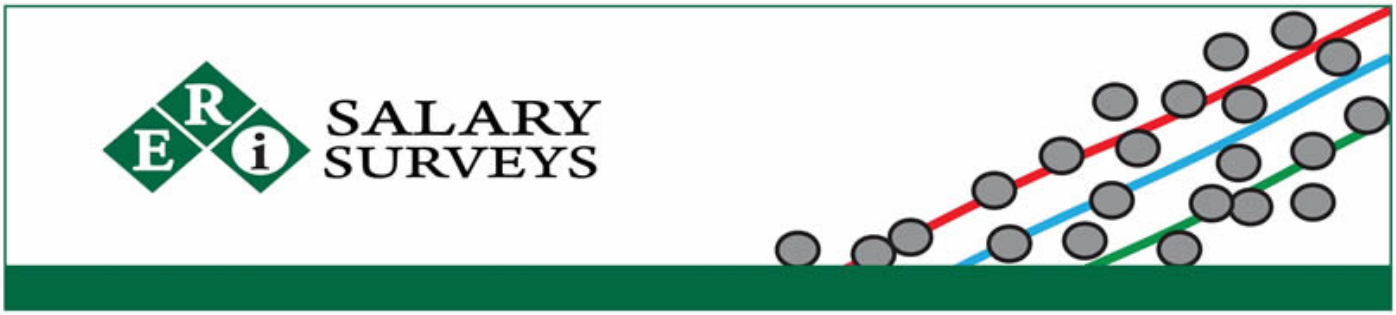

Entertainment Salary Survey

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 March 31, 2014)

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 March 31, 2014, will be included in the 2014 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 7800) (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 - Masters 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							

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. **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							

8. **BOWLING ALLEY MANAGER**

Manages activities of workers engaged in providing services to patrons and in maintaining facilities and equipment of bowling alley. Assigns alleys for use and actuates automatic game-scoring equipment. Determines number of games played and collects payment. Inspects alleys to ensure equipment is operative and observes patrons to detect disruptive behavior and misuse of alleys and equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2902							

9. **CAFETERIA MANAGER**

Manages the food services operation of a mid-sized hotel, mid-sized restaurant, mid-sized institutional cafeteria/food services, or similar establishment. Confers and cooperates with management personnel in formulating administrative and operational policies and procedures. Directs and coordinates activities of operations department to obtain optimum use of equipment, facilities, and personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
81783							

10. **CAMERA OPERATOR HEAD**

Plans, directs, and coordinates motion picture filming. Confers with Director regarding interpretation of scene and desired effects. Views set or location and reviews drawings and other information relating to natural or artificial conditions to determine filming and lighting requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1940							

11. **CASHIERING MANAGER**

Manages organization funds and coordinates activities of employees engaged in receiving and disbursing funds and recording monetary transactions. Establishes and maintains active relationships with banks.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2055							

12. **COFFEE SHOP MANAGER**

Manages and coordinates food services activities of coffee shop. Estimates food and beverage costs and requisitions or purchases supplies. Confers with food preparation and other personnel to plan menus and related activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2150							

13. **CUSTOMER SERVICE MANAGER**

Manages by directing and coordinating subordinate customer service staff in connection with any product or service offered. Manages workers who investigate complaints, such as those concerning rates or service. Analyzes reports of findings and recommends response to complaints, considering nature and complexity of complaints, requirements, and actions of subordinates to ensure settlements are made correctly. Studies schedules and estimates time, cost, and labor estimates for services, and/or completion of job assignments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
91							

14. **EXECUTIVE CHEF (FINE DINING)**

Coordinates activities of and directs indoctrination and training of Chefs, Cooks, and other kitchen workers engaged in preparing and cooking foods in upscale restaurants to ensure efficient and profitable food services. Plans or collaborates with others in planning menus and utilization of food surpluses and leftovers, taking into account probable number of guests, marketing conditions, popularity of various dishes, and recency of menu. Estimates food consumption, and purchases or requisitions foodstuffs and kitchen supplies. Reviews menus, analyzes recipes, determines food, labor, and overhead costs, and assigns prices to menu items. Directs food apportionment policy to control costs. Supervises cooking and other kitchen personnel and coordinates their assignments to ensure economical and timely food production. Distinguished from Executive Chef in that the Executive Chef (Fine Dining) has responsibilities for restaurants catering to the upscale market.

