



Government - County/Parish Support Services

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 9103)	(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 degree11 Doctorate

Middle Management Positions

1. 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							

2. AIRPORT MANAGER

Manages, plans, and coordinates, through subordinate personnel, activities concerned with operation, construction, and maintenance of airport facilities in accordance with governmental agency or commission laws, rules, policies and regulations. Consults with commission members, governmental officials, or representatives of airlines to discuss and plan such matters as design and development of airport facilities, formulation of operating rules, regulations, and procedures, and aircraft landing, taxiing, and take-off patterns for various types of aircraft.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2580							

BENEFITS MANAGER

Manages employee benefits program for organization. Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement. Oversees preparation and distribution of written and verbal information to inform employees of benefits programs, such as insurance and pension plans, paid time off, bonus pay, and special employer-sponsored activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4007							

4. 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							

5. COMPTROLLER

Directs and plans the preparation of reports that summarize and forecast company business activity and financial position in areas of income, expenses, and earnings, based on past, present, and expected operations. Oversees determination of depreciation rates to apply to capital assets. Establishes, or recommends to management, major economic objectives and policies for company or subdivision.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
107374							

6. EEO MANAGER

Manages and coordinates activities of departmental personnel engaged in inspecting and investigating Equal Employment Opportunity/Affirmative Action issues or complaints to ensure compliance with Federal, State, or municipal laws, utilizing knowledge of agency's purposes, rules, regulations, procedures, and practices. Investigates complaints and/or assigns specific duties to inspectors and/or investigators either directly or through subordinate staff.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1835							

7. EMPLOYMENT MANAGER

Manages employment activities of establishment. Plans and directs activities of staff workers concerned with such functions as developing sources of qualified applicants, conducting screening interviews, administering tests, checking references and background, evaluating applicants' qualifications, and arranging for preliminary indoctrination and training for newly hired employees according to policyCoordinates employment activities, such as those concerned with preparing job requisitions; interviewing, selecting, and hiring candidates; on-the-job indoctrination and additional training; supervisory follow-up, development, and rating of employees; and conducting exit interviews.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1819							

8. 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						

9. LABOR RELATIONS MANAGER

Manages labor-management relations program of organization. Analyzes collective bargaining agreement to develop interpretation of intent, spirit, and terms of contract. Advises management and labor/union officials in development, application, and interpretation of labor relations policies and practices, according to policy formulated by upper management.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1841							

10. NETWORK CONTROL MANAGER

Manages, coordinates, and oversees activities of employees engaged in supporting the organization's telecommunications and PC network activities, including documentation, administration, technical services, and procurement. Reviews report of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes within department. Manages the testing and analysis of all network components including complex software, hardware, and transmission systems. Recommends corrective actions in order to ensure high quality, efficient network performance. Typically requires eight to ten years of increasingly responsible experience in network operations, analysis, and design.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1848							

11. NETWORK PLANNING MANAGER

Manages the long-term strategic planning, development, and installation of digital network systems, such as frame relay, ISDN, and Internet services, to ensure network capacity for current and future organizational requirements. Coordinates and oversees the activities of a group of network planning supervisors, or similar personnel, to monitor all activities of the network facilitiesDesigns, develops, maintains, and communicates project plans and schedules for network installations with prioritized requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1850							

12. PROGRAM/PROJECT MANAGEMENT OFFICE ANALYST

Facilitates and supports activities in the Program/Project Management Office (PMO) by designing, interpreting, and recommending reports and metrics used in the analysis of key project indicators. Assists in the development, implementation, and oversight of the project process methodology.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5933							

13. PROGRAM/PROJECT MANAGEMENT OFFICE DIRECTOR

Directs and oversees the Program/Project Management Office (PMO) by defining and leading program and project management best practices, policies, procedures, and processes. Establishes and administers an IT project portfolio roadmap that aligns with business goals and objectives.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5931							

14. PROGRAM/PROJECT MANAGEMENT OFFICE MANAGER

Manages the Program/Project Management Office (PMO) by driving program and project management best practices, policies, procedures, and processes. Tracks the status of all projects and manages escalations, project budgets, and reporting.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5935							

15. PROJECT ENGINEER

Directs, coordinates, and functionally heads planning, organization, control, integration, and completion of engineering projects within area of assigned responsibility. Plans and formulates engineering program and organizes project staff according to project requirements. Assigns project personnel to specific phases or aspects of project, such as technical studies, product design, preparation of specifications and technical plans, and product testing, in accordance with engineering disciplines of staff.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1303							

