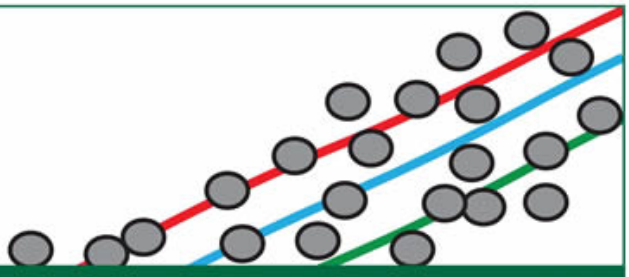

Higher Education Institutions Salary Survey

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 8220) (If known please circle one NTEE _____/SIC_____/NAIC_____)

*Organization: _____

*Total Employees: _____

*Revenue: _____

Assets: _____

*First Name: _____

*Last Name: _____

*Email: _____

*Phone: _____

*Fax: _____

*Address: _____

*City: _____

*State/Province: _____

*Zip Code: _____

*Country: _____

INDUSTRY BENCHMARK JOBS

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

EDUCATION LEVELS

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

Top Management Positions

1. **CHIEF EXECUTIVE OFFICER**

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

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

2. **CHIEF FINANCIAL OFFICER**

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

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

3. **CHIEF HUMAN RESOURCES OFFICER**

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

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

4. **CHIEF MARKETING & SALES OFFICER**

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

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

5. **CHIEF OPERATING OFFICER**

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

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

6. **EXECUTIVE VICE PRESIDENT**

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

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

7. **TOP ADMINISTRATIVE OFFICER**

7. **TOP ADMINISTRATIVE OFFICER**

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

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

8. **TOP LEGAL OFFICER**

Directs, oversees, and controls legal activities and functions to ensure the organization's legal posture is developed and maintained. Establishes legal services required by the organization and ensures that the organization is protected from any legal action. Provides officers and directors with advice and guidance in identifying the critical problems to which the application of legal principals yields the greatest opportunities for minimizing risks and maximizing profits.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9							

Middle Management Positions

9. **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							

10. **ADMINISTRATIVE SERVICES MANAGER**

Manages and coordinates activities of employees engaged in administrative services such as purchasing, security, maintenance, mail and messenger services, office clerical and support services, printing, telecommunications, and cafeteria services.Studies schedules and estimates time, cost, and labor estimates for products, services, and/or completion of job assignments. Develops and implements methods and procedures for monitoring work activities, such as preparation of records of expenditures, progress reports, etc., in order to inform management of current status of work activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1643							

11. **ADMINISTRATOR COLLEGE**

Oversees and coordinates all administrative affairs of a college, as the senior administrative officer. Administers fiscal operations such as budget planning, personnel, purchasing, and physical plant. Directs hiring and training of personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2858							

12. **ADMISSIONS DIRECTOR**

Coordinates college or university registration activities. Consults with other officials to devise registration schedules and procedures. Analyzes statistical data on registration for administrative use in formulating policies.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
10188							

13. **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							

14. **BUILDING & FACILITIES MANAGER**

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

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

15. **BUSINESS MANAGER COLLEGE/UNIVERSITY**

Manages and administers business affairs of college or university and develops operating budget draft for submission to board of trustees. Oversees control of budget upon its approval by board, including collection, custody, investment, disbursement, accounting, and auditing of all college funds.Plans and develops, with Director Student Services, policies and procedures governing financial relations with students, dormitories, cafeterias, bookstores, and recreational and parking facilities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5559							

16. **COMMUNITY AFFAIRS MANAGER**

Manages activities of organization to coordinate functions of various community health and welfare programs. Organizes and develops planning program to ascertain community requirements and problems in specific fields of welfare work, and to determine agency responsibility for administering program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2762							

17. **COMPENSATION MANAGER**

Manages compensation program, which may include incentive and executive compensation. Directs development and application of techniques of job analysis, job descriptions, evaluations, grading, and pricing in order to determine and convert relative job worth into monetary values to be administered according to pay-scale guidelines and policy.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1793							

18. **DEAN OF STUDENTS**

Directs and coordinates student programs of college or university. Formulates and develops student personnel policies. Advises staff members on problems relating to policy, program, and administration. Directs and assists in planning social, recreational, and curricular programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2865							

19. **FUNDRAISING MANAGER**

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

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

20. **HUMAN RESOURCES MANAGER**

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

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

21. **INFORMATION SYSTEMS MANAGER**

Manages and coordinates activities of a small staff engaged in computer operations, computer systems, computer programming, and company's network to assure effective computer resources are provided to usersAssigns personnel and schedules workflow to facilitate production. Analyzes performance indicators such as number of transactions per second, response time, and number of programs being processed to ensure system is operating efficiently. Studies problems and capabilities, and develops solutions for improved operating procedures, alternate processing methods, communications, information flow, management reporting, and operational efficiency.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220241							

22. **MARKETING MANAGER**

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

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

23. **PAYROLL MANAGER**

Manages and coordinates activities of staff and payroll systems at one or more locations. Reviews personnel records to determine names, rates of pay, occupations of new hires, and changes in wage rates and occupations of employees on payroll. Directs computation of differential pay according to company policy.Oversees compilation and preparation of other payroll data such as pension, insurance, bond purchases, and credit union payments. Reviews and approves payroll deductions, interprets company policies and government regulations in connection with payroll procedures, and directs preparation of government reports.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1331							

24. **PUBLIC RELATIONS MANAGER**

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

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

25. **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							

26. **SECURITY DIRECTOR**

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

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

27. **UNIVERSITY LABORATORY SUPERVISOR**

Supervises and coordinates activities of university science laboratory to assist faculty in teaching and research programs. Consults with faculty laboratory coordinator to determine equipment purchase priorities based on budget allowances, condition of existing equipment, and scheduled laboratory activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1225							

Supervisory Positions

28. **JANITORIAL SUPERVISOR**

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

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

29. **LIBRARIAN DEPUTY DIRECTOR**

Aids Librarian in the daily functioning, planning, and administration of the library services program. Provides technical guidance and administrative direction over library staff. Coordinates activities of branch or departmental libraries.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7522							

30. **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							

31. **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							

32. **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							

33. **RECORDS SECTION SUPERVISOR**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
81625							

34. **RESIDENCE SUPERVISOR**

Supervises and coordinates variety of activities for residents of boarding school, college fraternity or sorority house, care and treatment institution, children's home, or similar establishment.Assigns rooms, aids in planning recreational activities, and oversees work and study programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2889							

Health Care Positions

35. **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							

36. **MEDICAL TECHNOLOGY TEACHING SUPERVISOR**

Supervises other instructors and teaches one or more phases of medical technology to students of medicine, medical technology, nursing arts, or to interns. Organizes and directs medical technology training program. Develops curriculums, outlines course materials, and establishes criteria in other matters affecting education and welfare of students.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2993							

37. **NURSING INSTRUCTOR**

Teaches and demonstrates patient care in classroom and clinical units of hospital to nursing students and nursing personnel, and educates them in principles and application and improved methods of physical, biological, and psychological subjects related to nursing. Lectures students, conducts and supervises laboratory work, assigns lessons, and directs seminars and panels. Supervises student nurses and demonstrates patient care in clinical units of hospital. Requires an RN license in addition to experience and/or additional training.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3020							

38. **OCCUPATIONAL NURSE**

Provides professional nursing service and first aid to employees or persons who become ill or injured on premises of business, industrial plant, or other establishment. Takes patient's vital signs, treats wounds, evaluates physical condition of patient, and contacts physician and hospital to arrange for further medical treatment, when needed. Ensures that an effective program for employee health is maintained and monitored.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3021							

Professional Positions

39. **ACCOUNTANT**

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

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

40. **ASSISTANT PROFESSOR**

Teaches college or university courses for undergraduate or graduate students, with faculty rank lower than that of Associate Professor in traditional hierarchy as determined by institution's estimate of scholarly maturity. Educates students in one or more subjects, such as economics, chemistry, law, or medicine, within a prescribed curriculum. Develops course objectives and curriculum outlines for course of study, and presents lectures to students.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2872							

41. **ASSOCIATE PROFESSOR**

Teaches college or university courses for undergraduate or graduate students, with faculty rank lower than that of professor in traditional hierarchy as determined by institution's estimate of scholarly maturity. Teaches one or more subjects, such as economics, chemistry, law, or medicine, within a prescribed curriculum. Prepares and delivers lectures to students.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2873							

42. **BUDGET ANALYST**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1361							

43. **BUSINESS SYSTEMS ANALYST**

Analyzes business processes, functions, and procedures to determine the most effective business systems software to meet the needs of the organization. Establishes systems specifications and objectives, based on business requirements and cost effectiveness, and provides recommendations to management personnel. Collaborates with others in systems development and design, including software programming and table, report, and panel design. Develops test plans and coordinates and performs software testing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1881							

44. **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							

45. **CATALOG LIBRARIAN**

Compiles information on library materials, such as books and periodicals, and prepares catalog cards to identify materials and to integrate information into library catalog. Verifies author, title, and classification number on sample catalog card against corresponding data on title page.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2994							

46. **COMPENSATION ANALYST**

Assesses and performs analysis on collected wage data, and prepares wage and salary data to facilitate compensation and management functions of organization. Converses with management to determine type, scope, and purpose of analyses. Examines and evaluates executive and non-executive positions. Responsibilities are of a professional level, and require understanding of both compensation theory and practice. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1796							

47. **COMPUTER PROGRAMMER**

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

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

48. **COUNSELOR**

Advises and provides guidance services with personal, family, educational, mental health, and career decisions and problems. Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources. Counsels individuals and provides group educational and vocational guidance services. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2659							

49. **DIGITAL ARCHIVIST**

Secures, records, preserves, and keeps documents and records maintained that have historical or important significance for individuals or organizations such as museums, libraries, government agencies, foundations, or corporations. Discusses archive needs with managers and locates original materials produced in a variety of formats, including files, books, papers, maps, photographs, documents, prints, recordings, films, and computer-generated records. Converts and preserves materials in a digital format for long-term storage and preservation.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6085							

50. **EDUCATION CONSULTANT**

Plans and coordinates educational policies for specific subject area or grade level. Develops programs and curricula for in-service education of teaching personnel. Establishes guidelines for educational programs, upon conferring with Federal, State, and local school officials. Confers with lay and professional groups to disseminate and receive input on teaching methods. Reviews and evaluates curricula for use in schools and assists in adaptation to local needs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2825							

51. **EDUCATIONAL SPECIALIST**

Heads research activities concerned with educational programs and services in school system. Develops and designs procedures to determine if program objectives are being met. Writes questionnaires and interviews school staff and administrators to obtain information about curriculum.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2830							

52. **EXTENSION WORK INSTRUCTOR**

Teaches evening classes for extension service of college or university. Plans course of study designed to meet community, organization, and student needs. Educates and lectures students in subject matter, utilizing various methods, including demonstrations and uses of audiovisual aids and other materials to supplement presentations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2878							

53. **FINANCIAL AID COUNSELOR**

Interviews students applying for financial aid, such as loans, grants-in-aid, or scholarships, to determine eligibility for assistance in college or university. Confers with individuals and groups to disseminate information and answer questions relating to financial assistance available to students enrolled in college or university.

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

2862							

54. **FINANCIAL ANALYST**

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

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

55. **GRANT COORDINATOR**

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

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

56. **GRAPHIC DESIGNER**

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

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

57. **INFORMATION CENTER SPECIALIST**

Analyzes problems and provides technical assistance, support, and advice to end users for hardware, software, and systems. Studies and resolves computer software and hardware problems of users. Acts as a contact for users having problems using computer software, hardware, and operating systems. Determines whether problem is caused by hardware, software, or system. Answers questions, applying knowledge of computer software, hardware, systems, and procedures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
66178							

58. **INSTRUCTOR BUSINESS EDUCATION**

Teaches students in commercial subjects, such as word processing, filing, secretarial procedures, business mathematics, office equipment use, and personality development, in business schools, community colleges, or training programs. Educates students in subject matter, utilizing various methods, such as lecture and demonstration, and using audiovisual aids and other materials to supplement presentations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5222							

59. **INSTRUCTOR PHYSICAL EDUCATION**

Teaches students in physical education activities in educational institution. Plans physical education program to promote development of student's physical attributes and social skills. Educates students in individual and team sports, utilizing knowledge of sports techniques and of physical capabilities of students.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5252							

60. **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							

61. **LIBRARIAN TECHNICAL**

Manages library or section containing technical materials for industrial, commercial, or governmental organizations, or for such institutions as schools and hospitals. Selects, orders, organizes, disseminates, and controls special collections of technical books, periodicals, manufacturers' catalogs and specifications, slides, film strips, motion pictures, microforms, journal reprints, and other reference materials. Directs or performs the tasks of classification, indexing, cataloging, shelving, and circulation of technical materials. Level of responsibility typically requires a minimum of a bachelor's degree in library and information science.