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

7570							

15. **FAST FOOD ASSISTANT MANAGER**

Manages a franchised or independent fast food or wholesale-prepared food establishment, in an assistant role. Directs, participates in, and/or coordinates preparation of, and cooking, wrapping, or packing, food served or prepared by establishment. Oversees collection of monies from in-house or take-out customers, or assembling of food orders for wholesale customers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7537							

16. **FOOD SERVICES MANAGER (SMALL LOCATION)**

Manages smaller single outlet restaurant, cafeteria, franchised independent fast food, or wholesale-prepared food establishment. Directs, coordinates, and contributes to the preparation of, and cooking, serving, wrapping or packing types of, food served or prepared by establishment, collecting of monies from in-house or take-out customers, or assembling food orders for wholesale customers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2151							

17. **GOLF CLUB MANAGER**

Manages golf club to provide entertainment for patrons; directs activities of dining room, kitchen workers, and crews that maintain club buildings, equipment, and condition of golf course.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2529							

18. **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							

19. **MEDIA MANAGER**

Manages, plans, and administers media programs in advertising department. Confers with representatives of advertising agencies, product managers, and corporate advertising staff to establish media goals, objectives, and strategies within corporate advertising budget.Selects specific programs and negotiates advertising, conferring with advertising agents or media representatives, to ensure optimum use of budgeted funds and long-term contracts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
363							

20. **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							

21. **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							

22. **RESTAURANT MANAGER (LARGE)**

Directs the food services operation of a large hotel, large restaurant, large institutional food facility, or similar establishment. Confers and cooperates with management personnel in formulating administrative and operational policies and procedures. Directs and coordinates, through subordinate managerial personnel, activities of operations department to obtain optimum use of equipment, facilities, and personnel.Reviews and analyzes expenditure, financial, and operations reports to determine requirements for food services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
81780							

23. **RETAIL STORE ASSISTANT MANAGER (EXPERIENCE)**

23. **RETAIL STORE ASSISTANT MANAGER (EXPERIENCE)**

Manages daily operations of a retail store, in an assistant role. Oversees employees performing duties, and/or performs a variety of duties personally. Plans and develops work schedules and assigns employees to specific duties. Prepares or directs workers preparing merchandise displays and advertising copy. Performs sales work, takes inventories, reconciles cash with sales receipts, keeps operating records, and/or prepares daily record of transactions. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7602							

24. **RETAIL STORE MANAGER (EXPERIENCE)**

Manages daily operations of a retail store engaged in selling specific lines of merchandise, such as groceries, meat, liquor, apparel, jewelry, or furniture; related lines of merchandise, such as radios, televisions, and household appliances; or general lines of merchandise.Develops and implements pricing policies to ensure profitability of store operations. Coordinates sales promotion activities and oversees preparation of merchandise displays and advertising copy. Performs and/or supervises employees engaged in taking of and controlling inventories, reconciling cash with sales receipts, keeping operating records, or preparing daily records of transactions. Plans and develops work schedules and assigns employees to specific duties. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7601							

25. **SAFETY MANAGER**

Manages, plans, and implements programs to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Develops accident-prevention and loss-control systems and programs for incorporation into operational policies of organization. Manages and coordinates safety activities, through subordinate supervisory personnel, to ensure implementation of safety activities throughout organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1729							

26. **SECURITY MANAGER**

Manages and coordinates activities of security staff, which may include Security Supervisors, Security Guards, and Clerks or Aides, engaged in protection of individuals, homes, and business, commercial, and industrial organizations, and investigates various crimes against organization or client. Develops, implements, and administers programs to protect organization's, employee's, or client's property from theft, sabotage, violence, or other situations that endanger the well being of client, employees, or organization facilities. Develops, implements, and administers methods and procedures for monitoring work activities of staff in order to inform management of current status or work activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1745							