16. 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							

17. SUPERINTENDENT TRANSPORTATION

Manages and coordinates operation and maintenance activities of fleet/automotive equipment department and storage and repair facilities of an establishment. Coordinates inspection of andevaluates automobiles and equipment and schedules needed repair or service work. Acquires State-required certificates of title and schedules registrations and State inspections.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
173							

18. TAX COMPLIANCE MANAGER

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

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

19. TREASURER ASSISTANT

Assists the Treasurer with the receipt, disbursement, banking, protection and custody of funds, securities, and financial instruments. Helps in the financial functions of the organization's treasury activities including financial planning, procurement, and investment of funds and other assets. Assesses financial records to forecast future financial position and budget requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
84453							

20. URBAN RENEWAL MANAGER

Manages short- and long-term urban renewal programs and plans. Collects and analyzes data on economic, social, and physical factors affecting land use, projects future community needs, and prepares or requisitions graphic and narrative reports on data. Oversees work of urban planners.

J	OB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2	750							

21. WATER TREATMENT PLANT MANAGER

Manages, plans, and coordinates activities of workers in operation and maintenance of waterworks system to ensure adequate water supply for human consumption, industrial or agricultural useSchedules and coordinates activities concerned with processing and distributing water. Assigns personnel to shifts to operate filtering and chemical treatment, coagulating and settling basins, and other plant facilities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2672							
2672							

Supervisory Positions

22. 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# COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
HISTORIC SITES ADMINISTRA	TOR					
Manages operation of historic st building and grounds maintenan		verning body representativ	res about house or site operation	n in order to form or char	nge policies. Oversees a	ctivities of

EDUCATION LEVEL

#EMPLOYEES

SUPERVISED

CODE

#YRS EXPERIENCE

24. LANDSCAPE SUPERVISOR

INCUMBEN

COUNT

ANNUAL SALARY

23.

Supervises and coordinates activities of workers engaged in landscape maintenance of grounds and gardens. Plans landscaping tasks, and instructs workers in taking care of nursery, planting of flowers, and transplanting and pruning of trees and shrubbery. Directs workers in maintenance and repair of driveways, walks, hedges, swings, benches, and other park equipment. Studies schedules and estimates worker-hour requirements for completion of job assignment. When supervising workers engaged chiefly in one occupation or craft, is required to be adept in the activities of the workers supervised. When supervising workers engaged in several occupations, is required to possess general knowledge of the activities involved.

VARIABLE PAY

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2654							

25. LIBRARIAN HEAD

Plans and administers the operation of library services. Coordinates activities of branch or departmental libraries. Develops goals and objectives, policies, procedures, and programs. Submits recommendations on library policies and services to governing body, such as Board of Directors or Board of Trustees, and implements policy decisions. Supervises staff participating in cataloging, classifying, and indexing library acquisitions and keeping records of items checked out. A master's degree in library and information science is typically required for carrying out the responsibilities for this job.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2992							

26. MAILROOM SUPERVISOR

Supervises employees engaged in mailroom activities and support. Coordinates activities of employees who open, sort, and route mail, and prepare outgoing material for mailing. Studies schedules and estimates time, cost, and labor for completion of job assignments. This is a first line supervisory position.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1683							

27. 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							

28. PRINTING SUPERVISOR

Supervises and coordinates activities of workers engaged in printing activities. Establishes or adjusts work procedures to meet schedules. Interprets company policies to workers and administers safety regulations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
603							

29. SUPERVISOR WORD PROCESSING

Supervises and coordinates all word processing activities, including word processing operators and equipment. Oversees word processors engaged in operating word processing equipment and/or computers to record, edit, store, and revise correspondence, reports, statistical tables, forms, records, documents, and similar items utilizing clerical skills and knowledge of word processing functions Manages work flow and priorities with users to meet deadlines on routine and unusual work.

	JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
ĺ	1674							

30. WATER SUPERINTENDENT

Supervises and coordinates activities of workers engaged in installing, maintaining, repairing, and servicing water distribution and sewage facilities. Develops work schedules and assigns work activities to crewmembers concerned with excavating and backfilling trenches and culverts, installing, repairing, and replacing water and sewer mains, joining and caulking pipeline, repairing valves and hydrants, drilling and installing taps in mains, and performing related street repairs, working from land plats, maps, and other diagrams.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2670							
2670							

Health Care Positions

31. AMBULANCE DRIVER

Drives ambulance to transport sick, injured, or convalescent patients. Assists in placing patients on stretcher and loads stretcher into ambulance. Takes sick or injured patients to hospital, or convalescents to destination, using knowledge and skill in driving to avoid sudden motions detrimental to patients.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2907							

32. 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							

33. MORGUE ATTENDANT

Assists Pathologist in postmortem examinations. Prepares bodies, specimens of human organs, and morgue room. Places body in compartment tray of refrigerator or on autopsy table, using portable hoist and stretcher. Lays out surgical instruments and laboratory supplies for postmortem examinations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2528							

34. PARAMEDIC

Administers life support care and treats sick and injured patients in prehospital settings as authorized and directed by physician. Determines nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance. Administers initial treatment at emergency scene and takes and records patient's vital signs. Requires emergency medical technician paramedic (EMT-P) certification.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2951							

35. PUBLIC HEALTH NURSING SUPERVISOR

Supervises and coordinates activities of nursing personnel in community health agency. Acts as liaison between staff and administrative personnel. Develops standards and procedures for providing nursing care and for evaluating service. Provides orientation, teaching, and guidance to staff to improve quality and quantity of service. Requires RN license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3014							

Professional Positions

36. 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							

37. ASSISTANT AUDITOR

Examines and assesses accounting records of establishment, assists Auditor, and prepares reports concerning its financial status and operating procedures. Checks data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.

JOB# INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1367						

38. 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							

39. CIVIL ENGINEER

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

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

40. 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 LANI/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							

41. COMPUTER PROGRAMMER

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

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

42. 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						

43. COMPUTER SECURITY SPECIALIST

Organizes access to computer data files, evaluates data file use, and updates computer security files to keep them up to date. Writes commands into computer to allow access to the computer system for users who forget their password. Construes computer security files to determine whether denial of data access reported by user is justified. Modifies security files to correct errors, or explains that user authorization does not permit access.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5063							

44. CONTRACT ADMINISTRATOR

Administers activities concerned with contracts for purchase or sale of equipment, materials, products, or services. Negotiates contract with customer or bidder. Examines performance requirements, delivery schedules, and estimates of costs of material, equipment, and production to ensure completeness and accuracy. Reviews bids from other firms for conformity to contract requirements and determines acceptable bids. Provides bids, process specifications, test and progress reports, and other exhibits that may be required.

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

CRIMINALIST				J []		1
nvestigates crimes by collecting materials, liquids, or other physic of analytical examinations, utilizing	cal evidence related to crimino	ology, law enforcement, or ir				
JOB# INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2810						
ATABASE ADMINISTRATOR Administrates organization's data oordinates changes. Interacts we equired to develop and maintain	abase, using database manag vith development and end-use	r personnel to determine ap	plication data access requirem	ents, transaction rates, vo		
INCUMBENT JOB# COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAI CODE
1863						Ì
raining, job skills, compensation eferral of applicants. Reviews jo	ob orders and matches applica	nts with job requirements, u	itilizing manual or computerize	d file search.	#EMPLOYEES	POSTA
JOB# COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	EXPERIENCE	SUPERVISED	CODE
NVIRONMENTAL ENGINEER				J [<u> </u>
JOB# INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	
	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL			POSTAI CODE
TINANCIAL ANALYST Analyzes past and present financial for expenditures, depreciation, proportion of the property of the prope	cial data of organization and e	estimates future revenues ar	nd expenditures, applying princ g, taxes, consolidation, cost co	ciples of finance. Runs and ontrol, and project control. tatements, etc.	SUPERVISED d documents financial a Evaluates and analyzes	nalysis projects a capital
1191 COUNT 1191 INANCIAL ANALYST analyzes past and present financial from the country of the c	cial data of organization and e	estimates future revenues ar	nd expenditures, applying princ g, taxes, consolidation, cost co	ciples of finance. Runs and	SUPERVISED	nalysis proje
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52. LAN/WAN ADMINISTRATOR

4041

Administers design, organization, and implementation of network, and heads technical support staff who manage and maintain hubs, servers, and routers. Utilizes knowledge and understanding of both networking and telecommunications theory and practice. Communicates with users, technical teams, and vendors on new technology and system upgrades and to determine software and hardware installation requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7510							

53. 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							

54. MAP MAKER

Prepares maps in either digital or graphic form using information provided by surveys, aerial photographs, and satellite data showing natural and constructed features, political boundaries, and other features. Typically requires two to three years of postsecondary college courses in drafting, engineering, mapping, computer-aided mapping, and other related courses; however, some companies may accept equivalent education and experience combined.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
37772							

55. NETWORK CONTROL TECHNICIAN

Studies data and/or voice communications network, and assures that network is available to all system users. Remedies data and/or voice communications problems. Reviews network frequently to be sure it is operating correctly, and communicates with users regarding data and/or voice communications problems, such as failure of data to be transmitted to another location.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1777							

56. PROCUREMENT ANALYST

Plans and coordinates supplier qualification process, development, and execution of request for proposal (RFP) or request for quotation (RFQ), bid analysis, supplier selection, contract development, and negotiationResearches and analyzes competitive market and interviews vendors, searching for the best price along with availability and quality of materials, equipment, property, or services that the company needs to function. Builds relationships with external vendors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
255129							

57. SURVEYOR

Establishes official land, air space, and water boundaries by surveying. Provides data relevant to size, shape, contour, location, elevation, or dimensions of land or land features. Plans, oversees, or conducts surveys of land areas using special high-accuracy techniques, including astronomical observations and complex computations. Writes descriptions of land for deeds, leases, and other legal documents. Requires license in land surveying.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4129							

58. TRANSPORTATION ENGINEER

Engineers plans for surface transportation projects according to established engineering standards and State or Federal construction policy. Designs highways, airports, and railway and bus systems. Develops plans, estimates, and specifications to design transportation facilities. Plans alterations and modifications of existing streets, highways, and freeways to improve traffic flow. Excludes supervisory positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
175							

59. URBAN PLANNER

Plans and develops short- and long-term comprehensive programs and plans for development, growth, revitalization, and utilization of land and physical facilities of cities, counties, and metropolitan areas to maximize quality of life for the community and its residents Collects and analyzes data on economic, social, and physical factors affecting land use, projects future community needs, and prepares or requisitions graphic and narrative reports on data.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2721							

60. 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							

61. WORKERS' COMPENSATION ADMINISTRATOR

Administrates and enforces company's workers' compensation and occupational health programs. Administers claims and audits, compiles statistics, and prepares reports. Understands laws and regulations, concludes appropriate courses of action, and submits solutions to resolve claims.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7615							

Technicians, Para-Professional & Skilled Craft Positions

62. 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							

63. CIVIL ENGINEERING TECHNICIAN

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

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

64. DISPATCHER

Schedules and dispatches workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
100							

65. LIBRARY TECHNICIAN

Assists Librarian in information services

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
25213							

66. MAINTENANCE ELECTRICIAN

Repairs and installs electrical systems, apparatus, and electrical and electronic components of machinery and equipment. Follows electrical code, manuals, schematic diagrams, blueprints, and other specifications, using hand tools, power tools, and electrical and electronic test equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1120							

67. 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							

68. MAP EDITOR

Develops and confirms map contents, accuracy, and completeness of topographical maps from aerial photographs and specifications. Utilizes well-developed drafting and mapping skills, and knowledge of computer-assisted drafting (CAD) equipment and software.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE]
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JOB# INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1825						

75. FORKLIFT OPERATOR

Operates and drives gasoline-, liquefied gas-, or electric-powered industrial truck equipped with lifting devices, such as forklift, boom, scoop, lift beam and swivel-hook, fork-grapple, clamps, elevating platform, or trailer hitch, to push, pull, lift, stack, tier, or move products, equipment, or materials in warehouse, storage yard, or factory. Moves levers and presses pedals to drive truck and control movement of lifting apparatus. Positions forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials, or hooks tow trucks to trailer hitch, and transports load to designated area.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4037							

76. FRONT END LOADER OPERATOR

Operates straight or articulated rubber-tired tractor-type vehicle equipped with front-mounted, hydraulically powered bucket or scoop to lift and transport bulk materials to and from storage or processing areas, to feed conveyors, hoppers, or chutes, and to load trucks or railcars

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
203							
203							

77. 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							

78. HEAVY EQUIPMENT MECHANIC

Repairs and assesses malfunctions, rebuilds, and performs maintenance on construction equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1463							

79. HEAVY TRUCK DRIVER

Drives straight truck with capacity of more than three tons and usually with more than six wheels to transport materials to and from specified destinations, applying knowledge of commercial driving regulations and area roads. Prepares receipts for load picked up. Stops at required weigh and check stations. Ensures accuracy of logs and other required documentation. Receives payment for goods delivered and for delivery charges. Requires a commercial driver's license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4039							

80. 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							

81. JOB PRINTER

Prints complete job order; positions type according to copy and operates cylinder or automatic platen press.

