SUPERVISOR**

52. **DRAFTING SUPERVISOR**

Supervises personnel engaged in the design and/or drafting of detailed drawings for assigned area of responsibility. Interprets job requests to employees and assigns duties. Determines and directs material to be used, and other information necessary to make detailed drawing and/or design clear and complete.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1073							

53. **EXECUTIVE SECRETARY**

Assists departments and/or lower-level executives by providing secretarial and administrative support, usually of a confidential nature. Composes letters and memoranda from dictation, verbal direction, or from knowledge of company policy or procedures. Composes andtypes routine correspondence. Files correspondence and other records. Answers telephone, gives information to callers, routes call to appropriate person, and places outgoing calls.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4034							

54. **LANDSCAPE DRAFTER**

Drafts detailed scale drawings and tracings from rough sketches or other data provided by Landscape Architect. Prepares working plans and detail drawings from rough or detailed sketches and notes specifications. Drafts detailed scale drawings and tracings from rough sketches or other data provided by Landscape Architect. Prepares working plans and detail drawings from rough or detailed sketches and notes specifications.Calculates and lays out dimensions, angles, curvatures, and materials to be used, utilizing knowledge of engineering practices, mathematics, building materials, and related physical sciences. Makes preliminary or final sketch of proposed drawing, using standard drafting techniques and devices, such as drawing board, T-square, protractor, and drafting machine, or using computer-assisted design drafting equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1083							

55. **MECHANICAL DRAFTER**

Drafts detailed drawings of a wide variety of machinery and mechanical devices, indicating dimensions and tolerances, fasteners and joining requirements, and other engineering data. Calculates and lays out dimensions angles, curvature, materials to be used, relationship of one part to another, and relationship of various parts, utilizing knowledge of engineering practices, mathematics, materials, technology, and related physical sciences.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1084							

56. **SPECIFICATIONS WRITER**

Interprets architectural or engineering plans, and develops material lists and specifications to be used as standards by employees or contracting personnel in material processing, production, or construction activities. Writes technical descriptions specifying material qualities and properties. Utilizes knowledge of principles and theories of science, engineering, and mathematics,

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1976							

57. **STRUCTURAL DRAFTER**

Drafts and prepares working plans and detail drawings from rough or detailed sketches and notes for structures, such as traffic systems, tunnels, airports, dams, bridges, and highways, employing structural reinforcing steel, concrete, masonry, wood, and other structural materials. Produces plans and details of foundations, building frame, floor and roof framing, and other structural elements. Applies well-developed drafting and mechanical drawing skills; a knowledge of drafting standards, mathematics, science, and engineering technology; and a solid background in computer-aided drafting and design techniques.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1085							

Field, Shop, Services & Clerical Positions

58. **ACCOUNTING CLERK**

Prepares and keeps financial and business transaction data up-to-date, applying accepted procedures, and prepares reports to ensure accurate accounting records. Performs complex clerical and entry-level accounting activities. Compiles and checks source documents, such as vouchers, invoices, purchase orders, and cash receipts, for completeness and accuracy, and prepares reports. Verifies and posts details of business transactions to appropriate ledgers and journals, and totals accounts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4002							

59. **BILLING CLERK**

Compiles records of charges for services rendered or goods sold. Calculates and records amount of these services and goods, and prepares invoices to be sent to customers or insurance providers. Applies applicable discounts, special rates, or credit terms.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1321							

60. **BLUEPRINT MACHINE OPERATOR**

Operates machine to make copies of printed material, such as documents or drawings.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1558							
1558							

61. **BOOKKEEPER**

Keeps books and accounting records of financial transactions for establishment. Reconciles and balances accounts. Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files. Summarizes details in separate ledgers or computer files and transfers data to general ledger.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4010							

62. **CLERK TYPIST**

Types, changes, and corrects material; prepares reports, letters, mailing labels, correspondence, application forms, statistical tables, shipping tickets, and other material; makes neat typed copies of materials. Types and revises material from rough draft, corrected copy, recorded voice dictation, or previous versions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1668							

63. **COMPUTER OPERATOR**

Observes the operation of computer hardware systems, which include, but are not limited to, mainframes, minicomputers, and networks of personal computers, ensuring usage as efficiently as possible. Foresees problems and takes preventative action that may occur during operations. Operates computer hardware systems to process business, scientific, engineering, or other data, according to operating instructions.Controls the console and sets controls required to run particular jobs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4019							