Supervisory Positions

27. **BUILDING & GROUNDS 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
43539							

28. **CHEF**

Supervises, coordinates, and contributes to the activities of cooks and other kitchen personnel engaged in preparing and cooking foods in hotel, restaurant, cafeteria, or other establishment. Trains workers in task performance. Determines food consumption, and requisitions or purchases foodstuffs, supplies, and equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2153							

29. **GREENSKEEPER**

Supervises and coordinates activities of workers engaged in preserving grounds and turf of golf course in playing condition. Confers with superior to plan and review work projects. Interprets specifications and job orders to workers, determines work priorities, and assigns workers to specific tasks, such as fertilizing, irrigating, seeding, mowing, raking, and spraying. Mixes and prepares recommended spray and dust solutions. This position typically reports to a manager and is the first level of supervision in the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2530							

30. **HOST/HOSTESS RESTAURANT**

Welcomes guests to create a favorable impression of restaurant. Attempts to ensure service is prompt and courteous and meals meet expectation. Guides patrons to location for coats, hats, and other personal items. Escorts patrons to tables and provides menus. Books dining reservations and arranges parties or special services for diners.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2163							

31. **VALET PARKING SUPERVISOR**

Supervises valet parking services at a hotel, resort, private country club, hospital, medical facility, or restaurant. Provides valet service by safely driving, parking, and retrieving vehicles for customers and guests.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5087							

Health Care Positions

32. **ATHLETIC TRAINER**

Instructs and guides professional and amateur athletes. Assesses physical condition and gives advice and assists with treatments for professional and amateur athletes to maintain maximum physical fitness for participation in athletic competition. Prescribes routine and corrective exercises to strengthen muscles. Recommends special diets to build up health and promote weight management for athletes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2885							

33. **EMERGENCY MEDICAL TECHNICIAN**

Cares for and transports sick or injured patients to medical facility, working as member of emergency medical team. Responds to instructions from emergency medical dispatcher, and drives drives specially equipped emergency vehicle to specified location. Monitors communication equipment to maintain contact with dispatcher. Removes or assists in removal of victims from scene of accident or catastrophe. Determines nature and extent of illness or injury, or magnitude of catastrophe, to establish first aid procedures to be followed or need for additional assistance, basing decisions on statements of people involved, examination of victim or victims, and knowledge of emergency medical practice. Administers prescribed first-aid treatment at site of emergency, or in specially equipped vehicle, performing such activities as application of splints, administration of oxygen or intravenous injections, treatment of minor wounds or abrasions, or administration of artificial resuscitation. This position requires certification as an EMT.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2980							

Professional Positions

34. **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							

35. **ACTOR**

Portrays role in dramatic production to interpret character or present characterization to audience. Utilizes fundamental theatrical concepts and techniques. Rehearses part to learn lines and cues as directed. Interprets serious or comic role by speech, gesture, and body movement. Entertains or inform audience for stage, motion picture, television, radio, or other media production.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2095							

36. **ADVANCE AGENT**

Coordinates business and promotional activities concerned with production of entertainment in advance of touring theatrical company, circus, road show, motion picture, or other attraction. Evaluates performance location and communicates condition, and if performance is a stage presentation, determines quality of equipment and accommodations of theater, such as size of stage, seating capacity, and number of dressing rooms.Finalizes business details, such as advance sale of tickets and lodging for members of touring group.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2091							

37. **BOOKING MANAGER**

Organizes bookings of artists, performers, theatrical or ballet productions, variety or nightclub acts, concert or lecture series, trade shows, or other popular or classical attractions for entertainment in various establishments, such as theaters, showplaces, clubs, or halls. Schedules attractions for season, considering such factors as entertainment policy, budget, and tastes of patrons of particular establishment represented. Negotiates with booking representatives or producers of attractions to arrange terms of contract, play dates, and fees to be paid for engagements. Interviews and auditions new talent.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2090							

38. **BUSINESS AGENT**

Represents, promotes, and manages financial affairs of entertainers and sports figures, and negotiates with agents and representatives for contracts and appearances. Advises on income, investments, taxes, legal, and other financial matters, promoting client's interests.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2899							

39. **BUYER/PURCHASING AGENT**

Procures materials or other goods and/or coordinates activities involved with purchasing products and services, such as raw materials, equipment, tools, parts, supplies, and advertising, for establishment. Receives and reviews requisitions requesting goods or services. Communicates with vendors to obtain product or service information, such as price, availability, and delivery schedule. Selects products for purchase by testing, observing, or examining items. Expedites orders and requests as needed. Responsibilities are those of a professional level and excluded are paraprofessional buyers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4012							

40. **COPYWRITER**

Composes advertising copy for use by publication or broadcast media to promote sale of products and services. Converses with sales, marketing, and other departments to decide the main selling features of product or service and discusses style and length of advertising copy. Gets additional background and current development information through research and interviews. Checks advertising trends, consumer surveys, and other data regarding marketing of specific and related goods and services to formulate presentation approach. Writes preliminary draft of copy and sends to supervisor for approval. Corrects and revises copy as necessary.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5293							

41. **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							

42. **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							

43. **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							

44. **ILLUSTRATOR**

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

1977							

45. **MAGICIAN**

Entertains and mystifies audiences, performing original and stock tricks and/or optical illusions and sleight of hand, using props, such as illusion boxes, scarves, cards, rabbits, and jewelry. Captivates audiences at special events or engagements for entertainment purposes, working with various groups, from children to the elderly. Enhances skills, continually improving upon and learning new tricks and illusions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2100							

46. **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							

47. **NEWSCASTER**

Broadcasts news received from various sources. Studies and analyzes news items of local, national, and international significance to determine selection or is assigned news items for broadcast by editorial staff.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1984							

48. **PROFESSIONAL SPORTS SCOUT**

Evaluates athletic skills of professional and amateur athletes, and determines fitness and potentiality for professional sports and negotiates with them to obtain services. Reviews prospects' exhibitions and past performance records. Negotiates with professional athletes to arrange contracts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2884							

49. **SCREEN WRITER**

Writes scripts for motion pictures or television. Selects subject and theme for script based on personal interests or assignment. Researches to obtain accurate factual background information and authentic detail.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2102							

50. **SECURITY OFFICER**

Plans and establishes adequate security procedures for company. Studies security regulations and restrictions relative to company operations. Directs activities of personnel in developing company security measures that comply with regulations. Consults with local, district, or other Federal representatives for interpretation or application of particular regulations applying to company operations. Consults internally with company personnel and departments to assure adequate security.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5648							

51. **SET DECORATOR**

Embellishes sets and coordinates activities of workers who decorate sets for motion picture or television production. Determines decoration requirements after reading scripts. Selects furniture, draperies, pictures, lamps, and rugs for decorative quality and appearance on film.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2080							

52. **SET DESIGNER**

Creates designs of sets for theatrical productions. Talks with play's director regarding interpretation and set requirements. Conducts research to determine appropriate architectural and furnishing styles. Combines requirements, interpretation, research, design concepts, and practical considerations regarding factors, such as mobility, interchangeability, and budget, to plan sets.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2103							

53. **SPECIAL EVENTS MANAGER**

53. **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							

54. **VIDEO GAME PROGRAMMER**

Programs and writes code based on the video game design concept to create the software engine that controls the video game program, controls characters through artificial intelligence, and blends animation and sound.Designs and executes architecture of new systems to specification and implements technical requirement features as required by the console manufacturers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5049							

55. **VIDEO GAME TESTER**

Tests games that are still in development to look for bugs. Examines and analyzes video game content for bugs using various gaming consoles.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3324							

Sales Positions

56. **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							

57. **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							

58. **SALES REPRESENTATIVE**

Sells company products or services in assigned area or territory. Creates new accounts. Speaks directly with new and existing customers or clients to explain features and merits of products or services offered.Demonstrates products or services and provides assistance in the best application of products or services. Answers all questions concerning a product or service, with appropriate referrals where required. The Sales Representative (General) level is distinguished by products or services that do not require scientific training or knowledge and success is more dependent on sales ability.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4078							

Technicians, Para-Professional & Skilled Craft Positions

59. **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							

60. **COMPOSER**

Writes musical compositions. Conceives musical ideas, using knowledge of harmonic, rhythmic, melodic, and tonal structure and other elements of music theory, such as instrumental and vocal capabilities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2148							

61. **DISC JOCKEY**

Announces radio program of musical selections. Picks compact disc or other recording to be played based on program specialty, knowledge of audience taste, or listening audience requests. Ad-libs and comments on music and other matters of interest to audience, such as weather, time, or traffic conditions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2131							

62. **GRAPHOLOGIST**

Assesses handwriting to appraise personal characteristics and personality. Acquires handwriting specimens to observe overall appearance of writing, detailed formation of letters, size of letters, pressure, speed, and spacing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2814							

63. **MAINTENANCE MECHANIC**

Repairs and maintains, in accordance with diagrams, sketches, operation manuals, and manufacturer's specifications, machinery and mechanical equipment, such as engines, motors, pneumatic tools, conveyor systems, and production machines and equipment, using hand tools, power tools, and precision measuring and testing instruments. Observes mechanical devices in operation and listens to their sounds to locate causes of trouble.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
867							

64. **MASSAGE THERAPIST**

Massages customers and administers other body conditioning treatments for hygienic or remedial purposes, using a variety of techniques. Applies alcohol, lubricants, or other rubbing compounds. Kneads, rubs, and strokes flesh, to stimulate blood circulation, relax contracted muscles, facilitate elimination of waste matter, or to relieve other conditions, using hands or vibrating equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
26595							

65. **PRODUCER**

Coordinates activities of personnel engaged in writing, directing, editing, and producing a television program or motion picture. Reviews synopses and scripts and directs adaptation. Determines treatment and scope of proposed productions, and establishes departmental operating budgets.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2119							

66. **REPORTER**

Assembles and assesses information about newsworthy events to write news stories for publication or broadcast. Receives assignment or evaluates news leads and news tips to develop story idea. Compiles and verifies factual information regarding story through interview, observation, and research. Organizes material, determines slant or emphasis, and writes story according to prescribed editorial style and format standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1980							

67. **RIGHTS AND PERMISSIONS AGENT**

Secures rights and permissions to use copyrighted, trademarked, and patented material, including musical, literary, and artistic works; discoveries and inventions; and words, phrases, text images, symbols, and designs. Contacts the appropriate person or organization who owns the rights to the material desired, requests the rights for use per the requirements of the person or organization, and gets license and pays fee if necessary.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6076							

68. **SHOW HOST/HOSTESS**

Moderates a broadcast program over television or radio. Discusses and prepares program content with program producer and assistants. Conducts interviews with show guests about their lives, their work, or topics of current interest.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2115							

69. **WRITER OF PROSE OR FICTION**

Writes original prose material for publication. Selects subject matter based on personal interest or receives specific assignment from publisher. Conducts research and makes notes to retain ideas, develop factual information, and obtain authentic detail.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1970							

Field, Shop, Services & Clerical Positions

70. **ALTERATION TAILOR**

Alters clothing to fit individual customers or repairs defective garments, following alteration or repair tags or marks on garments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2193							

71. **ANIMAL TRAINER**

Tames and conducts training of animals to obey commands, compete in shows, or perform tricks to entertain audiences. Observes animals to determine temperament, ability, and aptitude for training. Leads training program to develop desired behavior.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3115							

72. **ANNOUNCER**

Researches and communicates information of interest to patrons of sporting and other entertainment events, using public address system. Advises patrons of program and substitutions or other changes, upcoming events, or emergencies.Interfaces with other announcers, patrons, or special guests.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2134							

73. **ARCADE ATTENDANT**

Assists patrons of amusement facility, and performs minor repairs on game machines. Explains operation of game machines to patrons and exchanges paper currency for coins or tokens. Listens to patron complaints regarding malfunction of machines.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
26266							

