Arts, Culture and Humanities 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 8400) (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. Develop 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							

6. **EXECUTIVE VICE PRESIDENT**

Directs, plans, approves, revises, and implements overall corporate growth strategies and personnel activities. Oversees a broad range of activities or functions in the organization. This position is distinguished in that it is responsible for a broad range of activities or functions in the organization. In larger organizations, Vice President level position(s) may report to the Executive Vice President.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3							

7. **TOP ADMINISTRATIVE OFFICER**

7. **TOP ADMINISTRATIVE OFFICER**

Directs, plans, develops, and establishes policies and objectives of functions in accordance with objectives of organization. Heads multifunctional support divisions or departments, such as, but not limited to, administration, data communications, facilities management, human resources services, insurance, office services, purchasing, security, etc.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1641							

8. **TOP IT OFFICER**

Directs, develops, administers, and coordinates all phases of an organization's computer department, including systems design, programming, installation, and operation. Collaborates with the CEO and Board of Directors, setting the short- and long-term strategic objectives while providing the management necessary to achieve profits, growth, or other goals of the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7							

9. **TOP PUBLIC RELATIONS OFFICER**

Directs, plans, develops, and oversees an organization's public relations efforts to create and maintain a favorable image, both internally and externally. Implements a program of action to earn public, employee, and shareholder understanding and acceptance. Develops and administers public relations programs and policies, including the dissemination of information about the organization through various means, including press releases, reports, public events, direct communication, and literature.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1908							

Middle Management Positions

10. **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							

11. **ADVERTISING MANAGER**

Manages the advertising function of the organization working with media personnel, illustrators, photographers, advertising agencies, and sales promotion and marketing departments to promote products and concepts of organizations through various advertising media.Reviews and approves media presentations. Plans and documents research activities concerned with gathering information or statistics pertinent to planning and execution of sales promotion campaigns.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
354							

12. **ART DIRECTOR**

Directs, oversees, and is responsible for the overall quality of creative products. Coordinates the activities of various internal creative departments and external artistic contributors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5329							

13. **ART MANAGER**

Manages and coordinates workers engaged in the conceptual development and execution of creative deliverables in such areas as websites, direct mail, magazines, books, newspapers, television ads, posters, and packaging. Researches in order to select and secure suitable illustrative material, or develops and assigns production of material and detail to artists and photographers. Directs staff members in the development of design concepts into art layouts in preparation for printing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2547							

14. **BUILDING & FACILITIES MANAGER**

Manages, plans, and coordinates, through staff of skilled, semiskilled, and unskilled trade personnel, activities concerned with the operation, repair, maintenance, and construction of facilities, equipment, buildings, and grounds to minimize interruption and improve efficiency. Plans andoversees such matters as design and development of plant facilities, formulation of operating rules, regulations, and procedures. Develops procedures for use in event of accidents, fires, or other emergencies. Inspects plant facilities or reviews inspection reports, to determine repairs, replacement, or improvements required. Hires, trains, and supervises building service personnel. Assigns workers to duties such as maintenance, repair, or renovation and may obtain bids for additional work from outside contractors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1627							

15. **COMMUNITY DEVELOPMENT MANAGER**

Manages activities of organization to coordinate functions of various community development programs. Organizes and develops planning program to ascertain community requirements and problems, and to determine agency responsibility for administering program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2767							

16. **CURATOR**

Heads and coordinates activities of workers engaged in operating exhibiting institutions, such as museums, botanical gardens, arboretums, art galleries, herbariums, or zoos. Oversees activities concerned with instructional, acquisition, exhibitory, safekeeping, research, and public service objectives of the institution.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2764							

17. **EDUCATION MANAGER**

Manages, plans, develops, and administers educational program of museum, zoo, or similar institution. Confers with administrative personnel to decide scope of program to be offered. Prepares schedules of classes and rough drafts of course content to determine number and background of instructors needed. Interviews, hires, trains, and evaluates work performance of education department staff.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2828							

18. **FUNDRAISING DIRECTOR**

Directs, plans, develops, and establishes policies and objectives of fundraising function in accordance with objectives of organization. Oversees employees engaged in fundraising activities. Plans, coordinates, and oversees fundraising programs for charities or other causes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7541							

19. **FUNDRAISING MANAGER**

Manages, plans, and coordinates fundraising programs for charities or other causes. Develops and implements policies and objectives of fundraising function in accordance with objectives of group or organization, as part of a team. Identifies and implements donor cultivation and solicitation strategies while working closely with volunteers, staff, and management. Develops and manages relationships with new and existing foundations, corporations, and community organizations. Researches individual giving opportunities, and schedules one-on-one visits with prospects and donors. Promotes goodwill and generates public awareness for group or organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2896							

20. **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							

21. **MARKETING MANAGER**

Manages the promotion and direction of the marketing activities, improvement of company's product image, market data, and information. Identifies and evaluates marketing strategies, based on knowledge of organization objectives, market characteristics, and cost and markup factors. Determines the demand for products and services offered by an organization and its competitors. Manages andcoordinates activities of the marketing staff, including hiring, training, and performance evaluations. Identifies potential customers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4053							
4053							

22. **MEMBERSHIP MANAGER**

Oversees and coordinates activities of employees engaged in soliciting membership for club or trade association. Visits or contacts prospective members to explain benefits and costs of membership and to describe organization and objectives of club or association. Supervisors may report to this position or, in smaller organizations, employees may report directly to the manager.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2891							

23. **PROGRAM MANAGER**

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program,directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2768							

24. **PUBLIC RELATIONS MANAGER**

Manages and coordinates employee, community, and public relations activities for an organization. Manages and administers the presentation and representation of the organization to employees, the general public, customers, and shareholders. Plans and implements public relations programs designed to create and maintain favorable public image for the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1910							

25. **SECURITY DIRECTOR**

Directs the development and implementation of security programs to guard against theft, vandalism, sabotage, violence, or other threats against the client, organization, or its employees. Oversees installation, maintenance, and operation of electronic security systems, such as closed circuit surveillance, entry controls, burglar alarms, ultrasonic motion detectors, electric eyes, and outdoor perimeter and microwave alarms.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
22							

26. **TOP LONG-RANGE PLANNING EXECUTIVE**

Directs long-range planning staff and activities, and evaluates, plans, and develops organization policies and goals and growth and structural program objectives. Establishes company objectives, develops strategic plans, and identifies company strengths and weaknesses in order to achieve business opportunities, growth, and financial profitability, in concert with other top management members.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
25							

27. **VOLUNTEER SERVICES DIRECTOR**

Directs activities of volunteers and workers offering their services to hospitals, social service, and community agencies. Assigns workers to various services with hospital or agency.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7551							

Supervisory Positions

28. **ART SUPERVISOR**

Supervises workers in the art or graphic design department. Participates in the formulation of basic layout design concept. Assists with research to select and secure suitable illustrative material, and assigns production of material and detail to artists and photographers. Assigns and guides staff members to develop design concepts into art layouts and prepare layouts for printing. Typically requires two years' experience or an equivalent combination of expertise, education, and experience.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2544							

29. **BOOKKEEPING SUPERVISOR**

Supervises bookkeepers who keep complete set of records of financial transactions of establishment. Analyzes and resolves work problems, or aids employees in solving work problems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1336							

30. **CUSTOMER SERVICE SUPERVISOR**

Supervises and aids with planning, directing, and coordinating activities of customer service workers engaged in ensuring customer satisfaction through processing orders and coordination with other departments or functions as required.Advises workers on investigating complaints or concerns, such as those concerning rates or service in connection with any product or service offered.

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

92							

31. **GENERAL MAINTENANCE SUPERVISOR**

Supervises and coordinates activities of unskilled and service employees engaged in cleaning and maintaining facilities and equipment of commercial, industrial, or other establishments. Hea 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
857							

32. **HISTORIC SITES ADMINISTRATOR**

Manages operation of historic structure or site. Confers with governing body representatives about house or site operation in order to form or change policies. Oversees activities of building and grounds maintenance staff and other employees.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2640							

33. **MAINTENANCE SUPERVISOR**

Supervises and coordinates activities of skilled trades workers engaged in maintaining and repairing equipment, structures, utility systems, buildings, and grounds. Develops work schedules and gives work assignments to subordinates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7612							

34. **OFFICE SUPERVISOR**

Supervises and coordinates activities of one or more (but typically few) occupational groups, such as administrative and support, clerical, word processing, general office, office equipment operators, and others in department, plant, or branch office.Evaluates office production, updates procedures, or devises new forms to improve efficiency of workflow. Develops work schedules and assigns duties to operations personnel to ensure efficient operation of department or branch.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1658							

35. **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							

36. **TELEMARKETING SUPERVISOR**

Supervises and coordinates activities of Call Center Representative and/or Telemarketing Representatives who solicit orders for merchandise or services over the telephone. Studies schedules and estimates time for completion of job assignments. Monitors calls to ensure quality standards. Is required to be adept in activities of employees supervised. This position typically reports to a manger and is a first-level supervisory position.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6142							

37. **TICKET SALES SUPERVISOR**

Supervises employees who sell tickets for travel on boats, street railroads, buses, and for admission to places of entertainment, such as skating rinks, baseball parks, movies, stadiums, and amusement parks.Oversees employees who dispense number of tickets requested by patron; accept money and make change; answer questions concerning fares, routes, schedules, and reservations; give information about coming attractions; and keep daily balance sheet of cash received and tickets sold. Establishes or adjusts work procedures to meet staffing schedules.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2122							

38. **WAREHOUSE SUPERVISOR**

Supervises and coordinates daily activities of workers engaged in materials movement or handling, receiving, loading, unloading, transporting, stacking, order filling, shipping, and maintaining stock in a storeroom or warehouse.Reviews shipping or receiving orders and requests for movement of materials and products. Develops work schedules and assigns work to subordinates.

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

228							

Professional Positions

39. **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.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4001							
4001							

40. **ARCHIVIST**

Assesses and edits permanent records and historically-valuable documents, participates in research activities based on archival materials, and controls safekeeping of archival documents and materials. Assesses documents, such as government records, minutes of corporate board meetings, letters from famous people, and charters of nonprofit foundations, by ascertaining date of writing, author, or original recipient of letter, to appraise value to posterity or to employing organization. Leads activities of workers engaged in cataloging and safekeeping of valuable materials, and directs disposition of worthless materials.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2543							

41. **ART APPRAISER**

Assesses and examines works of art, such as paintings, sculpture, and antiques, to determine their authenticity and value. Figures their authenticity and value, based on knowledge of art history, materials employed, techniques of individual artists, and current market.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3096							
3096							

42. **ARTIFACTS CONSERVATOR**

Cleanses, restores, and safeguards archeological specimens and historical artifacts according to accepted chemical and physical techniques and training in archeological science. Cleans and refurbishes or reinforces specimens, such as weapons, mummified remains, and pottery, using hand tools and prescribed chemical agents. Restores artifacts by polishing, joining together broken fragments, or other procedures, using hand tools, power tools, and acid, chemical, or electrolytic corrosion-removal baths.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2763							

43. **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							

44. **COMPUTER SECURITY COORDINATOR**

Coordinates, plans, and implements an organization's computer information security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure. Reviews violations of computer security procedures to eliminate violations. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1882							

45. **DATABASE ADMINISTRATOR**

Administrates organization's database, using database management system to organize and store data. Ascertains user requirements, creates computer databases, and tests and coordinates changes. Interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Ensures performance of database. Excludes paraprofessional positions.

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

1863							

46. **DISPLAY DESIGNER**

Creates designs of displays, using paper, cloth, plastic, and other material to decorate streets, fairgrounds, buildings, and other places for celebrations, fairs, and special occasions. Talks with client regarding budget, theme, materials, colors, emblem styles, and related factors. Prepares plans of display and draws rough design for client's approval.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
945							

47. **EDUCATIONAL RESOURCE COORDINATOR**

Heads operation of educational resource center of museum, zoo, or similar establishment. Maintains collections of slides, video, programmed texts, and other educational materials related to institution specialty, storing or filing materials according to subject matter, geographic or ethnic association, or historical period.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2829							

48. **GRANT COORDINATOR**

Creates and structures grant-funded programs for agencies, institutions, local government, or units of local government, such as school systems or metropolitan police departments. Examines Examines literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2860							

49. **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 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							

50. **HISTORIAN**

Writes in narrative, brief, or outline form chronological account or record of past or current events dealing with some phase of human activity, either in terms of individuals, or social, ethnic, political, or geographic groupings. Attains historical data by consulting sources of information, such as historical indexes and catalogs, archives, court records, diaries, news files, and miscellaneous published and unpublished materials. Organizes and evaluates data on basis of authenticity and relative significance. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2887							

51. **LECTURER**

Presents and evaluates planned educational lecturers on behalf of museums, zoos, or similar institutions using a variety of media and exhibits. Plans content and method of presentation, dev develops outline of material to be covered, and submits it for approval. Selects and assembles materials to be used in lecture, such as pieces of pottery or samples of plant life, and arranges use of audiovisual equipment or other aids.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2874							

52. **LIBRARIAN**

Plans the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the library. Maintains library collections of books, serial publications, documents, magazines, newspapers, music recordings, audio books, video recordings, Internet resources, and other resource materials, and aids groups and individuals in locating and obtaining requested materials. Illustrates, explains, and assists in use of electronic resources including computer databases and the Internet, as well as print resources such as card or book catalog or book and periodical indexes. Supervises classification, cataloging, indexing, and shelving of books and materials; in small library, may be the one to perform those duties.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4045							

53. **MARKETING ASSOCIATE**

Assists in the creation and management of long-term marketing plans, including advertising, public relations, promotions, and collateral. Gives support to advertising programs and communication programs designed to promote products or services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3322							

54. **MARKETING COORDINATOR**

Leads the coordination of marketing and sales management and execution of product lines, including pricing, promotion, new product support, distribution, budgeting, sales support, and special projects.Assists in the development and implementation of annual marketing plans and programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3323							

55. **MARKETING REPRESENTATIVE**

Encourages sales and creates goodwill for firm's products or services among customers or prospects, and supports a broad range of marketing activities. Calls on existing or potential customers. Participates in sales meetings. This is a professional level non-supervisory position.,

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
351							

56. **MUSEUM EXHIBIT DESIGNER**

Creates plans and designs, and leads construction and installation of permanent and temporary exhibits and displays. Talks with administrative, curatorial, and exhibit staff members to determine theme, content, interpretative or informational purpose, and planned location of exhibit, to discuss budget, promotion, and time limitations, and to plan production schedule for fabrication and installation of exhibit components.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
950							

57. **PUBLIC RELATIONS REPRESENTATIVE**

Plans and organizes public relations program designed to create and maintain favorable public image for employer or client. Plans and oversees development and communication of information designed to keep the public informed of employer's programs, accomplishments, or point of view.Coordinates public relations efforts in order to meet needs, objectives, and policies of individual, special interest group, business concern, nonprofit organization, or governmental agency. Represents organization as in-house staff member or serves as an outside consultant.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2560							

58. **SPECIAL EVENTS MANAGER**

Manages staff and coordinates and organizes meetings and special events of various sizes. Plans logistics and negotiates contract(s) for conferences, and/or events, with respect to budgets, speakers, entertainment, transportation, facilities, technology, equipment, logistical requirements, printing, food and beverage, and other related issues. Serves as liaison between contractors, organizers, and management with regards to all facets of the programs and events.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2892							

59. **TEACHER MUSEUMS**

Teaches classes, presents lectures, heads workshops, and participates in other activities to further educational program of museum, zoo, or similar institution. Plans course content and method of presentation, and develops outline of material to be covered and submits it for approval. Selects and assembles materials to be used in teaching assignment, such as pieces of pottery or samples of plant life, and arranges use of audiovisual equipment or other teaching aids. Conducts classes for children in various scientific, history, or art subjects, utilizing museum displays to augment standard teaching methods and adapting course content and complexity to ages and interests of students. Teaches adult classes in such subjects as art, history, astronomy, or horticulture, using audiovisual aids, demonstration, or laboratory techniques appropriate to subject matter.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5256							

60. **WEB ADMINISTRATOR**

Administers and oversees daily operation of internal or external websites, ensuring system is available for internet traffic. Resolves any encountered problems. Evaluates, develops, and maintains file servers and related systems, and monitors the usage of them. Manages security, system performance, and system backup. Requires knowledge of operating systems and server software.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7641							

61. **WEB CONTENT ADMINISTRATOR**

Conceives and develops written and graphical content for website to provide information on products and services or entertainment to site visitors. Gathers information and integrates data from other departments to assist in determining the content of the website. Attracts visitors to the website by developing user interface and design standards, including improvement of features. This position is less technical than Webmaster or Web Developer because of lesser knowledge and responsibilities for site programming code.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1876							

62. **WEBMASTER**

Administers all technical aspects of website, including performance issues, such as speed of access, and approving site content; may also have responsibilities for site design and creation. Develops, runs tests, revises, maintains, keeps records of, and controls content, look, and flow of websites. Utilizes knowledge of programming techniques and computer internet systems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1877							

63. **WEBSITE TRAFFIC ANALYST**

Assesses and monitors number and quality of visitors to gauge effectiveness of the website. Checks, compiles, examines, and analyzes incoming website traffic.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1891							

Sales Positions

64. **ADVERTISING COORDINATOR**

Provides support to the Advertising Department and others surrounding the department in various matters that affect advertising. Participates in market research, marketing plan development, media buying, and writing, as well as in the coordination of the marketing process, from concept to execution and follow-up. Coordinates marketing materials, working directly with Advertising Operations and Advertising Administration Departments, scheduling insertion orders, and accurately tracking ad revenue. Coordinates the advertising production schedule and works to ensure that ads are produced and executed in a cost effective and efficient manner. Assists Account Executives and Customer Service Representatives with issues involving securing ad orders as well as researching and/or processing ad adjustments. Manages tasks within the ad entry operations, keeping track of required deadlines and coordinating processing of incoming ad orders.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5895							

65. **FUNDRAISER**

Arranges and structures fundraising program for charities or other causes, and writes to, telephones, or visits individuals or establishments to solicit funds or gifts-in-kind. Writes, calls, or sees potential contributors and persuades them to contribute funds or gifts-in-kind by explaining purpose and benefits of fundraising program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2859							

66. **MEMBERSHIP SOLICITOR**

Solicits membership for club or trade association. Calls or speaks face-to-face with prospective members. Explains benefits and costs of membership and describes organization and objectives of club or association.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2894							

67. **SALES CLERK RETAIL**

Assists customers and sells a specific line of merchandise for retail operation. Receives merchandise, totals bill, accepts payment, and makes change for customers. Stocks shelves, counters, or tables with merchandise.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
273							

68. **TELEMARKETER**

Solicits orders for merchandise or services over telephone. Calls prospective customers to explain type of service or merchandise offered. Quotes prices and persuades or attempts to persuade customers to buy, using prepared sales talk.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6143							

Technicians, Para-Professional & Skilled Craft Positions

69. **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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4003							

70. **CONSERVATION TECHNICIAN**

Repairs, preserves, cleans, treats, and records documentation for works of art, artifacts, and specimens using x-rays, chemical testing, microscopes, special lights, and other laboratory equipment and techniques to determine condition, need for treatment or restoration, and the appropriate method of preservation. This is a paraprofessional position requiring a background in chemistry, archaeology or studio art, and art history.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2546							

71. **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							

72. **GRANT WRITER**

Prepares and submits grant applications and proposals for the organization for existing or proposed projects that require unbudgeted funds. Prepares grant applications including writing or amending program descriptions and compiling required data. Typically requires a college degree and completion of training in grant writing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9352							

Field, Shop, Services & Clerical Positions

73. **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							

74. **BENEFITS CLERK**

Answers employees' questions regarding benefits and records employee enrollment in benefits and group insurance programs; benefits may include vacation, short-term disability leave, long-term disability, workers' compensation, disability, 401k plans, pension and retirement, and other plansProcesses and keeps benefits membership and enrollment records maintained.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1806							

75. **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							

76. **CARPENTER (GEN/MAINT)**

Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools, and conforming to local building codes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4013							

77. **CASHIER**

Compiles collection, disbursement, and bank-reconciliation reports. Receives funds from customers and employees, disburses funds, and records monetary transactions. Receives cash or checks or completes credit-card charge transactions. Counts money to verify amounts and issues receipts for funds received.

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

4014							

78. **CHECKROOM ATTENDANT**

Stores wearing apparel, luggage, bundles, and other articles for patrons of an establishment or employees of business establishment. Issues claim check for articles checked and returns articles on receipt of claim check.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2152							

79. **CLERICAL ASSISTANT**

Sorts and files records, and assists staff or department in performing other clerical tasks requiring limited knowledge of systems or procedures. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Writes or types bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Work is distinguished from General Clerk as duties are not as complex.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1653							

80. **CUSTOMER SERVICE REPRESENTATIVE (GENERAL CALLS)**

Interacts with customers; gives information in response to inquires about accounts, products, and services. Takes care of and settles customer complaints, special orders, or returns in-store or via phone or mail. Answers customers' questions regarding product or service and operation or maintenance. Receives and processes orders, provides information concerning pricing, changes in service, discontinuance, and shipping. Nature of products and services is at a level of complexity that usually involves up to two years of directly related study, training, and/or experience to acquire job know-how. For Financial Representative, see Customer Service Representative Financial.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
101							

81. **DEAF INTERPRETER**

Translates between spoken and manual (sign language) communication. Transposes spoken material into sign language for understanding of deaf. Interprets sign language of deaf into verbal or written language for hearing individuals or others not conversant in sign language.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2579							

82. **FILM OR TAPE LIBRARIAN**

Classifies, catalogs, and keeps a library of a wide variety of audio and video items maintained, items such as digital forms of videos, CD-ROMS, photographic slides, video and audio tapes, motion picture films, and others.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2741							

83. **FINE ARTS PACKER**

Packs fine arts, determining packaging and special handling procedures to ensure the safe shipping and storing of art objects, scientific specimens, and historic artifacts. Talks with curatorial personnel regarding status of museum projects and proposed shipping or transfer dates of exhibitions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2765							

84. **FRONT DESK RECEPTIONIST**

Greets and receives visitors at establishment, ascertains nature of business, and guides visitors to destination. Asks for visitor's name and notifies person called upon on visitor's arrival. Answers, screens, and routes incoming calls and takes messages as needed.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3320							

85. **GARDENER**

Cleans grounds and repairs buildings and equipment. Mows lawns, using hand mower or power-driven lawn mower. Grubs and weeds around bushes, trees, and flowerbeds and trims hedges.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1629							

86. **GROUNDSKEEPER**

Sustains grounds of industrial, commercial, or public property. Cuts lawns, using hand mower or power mower. Trims and edges around walks, flowerbeds, and walls, using clippers, weed cutters, and edging tools. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs, using shears, pruners, or chain saw. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides, using hand or automatic sprayer. Rakes and bags or burns leaves, using rake. Cleans grounds and removes litter, using spiked stick or broom. Shovels snow from walks and driveways. Spreads salt on public passage ways to prevent ice buildup. Plants grass, flowers, trees, and shrubs, using gardening tools. Waters lawn and shrubs, using hose or by activating fixed or portable sprinkler system.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2533							

87. **GUIDE TOUR**

Escorts groups of people through establishments, such as museums, aquariums, or public or historical buildings, or through historic or scenic outdoor sites, such as battlefields, parks, or caves, usually following specified routes. Instructs people about the size, value, and history of establishment, points out features of interest, and gives other information peculiar to establishment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
64831							

88. **INFORMATION CLERK**

Greets and answers inquiries from persons entering facilities. Informs people of things, such as location of departments, offices, and activities conducted at facility. Gives information concerning services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2187							

89. **INTERPRETER**

Translates spoken passages from one language into another. Provides consecutive or simultaneous translation between languages.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2578							

90. **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							

91. **LIBRARY ASSISTANT**

Assists Librarian in compiling records, sorting and shelving books, and issuing and receiving library materials, such as books, films, slides, recordings, and CD-ROMS. Records identifying data and due date to issue item to patrons. Inspects returned item for damage, verifies due-date, and computes and receives overdue fines. Reviews records of overdue item and issues overdue notices to borrowers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2742							

92. **MAINTENANCE WORKER GENERAL**

Keeps an organization's facilities and equipment maintained, performing a variety of duties. Performs moderately difficult work in two or more trades, such as electrician, carpenter, machinist, millwright, painter, mason, etc. This position is typically semiskilled in several trades.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7520							

93. **MICROFILM CAMERA OPERATOR**

Operates microfilm unit camera to film documents.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1693							
1693							

94. **MICROFILM CLERK**

Creates microfilm copies of statistical and other records for permanent recording and storage, using microfilm equipment, under immediate supervision. Inspects documents to be microfilmed and picks machine setup to produce quality reproduction. Responsible for quality of microfilm images. Operates and cares for a microfilm machine and maintain files.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1695							

95. **MICROFILM PROCESSOR**

Processes microfilm and examines processed film to ensure that quality of microfiche meets established standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1696							
1696							

96. **MICROFILMING DOCUMENT PREPARER**

Prepares documents for microfilming. Sizes documents into standard microfilming size and format. Notifies microfilm camera operator of special handling, such as manual repositioning, during microfilming. Creates index for company files indicating information, such as firm name and address, product category, and index code, to identify material.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1694							

97. **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							

98. **MUSEUM EXHIBIT BUILDER**

Constructs and installs museum exhibit structures, electric wiring, and fixtures of materials, such as wood, plywood, and fiberglass, using hand tools and power tools.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
87672							
87672							

99. **MUSEUM SCHEDULER**

Makes reservations and accepts payment for group tours, classes, field trips, and other educational activities offered by museum, zoo, or similar establishment. Provides information regarding tours for school, civic, or other groups, suggests tours on institution calendar, and contacts group leaders prior to scheduled dates to confirm reservations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
69518							

100. **NURSERY SCHOOL ATTENDANT**

Leads and arranges activities of pre-kindergarten children in nursery schools or in playrooms operated for patrons of theaters, department stores, hotels, and similar organizations. Helps children remove outer garments. Puts together and participates in games, reads to children, and teaches them simple painting, drawing, handwork, songs, and similar activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2855							

101. **PARKING ATTENDANT**

Parks automobiles for customers in parking lot or storage garage or guides customer to a parking space. Places numbered tag on windshield of automobile to be parked and hands customer similar tag to be used later in locating parked automobile. Records time and drives automobile to parking space, or points out parking space for customer's use.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1633							

102. **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							

103. **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							

104. **REPAIRER OF ART OBJECTS**

Repairs and performs restoration of objects of art, such as figurines and vases, made of antique or fine porcelain, glass, or semiprecious stone.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2317							
2317							

105. **RESTROOM ATTENDANT**

Serves patrons of lavatories in store, public building, hotel, or similar establishment. Replenishes restroom supplies. Supplies soap and towels, brushes patrons' clothing, shines shoes, sews on loose buttons, and performs related services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2155							

106. **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							

107. **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							

108. **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.Compares identifying 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							

109. **SHIPPING PACKER**

Packs wrapped or packaged products into shipping containers, following shipping specifications. Seals, glues, nails, labels, bands, and/or stencils shipping containers to assure closure and proper protection and identification.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4121							

110. **TICKET TAKER**

Takes admission tickets and passes from patrons at entertainment events. Examines ticket or pass to verify authenticity, using criteria such as color and date issued. Prevents admittance to patrons without ticket or pass, or who are undesirable for reasons, such as intoxication or improper attire.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2123							

111. **WAREHOUSE LABORER**

Loads and unloads materials in warehouse, and performs a variety of other warehouse tasks. Reads work order, shipping order, or follows verbal instructions. Loads and unloads materials into or from vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit, using hand tools.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
232							

112. **WAREHOUSE WORKER**

Receives, stores, and distributes material, tools, equipment, and products within establishments. Reads production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed. Conveys materials and items from receiving or production areas to storage or to other designated areas by hand, hand truck, or electric hand truck.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4087							

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