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

742							

62. **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
5079							

63. **PROFESSOR**

Teaches one or more college or university courses, such as economics, chemistry, law, or medicine, to undergraduate or graduate students. Educates students, using various teaching methods, following curriculum guidelines or requirements of state and school. Develops course objectives and curriculum outlines for course of study, and presents lectures to students.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2871							

64. **RECRUITER**

Converses with and asks questions of job applicants to select people meeting employer qualifications. Checks employment applications and examines work history, education and training, job skills, compensation needs, and other qualifications of applicants. Records additional knowledge, skills, abilities, interests, test results, and other data pertinent to selection and referral of applicants. Reviews job orders and matches applicants with job requirements, utilizing manual or computerized file search.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
89146							

65. **RESIDENCE COUNSELOR**

Advises students and evaluates their abilities, interests, talents, and personality characteristics in order to develop appropriate academic and career goals. Provides individual and group guidance services relative to problems of scholastic, educational, and personal-social nature to students. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2863							

66. **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							

67. **SYSTEMS ANALYST**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4084							

68. **TEACHER COLLEGE/UNIVERSITY**

Teaches students in college/university subjects. Educates students in subject matter; utilizes various methods, such as lecture and demonstration, and using audiovisual aids and other materials to supplement presentations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2861							

69. **VOCATIONAL TRAINING INSTRUCTOR**

Teaches vocational training subjects to students in public or private schools or in industrial plants. Organizes program of practical and technical instruction, including demonstrations of skills required in trade, and lectures on theory, techniques, and terminology. Educates students in subject areas, such as mathematics, science, drawing, use and maintenance of tools and equipment, codes or regulations related to trade, and safety precautions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2882							

70. **WEB ADMINISTRATOR**

70. **WEB ADMINISTRATOR**

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

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

Sales Positions

71. **ADMISSIONS SALES REPRESENTATIVE**

Recruits, pursues, talks to, and screens prospective students into various desirable college or university facilities/programs, using telephone, people relationship, and follow-up skills. Assists Assists the Admissions Director of a college, university, or technical school in the sales aspects of the admissions process, which includes explaining the goals and values of the school and supplying information to prospective students about courses of study, scholarships and financial aid, admissions requirements, and campus life.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5727							
5727							

72. **FUNDRAISER**

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

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

Technicians, Para-Professional & Skilled Craft Positions

73. **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 Prepares various 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							

74. **ADMISSIONS EVALUATOR**

Examines academic records of students to determine eligibility for graduation or for admission to college, university, or graduate school. Studies course prerequisites, degree equivalents, and accreditation of schools, and determines grade-point averages to establish students' qualifications for admission, transfer, or graduation.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2864							

75. **EXECUTIVE SECRETARY**

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

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

76. **GRANT WRITER**

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

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

77. **LIBRARIAN ACQUISITIONS**

Selects and orders books, periodicals, films, and other materials for library. Reviews publishers' announcements and catalogs, and compiles list of publications to be purchased.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2747							

78. **LIBRARY TECHNICAL ASSISTANT**

Assists Librarian in information services

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2746							

79. **MUSIC LIBRARIAN**

Classifies and files musical recordings, sheet music, original arrangements, and scores for individual instruments. Selects music for subject matter of program or for specific visual or spoken action. Suggests musical selections to music or program directors, disk jockeys, or others.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2852							

80. **SPECIAL LIBRARY LIBRARIAN**

Manages library or section containing specialized materials for such institutions as law schools and hospitals, or for industrial, commercial, or governmental organizations. Selects, orders, and categorizes volume reference collection for professional and administrative staffs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2740							

81. **TECHNICAL TRAINING INSTRUCTOR**

Develops and trains employees or customers of industrial or commercial establishment in installation, programming, safety, maintenance, and repair of machinery and equipment, such as robots, programmable controllers, and robot controllers, following manuals, specifications, blueprints, and schematics, and using hand tools, measuring instruments, and testing equipment. Confers with management and staff or technical training coordinator to determine training objectives. Writes training program, including outline, text, handouts, and tests, and designs laboratory exercises, applying knowledge of electronics, mechanics, hydraulics, pneumatics, and programming, and following machine, equipment, and tooling manuals. This is a professional level non-supervisory position.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2881							

82. **TUTOR**

Teaches academic subjects, such as English, mathematics, and foreign languages, to groups or individuals requiring private instruction, adapting curriculum to meet individual's needs. Meets regularly with students requiring academic improvement, providing assistance in a better understanding of a specific subject, developing basic skills and study skills, with or without computer-aided instruction.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2831							

Field, Shop, Services & Clerical Positions

83. **ACCOUNTING CLERK**

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

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

84. **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							

85. **CASHIER**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4014							

86. **FOOD SERVICE WORKER**

Serves school students, hospital patients, or other patrons of dining area, and performs a variety of duties on the tray line. Prepares and delivers food trays. Reads production orders on color-coded menu cards on trays to determine appropriate items to place on tray.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4110							

87. **GENERAL/INSTITUTION 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
4038							

88. **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							

89. **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							

90. **LIBRARY ASSISTANT**

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

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

91. **MAIL CLERK**

Sorts, distributes, and dispatches incoming, outgoing, and department mail timely and accurately. Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1684							

92. **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							

93. **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							

94. **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							

95. **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							

96. **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							

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