74. **ATHLETIC COACH**

Instructs, explains, and demonstrates sports activity to individuals or groups at private or public recreational facility or school. Describes and shows use of apparatus and equipment. Explains and demonstrates principles, techniques, and methods of regulating movement of body, hands, or feet to achieve proficiency in activity.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
11288							

75. **AUDIOVISUAL EQUIPMENT OPERATOR**

Provides video and photograph production by operating a variety of film, sound-reproducing equipment, slide, and video equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7587							

76. **AUDIOVISUAL LIBRARIAN**

Creates audiovisual programs and administrates library of film and other audiovisual materials. Assists patrons in selection of materials, utilizing knowledge of collections. Informs other library personnel about advised audiovisual materials and appropriate selection for particular needs and uses.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2851							

77. **BARISTA**

Prepares and serves coffee and espresso-based coffee drinks at a coffee bar. Welcomes and connects with customers, and serves them quickly and efficiently. Takes orders and payments, and prepares ordered beverages.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6095							

78. **BARTENDER**

Mixes and serves alcoholic and nonalcoholic drinks to patrons, following standard recipes. Prepares cocktails and other drinks, mixing ingredients, such as liquor, soda, water, sugar, and bitters. Serves wine and draft or bottled beer. Receives money for drinks served or enters on patron check.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2159							

79. **BOUNCER**

Patrols place of entertainment to preserve order among patrons and protect property. Circulates among patrons to prevent improper dancing, skating, or similar activities, and to detect people annoying other patrons or damaging furnishings of establishment. Warns patrons guilty of infractions and evicts them tactfully from premises if they become unruly or ejects them by force if necessary.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2160							

80. **BUSBOY/GIRL**

Buses tables in restaurant, and assists waiter/waitress with service of patron. Clears all dirty dishes, napkins, and leftover food items from table after patrons have finished their meal. Gets Gets table coverings, silverware, glassware, and dishes to set tables. Arranges settings on tables.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2180							

81. **CAFETERIA CASHIER**

Checks, visually, loaded trays carried by patrons in hotel or restaurant cafeteria to compute bill. Operates machine similar to cash register to compute bill. Uses knowledge of value of items selected by patrons. Makes change, cashes checks, and issues receipts to customers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
13402							

82. **CAFETERIA COUNTER ATTENDANT**

Serves food from counters and steam tables to patrons. Portions and dishes up salads, vegetables, meats, breads, and cocktails, ladles soups and sauces, portions desserts, and fills beverage cups and glasses as indicated by customer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2250							

83. **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							

84. **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							

85. **CHOREOGRAPHER**

Choreographs and teaches original dances for ballet, musical, or revue to be performed for stage, television, motion picture, or nightclub production. Conceives dances designed to suggest story, interpret emotion, or enliven show, coordinating dance with music. Instructs performers at rehearsals to achieve desired effect by explaining and demonstrating dance steps and techniques. Directs rehearsals for performances.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2094							

86. **COIN MACHINE SERVICE REPAIRER**

Repairs, installs, and services vending, amusement, and other coin-operated machines placed in establishments on concession basis. Examines defective machines to determine causes of malfunctions. Adjusts and repairs machines, replacing worn or defective electrical or mechanical parts, using hand tools, such as screwdrivers, hammers, and pliers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2276							

87. **COOK**

Cooks, prepares, and seasons soups, meats, vegetables, desserts, and other foodstuffs for consumption in eating establishments. Reads menu to estimate food requirements and buys food from supplier. Prepares soups, salads, gravies, desserts, sauces, and casseroles. Bakes, roasts, broils, and steams meats, fish, vegetables, and other foods. Adds seasoning to foods during mixing or cooking, according to personal judgment and experience.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
64383							

88. **COSMETOLOGIST**

Styles hair and makes available various other hair and facial beauty services for customers. Examines hair to ascertain conditions of hair. Applies bleach, dye, or tint, using applicator or brush, to color customer's hair, first applying solution to portion of customer's skin to determine if customer is allergic to solution. Shampoos hair and scalp with water, liquid soap, dry powder, or egg, and rinses hair with vinegar, water, lemon, or prepared rinses.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2238							

89. **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							

90. **DISHWASHER**

Washes and removes deposits from eating utensils. Guides water hose over eating utensils. Places materials in washing equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2174							

91. **FILM DEVELOPER**

Operates machine to develop still or motion-picture film.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1950							

92. **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							

93. **GUIDE HUNTING & FISHING**

Guides individuals and groups on hunting and fishing trips. Creates itinerary for hunting and fishing trips, applying knowledge of countryside to determine best route and sites. Arranges for transporting sportsman, equipment, and supplies to hunting or fishing area using horses, land vehicles, motorboat, or airplane.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2471							

94. **HAIRDRESSER**

Styles, dresses, and cares for hair. Checks hair to ascertain condition.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2240							

95. **HAND SEWER**

Joins and reinforces parts of articles, such as garments, curtains, parachutes, stuffed toys, or sews buttonholes and attaches fasteners to articles, or sews decorative trimmings to articles, using needle and thread.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2624							

96. **HORSE EXERCISER**

Rides racehorses during workout and training races to exercise and condition them for racing, following specific instructions of training personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3117							

97. **HUMORIST**

Writes humorous material for publication or performance. Selects topic according to personal preference or assignment. Rewrites and modifies material until it meets personal standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2101							

98. **HVAC MECHANIC**

Installs, services, and repairs heating, ventilating, air conditioning systems, and related environmental-control systems utilizing knowledge of heating and refrigeration theory, pipefitting, and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles, and installs ductwork and chassis parts, using portable metalworking tools and welding equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
27357							

99. **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							

100. **LIFEGUARD**

Monitors activities in swimming areas to prevent accidents, and assists swimmers. Cautions swimmers regarding unsafe areas. Rescues swimmers in danger of drowning and applies and administers first aid. Maintains order in swimming areas. Inspects facilities for cleanliness.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2652							

101. **LOCKSMITH**

Installs, repairs, rebuilds, and services mechanical or electrical locking devices, using hand tools and special equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2191							

102. **MASTER CONTROL OPERATOR**

Prepares, operates, controls, and monitors television broadcasting equipment to transmit television programs and station breaks to viewing audience. Reads television programming log to ascertain name of program or station break, and at what time program or station break is scheduled to air.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2137							

103. **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							

104. **MOTION PICTURE PROJECTIONIST**

Prepares and operates motion picture projection and sound-reproducing equipment to produce coordinated effects on screen.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2124							
2124							

105. **OPTICAL EFFECTS CAMERA OPERATOR**

Operates optical printers and related equipment to produce fades, dissolves, superimpositions, and other optical effects required in motion pictures, applying knowledge of optical effects printing and photography. Reads work order and count sheet to ascertain optical effects specifications and location of subject material on original photography film. Analyzes specifications to determine work procedures, sequence of operations, and machine setup, using knowledge of optical effects techniques and procedures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3058							

106. **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							

107. **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							

108. **PIANO TUNER**

Tunes pianos in private and public establishments, using tuning fork and tuning hammer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2146							

109. **PRODUCTION ASSISTANT**

Assists with preproduction planning of recording and transmitting broadcasts. Helps with postproduction duties such as editing and dubbing. Prearranges and controls television production equipment, such as cameras, lights, microphones and microphone booms, and recording equipment, in studio and at locations outside of studio, to record or transmit broadcasts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220271							

110. **RE-RECORDING MIXER**

Regulates and equalizes prerecorded dialog, music, and sound effects with action of motion picture or television production, using sound mixing console. Reads script and dupe sheets to learn sequence of speaking parts, music, and sound effects to be synchronized and integrated in film, tape, or video tape.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2121							

111. **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							

112. **RIDE OPERATOR**

Operates or informs patrons how to operate mechanical riding devices furnished by amusement parks, carnivals, or similar places of entertainment. Announces to patrons to fasten belt, bar, or other safety device.Moves controls to start and stop equipment, such as roller coaster, merry-go-round, and Ferris wheel. Gives directions to patrons, usually over microphone, regarding safety and operation of such rides as midget autos and speedboats. Turns on current to permit operation of ride by patron and turns off current after allotted time.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2106							

113. **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							

114. **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							

115. **SINGER**

Sings as soloist or member of vocal ensemble. Interprets music, using knowledge of harmony, melody, rhythm, and voice production. Entertains and presents characterization, and showcases showcases individual style of vocal delivery.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2081							

116. **SOUND CONTROLLER**

Monitors and controls output of voices, music, and previously taped sound effects during stage performances, using sound-mixing board. Assesses script of dialog, music, and sound effects as applied to particular scene to determine sound requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2082							

117. **SPORTS EQUIPMENT REPAIRER**

Repairs and replaces parts on sporting and athletic equipment, such as fishing gear, tennis rackets, and archery equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2320							

118. **STENOCAPTIONER**

Records captions of the spoken word, environmental sounds, and/or song lyrics for movies or television programming for hearing impaired or foreign viewers, using computerized stenographic equipmentProduces personal or broadcast real-time captioning.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1673							

119. **STUDIO ENGINEER**

Operates console to regulate volume level and quality of sound during filming of motion picture, recording session, or television and radio productions. Ascertains acoustics of recording studio andadjusts controls to specified levels. Leads installation of microphones and amplifiers for use in sound pickup.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
83361							

120. **SURVEILLANCE SYSTEM MONITOR**

Monitors premises of company, building, or public transportation terminals to detect crimes or disturbances, using closed circuit television monitors, and notifies authorities by telephone of need for corrective action. Observes television screens that transmit in sequence views of transportation facility sites. Pushes hold button to maintain surveillance of location where incident is developing, and telephones police or other designated agency to notify authorities of location of disruptive activity.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1756							

121. **TICKET AGENT**

Sells tickets, assigns seats to passengers, and checks baggage. Answers inquiries and gives directions. Examines passports and visas. Answers inquiries regarding airplane, train, bus, or boat schedules and accommodations. Makes changes in reservations to accommodate travel changes requested by customers. Performs related security functions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7597							

122. **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							

123. **USHER**

Assists patrons at various public gatherings or entertainment events. Takes tickets from spectators and guides them to their seats, using flashlights in darkened environments to find seats. Distributes programs to patrons. Helps patrons search for lost articles, and locate facilities, such as restrooms and telephones.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2125							

124. **VALET BOOTH ATTENDANT**

Parks and retrieves guests' vehicles and provides other valet parking services for guests at a hotel, restaurant, casino, club, or similar establishment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5086							

125. **VENDING MACHINE ATTENDANT**

Stocks machines and assists customers in facility where food is dispensed from coin-operated machines. Places food or drink items on shelves of vending machines, and changes shelf labels as required to indicate selections. Makes change for customers and answers questions regarding selections. Adjusts temperature gauges to maintain food items at specified temperatures. Performs minor repairs or adjustments on machines to correct jams or similar malfunctions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2274							

126. **VIDEO OPERATOR**

Operates and controls video console to regulate transmission of television scenes, including test patterns and filmed and live black-and-white or color telecast. Watches action on television monitor, and positions switches and observes dials on console to control framing, contrast, brilliance, color balance, and fidelity of image being transmitted.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2114							

127. **WAITER/WAITRESS**

Serves patrons of restaurant. Explains how various menu items are prepared, describing ingredients and cooking methods. Informs customers of daily specials. Answers questions about menu items, making recommendations upon request. Takes orders for food and beverages, and delivers food and beverages to table. Checks with patrons to ensure that they are enjoying their meals and takes action to correct any problems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2178							

128. **WINE STEWARD/STEWARDESS**

Picks, buys, stores, and serves wines in restaurant. Keeps inventory and orders wine to replenish stock. Stores and rotates wines on racks or shelves. Discusses wines with patrons and assists patrons to make wine selection, applying knowledge of wines.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2182							

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