JOB# INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1800						

82. LABORER CONSTRUCTION

Builds and performs a variety of physical labor duties on construction projects. Transfers from one task to another as directed.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1465							

83. LIGHT TRUCK DRIVER

Drives truck with capacity under three tons, and usually four wheels. Transports materials in liquid or packaged form and personnel to and from specified destinations, such as railroad stations, plants, residences, offices, or within industrial yards. Verifies load against shipping papers. Follows procedures, and drives truck to destination, applying knowledge of commercial driving regulations and roads in area. Prepares receipts for load picked up. Requires a commercial driver's license.

JOB# INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4046						

84. MAINTENANCE CARPENTER

Builds, repairs, and installs structural woodwork and equipment, such as counters, cabinets, benches, partitions, floors, doors, building framework, and trim, in establishment, using carpenter's hand tools and power tools, working from blueprints, drawings, or verbal instructions.

JOB# COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1501						

85. MAINTENANCE WORKER

Repairs, installs, and maintains machinery, equipment, physical structures, and pipe and electrical systems in commercial or industrial establishments, following specifications, blueprints, manuals, and schematic drawings, using hand tools, power tools, hoist, crane, and measuring and testing instruments.

JOB# INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4051						

86. PAVING LABORER

Lays gravel, stone, and cold-mix asphalt on road surfaces, using stone-spreading machine. Hooks spreader to rear of dump truck and trips truck tailgate latch. Signals dump-truck driver to hoist dump body and dump material into spreader hopper.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2612							
2612							

87. 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							

88. POWER SHOVEL OPERATOR

Operates power-driven machine, equipped with movable shovel, to excavate or move coal, dirt, rock, sand, and other materials. Receives written or verbal instructions from supervisor regarding material to move or excavate. Pushes levers and depresses pedals to move machine, to lower and push shovel into stockpiled material, to lower and dig shovel into surface of ground, and to lift, swing, and dump contents of shovel into truck, car, or onto conveyor, hopper, or stockpile.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
187							
187							

89. PROCESS SERVER

Serves court orders and processes, such as summonses and subpoenas. Receives papers to be served, locates person to be served, and delivers document.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2604							

90. PROCUREMENT CLERK

Compiles information and records to prepare purchase orders. Verifies specifications of purchase requests. Gets prices and specifications, consulting catalogs, Internet, and suppliers. Prepare Prepares invitation-of-bid and mails to supplier firms or for public posting. Compiles and records prices, deliveries, and items purchased.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1260							

91. 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							

92. 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							

93. STREET LIGHT SERVICER

Repairs and keeps mercury-vapor, fluorescent, electric-arc, or incandescent street lights and traffic signals maintained.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2610							
2610							

94. TIME CLERK

Distributes and collects time-worked reports or inputs. Reviews employee time-worked reports or inputs for accuracy and to assure information is properly recorded and coded. Verifies proper authorization for time worked. Ensures time worked is correctly allocated to proper account. Reviews computer printout alerting employee of potential problems or errors. Communicates procedural changes in payroll policies and regulations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1738							

95. TRUCK DRIVER DUMP

Drives truck equipped with dump body to transport and dump loose materials, such as sand, gravel, crushed rock, coal, or bituminous paving materials. Requires a commercial driver's license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
185							

96. TRUCK DRIVER REFUSE

Drives packer-type truck, dump truck, or truck equipped with hydraulic lifting device to collect garbage and trash. Picks up refuse at designated locations. Transports load to disposal area. Requires a commercial driver's license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
224							

97. WASTEWATER TREATMENT PLANT ATTENDANT

Tends pumps, conveyors, blowers, chlorinators, vacuum filters, and other equipment used to decontaminate wastewater (sewage) by settling, aeration, and sludge digestion.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2629							

98. WASTEWATER TREATMENT PLANT OPERATOR

Operates sewage treatment, sludge processing, and disposal equipment in wastewater treatment plant to control flow and processing of sewage. Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage. Observes variations in operating conditions and reads meters, gauges, and tests results to determine load requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2628							
2628							

99. WATER MAINTENANCE WORKER

Repairs, installs, services, and keeps water distribution and sewage facilities maintained.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
81							
81							

100. WATER TREATMENT OPERATOR

Operates and controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Regulates flow of raw water into treatment plant by operating and controlling electric motors, pumps, and valves.

JOB# INCUMBENT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
84						

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
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