64. **COST CLERK**

Compiles accounting cost reports showing total cost, selling prices, rates profits, or other cost information needed for proper cost accounting. Calculates individual items, such as labor, material, and time costs, relationship of sales or revenues to cost, and overhead expenditures. Examines records, such as time and production sheets, payrolls, operations charts, and schedules, to obtain data for calculations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1346							

65. **FILE CLERK**

Codifies, files, retrieves, and keeps electronic and hardcopy company records current. Examines incoming material and codes it numerically, alphabetically, by subject matter, or other specified system. Searches for and investigates information contained in files, adds additional data to file records, completes reports, keeps files current, and supplies information from file data or electronic data files.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4035							

66. **GENERAL CLERK**

Assists department, performing any combination of clerical duties requiring general knowledge and application of various work methods and procedures that may be complex. Types or enters information into computer to prepare correspondence. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Conducts limited research. Operates various office machines, opens and routes incoming mail, answers correspondence, and prepares outgoing mail. Answers telephones, conveys messages, and runs errands. Stamps or numbers forms by hand or machine, and photocopies documents.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4112							

67. **HUMAN RESOURCES CLERK**

Assists one or more functional areas within Human Resources. Performs diversified clerical and administrative activities. Makes files on all new personnel, photographing and assigning employee number. Records changes on all employee status as necessary (e.g., change of address, departmental transfers, rate increases, terminations, etc.). Verifies payroll changes with computer printout. Enrolls new employees in programs. Processes and records information, such as personal data, compensation, benefits, tax data; attendance, performance reviews or evaluations, and termination date and reason. Processes employment applications; and assisting in other employment activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
107582							

68. **JANITOR**

Cleans and keeps hotel, office building, apartment house, or similar building in an orderly condition. Sweeps, mops, scrubs, and vacuums hallways, stairs, and office space. Empties trash and garbage containers. Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4042							

69. **MODEL MAKER**

Constructs scale model of objects. Builds and molds models, using clay, metal, wood, fiberglass, other substance, depending on industry for which model is constructed, such as ship and boat building or automobile manufacturing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2144							

70. **PAYROLL CLERK**

Compiles payroll data, such as hours worked, sales or piecework, taxes, insurance, union dues to be withheld, and employee identification number, from time sheets and other records. Screens time-worked inputs for calculating, coding, or other errors. Performs action necessary to determine pay and deductions including Federal and State taxes, insurance, retirement, union dues, savings, and other deductions. Monitors computer reports alerting payroll clerk to problems or errors. Prepares computer input forms and enters data into computer files. Reconciles errors and maintain payroll records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4062							

71. **PURCHASING CLERK**

Types and performs other clerical duties related to the business of purchasing. Edits purchase requests and prepares purchase orders. Keeps files and records of materials, prices, inventories, and deliveries.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1264							

72. **RECEPTIONIST**

Greets and receives callers or visitors at establishment, and ascertains nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4075							

73. **SECRETARY**

Assists and relieves officials of clerical work and minor administrative and business details, including basic correspondence. Files and inputs data for reports on the basis of instructions from various members of the department or company. Schedules appointments, gives information to callers, and takes notes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4080							

74. **SECURITY GUARD**

Guards industrial or commercial property against fire, theft, vandalism, and illegal entry. Patrols, periodically, buildings and grounds of industrial plant or commercial establishment, docks, or work site. Examines doors, windows, and gates to determine that they are secure. Preserves order and enforces security regulations. Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels culprits. Inspects equipment and machinery to ascertain if tampering has occurred. Watches for and reports conditions that could result in injury or loss due to fire hazards, leaking pipes, spills, faulty equipment, etc. Checks personnel for proper identification and clearance. Permits authorized people to enter property. Checks incoming and outgoing packages. Observes departing personnel to guard against theft of company property.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4111							

75. **SHIPPING & RECEIVING CLERK**

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment. Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.Records receipt of incoming materials and equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE

5924							

76. **SHIPPING CLERK**

Assists shipping department, performing clerical duties involved in the shipping of materials. Designates method of shipment, utilizing knowledge of shipping procedures, routes, and rates. Con
Comparesidentifying information and counts, weighs, or measures items of outgoing shipments to verify information against bills of lading, invoices, orders, or other records.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4082							

If you are ready to submit your data and have a Promotion Code enter it here:

Job Title Overflow Addendum

If you ran out of room and wish to add more positions or you do not see a job title for which you have a position, please enter it here. If you are adding a position that already exists in the pre-printed list, please enter the corresponding job number from that entry.

JOB#	JOB TITLE	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE