Perfumes and Cosmetics Manufacturing 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 2844) (If known please circle one NTEE _____/SIC_____/NAIC_____)

*Organization: _____

*Total Employees: _____

*Revenue: _____

Assets: _____

*First Name: _____

*Last Name: _____

*Email: _____

*Phone: _____

*Fax: _____

*Address: _____

*City: _____

*State/Province: _____

*Zip Code: _____

*Country: _____

INDUSTRY BENCHMARK JOBS

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

EDUCATION LEVELS

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

Top Management Positions

1. **CHIEF EXECUTIVE OFFICER**

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

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

2. **CHIEF FINANCIAL OFFICER**

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

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

3. **CHIEF HUMAN RESOURCES OFFICER**

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

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

4. **CHIEF MANUFACTURING OFFICER**

Plans, develops, and establishes the policies, practices, and personnel related to all the manufacturing activities of an organization and as required to facilitate manufacturing processes. Direc Directsand controls manufacturing production and services

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
372							

5. **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							

6. **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							

7. **TOP ENGINEERING OFFICER**

Directs, plans, develops, and coordinates all planning and implementation of practices, policies, programs, procedures, and personnel activities of an organization's engineering efforts. Oversees the design, modification, and improvement of company products and/or services; design testing and maintenance of production processes, machinery, and/or equipment; design and maintenance of facilities, equipment, and physical layout; reliability improvements; cost engineering; construction and engineering project management; and other related activities. Directs engineering management in formulating plans, designs, cost estimates, and specifications.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1060							

Middle Management Positions

8. **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							

9. **AREA SALES MANAGER**

Manages sales activities of establishment. Directs staffing, training, and performance evaluations to develop and control sales program of area or establishment. Coordinates sales distribution by establishing sales territories, quotas, and goals. Assigns sales territory to sales personnel. Advises dealers, distributors, and clients concerning sales and advertising techniques. Analyzes sales statistics to formulate policy and to assist dealers in promoting sales. Reviews market analyses to determine customer needs, volume potential, price schedules, and discount rates, and develops sales campaigns.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4077							

10. **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 and oversees 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							

11. **CONTROLLER, TOP CORPORATE**

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
4022							

12. **CUSTOMER SERVICE MANAGER**

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

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

13. **DISTRIBUTION MANAGER**

Manages and coordinates the ordering and distribution of products, parts, and accessories. Establishes policies and procedures that result in the maximization of sales through timely deliveries. Assigns supervisor's specific duties, such as verification of incoming and outgoing shipments, handling and disposition of merchandise, and keeping of warehouse inventory.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5549							

14. **ENGINEERING MANAGER**

Manages and trains an engineering team and coordinates activities of engineering department to design, process, project, and develop, produce, improve, and test components, products, systems, and services. Works on or serves as a resource on projects requiring advanced knowledge of a particular field of specialization. Provides planning, direction, and coordination for all technical activities while achieving optimum use of workers, equipment, materials, and facilities. Administers personnel functions including recruiting, hiring, review and approval of job descriptions and salary classifications, selection and placement of personnel, performance evaluations, and salary adjustments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4033							

15. **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							

16. **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							

17. **MANUFACTURING ENGINEERING MANAGER**

Manages work assignments in staffing, scheduling, coordinating, and planning of personnel engaged in manufacturing engineering activities. Organizes and coordinates sections of the engineering department. Plans and establishes engineering schedules and follows up performance against estimates. Supervises assembly of cost control and statistical data. Supervises development of material selection standards. This position is distinguished by the complexity of work that requires a degree in engineering.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1018							

18. **MANUFACTURING MANAGER**

Manages and coordinates work of various departments to coordinate the manufacturing for an organization. Coordinates production at a single facility or in some cases production of several smaller facilities. Assigns duties and coordinate activities of supervisors and/or employees engaged in production.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
426							

19. **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							

20. **MATERIALS MANAGER**

Manages and administers materials management functions, such as the planning, procurement, storage, inventory control, and distribution of materials and products to meet company objectives and customer requirements. Oversees the flow of materials, parts, and assemblies within or between departments in accordance with production and shipping schedules or department priorities.Assures that maintenance of the inventory control system is accurate.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1043							

21. **PACKAGING MANAGER**

Manages and oversees packaging activities of department engaged in meeting specific marketing, production, shipping, and cost requirements. Reviews production orders to ascertain type and quantity of product, containers to be used, and other packaging requirements.Determines appropriate materials and containers to be used for packaging. Decides specific equipment or machinery to use for operation of specific packaging. Oversees inspection of products prior to packaging and return of rejected products to production departments. Observes packaging operations and inspects containers to verify conformance to specifications

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

991							

22. **PLANT ENGINEER**

Plans, oversees, and coordinates activities concerned with development, design, construction, modification, and maintenance of equipment, machinery, and facilities. Establishes standards and policies for pollution control, installation, modification, quality control, testing, operating procedure, inspection, and maintenance of equipment, according to engineering principles and safety regulations. Excludes paraprofessionals and supervisory positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2413							

23. **PLANT MANAGER (EXPERIENCE)**

Manages production and distribution for branch plant or assigned territory of industrial organization. Coordinates production, distribution, warehousing, and cost accounting in accordance with company policies, principles, and procedures. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
78							

24. **PRODUCT OR BRAND SALES MANAGER**

Manages, plans, designs, develops, and implements organization's marketing plan for assigned product by establishing effective selling strategies. Provides territory analysis of competition and potential to Sales and Marketing management.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
266							

25. **PRODUCTION PLANNING & CONTROL MANAGER**

Manages work assignments in staffing, scheduling, coordinating, and planning. Organizes and coordinates various sections of manufacturing. Plans and establishes production schedules and follows up performance against estimates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1039							

26. **PRODUCTION SUPERINTENDENT**

Directs and coordinates, through subordinate supervisory personnel, activities concerned with production of company product(s), utilizing knowledge of product technology, production methods and procedures, and capabilities of machines and equipment. Confers with management personnel to establish production and quality control standards, develop budget and cost controls, and to obtain data regarding types, quantities, specifications, and delivery dates of products ordered.Plans and oversees production activities and establishes production priorities for products in keeping with effective operations and cost factors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
374							

27. **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							

28. **QUALITY CONTROL MANAGER**

Manages, plans, coordinates, and heads the quality control program designed to ensure continuous production/service consistent with established standards. Oversees the development and analysis of statistical data and specifications to determine present standards and establish proposed quality and reliability expectancy.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1194							

29. **RESEARCH & DEVELOPMENT MANAGER (TECHNICAL)**

Manages, coordinates, and provides strategic planning of activities concerned with research and development of new or improved concepts, ideas, basic data on, and applications for organization's products, services, or ideologies including engineering research and development programs. Oversees the research, identification, evaluation, and initial development of new products or services.Plans and formulates aspects of research and development proposals, such as objective or purpose of projects, applications that can be utilized from findings, cost of projects, and equipment and manpower requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1248							

30. **SAFETY MANAGER**

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

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

31. **TRANSPORTATION MANAGER**

Manages, plans, and implements vehicle scheduling, allocation, dispatching, licensing, and communication functions in accordance with established policies and objectives to effect economical utilization of vehicle facilities. Develops policies, programs, and procedures for transportation system, including schedules, rates, routes, assignment of drivers and vehicles, and other terminal operations. Assures department is in compliance with transportation policies, procedures, and programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2561							

32. **WAREHOUSE MANAGER**

Manages and coordinates storage and distribution activities of the company to ensure maximum utilization of facilities. Administers operational procedures for activities, such as verification of incoming and outgoing shipments, handling and disposition of materials, and keeping warehouse inventory current. Assures products, parts, or supplies are shipped, distributed, or received in an efficient manner. Evaluates physical condition of warehouse and equipment and prepares work order for repairs and requisitions for replacement of equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
227							

Supervisory Positions

33. **ASSEMBLY LINE FOREMAN**

Assists supervisor in coordinating activities of workers engaged in product assembly, applying knowledge of assembly techniques, specifications, and production scheduling. Discusses with supervisor and checks production schedules, specifications, and priorities to plan departmental work assignments. Designates duties of assembly workers and leads department activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
631							
631							

34. **ASSEMBLY SUPERVISOR**

Supervises workers who use hand tools, jigs, and various power tools and equipment at floor or bench stations to assemble small, large, or precision subassemblies or finished products. Studies schedules and estimates time, cost, and labor estimates for products, services, and/or completion of job assignments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
628							

35. **LABORATORY SUPERVISOR**

Supervises and coordinates activities of personnel engaged in performing laboratory tests of a chemical and physical nature. Directs and advises personnel in special test procedures to analyze components and physical properties of materials. Recommends measures to improve methods, performance, and quality of product or service, and suggests changes in working conditions to increase efficiency.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5047							

36. **MAINTENANCE MANAGER**

Directs and coordinates, through subordinate supervisory personnel, activities of workers engaged in repair, maintenance, and installation of machines, tools, and equipment, and in maintenance of buildings, grounds, and utility systems of mill, industrial plant, or other establishment. Reviews job orders to determine work priorities. Schedules repair, maintenance, and installation of machines, tools, and equipment to ensure continuous production operations. Allocates activities of workers fabricating or modifying machines, tools, or equipment to manufacture new products or improve existing products.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
68035							

37. **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							

38. **PAYROLL SUPERVISOR**

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

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

39. **PREVENTIVE MAINTENANCE COORDINATOR**

Coordinates and plans schedule of preventive maintenance for equipment, machinery, tools, or buildings. Reviews manufacturers' service manuals, own establishment's usage schedules, and records of maintenance problems to determine optimum frequency of preventive maintenance. Studies production and operation schedules and confers with other staff and with maintenance supervisors to determine when planned maintenance will least interfere with operation of establishment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1616							

40. **PRODUCTION FOREMAN**

Assists in supervising and coordinating activities of workers engaged in processing and the development of a product or a service. Designates duties to workers and leads department activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
518							

41. **SHIPPING & RECEIVING SUPERVISOR**

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

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

Health Care Positions

42. **LABORATORY AIDE**

Decontaminates and cleans equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags. Mixes water and detergents or acids in container to prepare cleaning solution according to specifications. Washes, rinses, and dries glassware and instruments, using water, acetone bath, and cloth or hot-air drier. Scrubs walls, floors, shelves, tables, and sinks, using cleaning solution and brush.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1227							

43. **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

44. **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							

45. **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							

46. **CHEMICAL ENGINEER**

Develops processes and designs equipment for manufacturing chemicals and related products utilizing principles and technology of chemistry, physics, mathematics, engineering, and related physical and natural sciences.Solves problems involving the production or use of chemicals, applying principles of chemistry and engineering. Plans and tests methods of manufacturing products and treating the by-products. Utilizes computer technology to optimize all phases of research and production. Excludes paraprofessionals and supervisory positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4015							

47. **CHEMICAL ENGINEERING SUPERVISOR**

Supervises and coordinates activities of chemical engineers and other employees engaged in developing new and improved processes, designing equipment, and developing processes for manufacturing chemicals and related products utilizing principles and technology of chemistry, physics, mathematics, engineering and related physical and natural sciences. Oversees research to develop new and improved chemical manufacturing processes. Designs and plans layout, and oversees personnel engaged in constructing, controlling, and improving equipment to carry out chemical processes on a commercial scale. Supervises analysis of operating procedures and equipment and machinery functions to reduce processing time and cost.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7563							

48. **CHEMIST**

Researches, analyzes, synthesizes, and experiments on substances, for such purposes as product and process development and application, quantitative and qualitative analysis, and improvement of analytical methodologies. Excludes paraprofessional chemists.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4017							

49. **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							

50. **COST ESTIMATOR**

Analyzes blueprints, specifications, proposals, and other documentation to prepare time, material, equipment, and labor estimates involved in assigned products, projects, or services, applying knowledge of specialized methodologies, techniques, principles, or processes. Provides preliminary estimates for planning purposes and detailed itemized estimates based on final plans and specifications. Reviews data to determine material and labor requirements and develops itemized lists.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4023							

51. **ELECTRICAL ENGINEER**

Researches, develops, designs, tests, and evaluates electrical components, equipment, and systems, applying principles and techniques of electrical engineering. Designs electrical equipment, facilities, components, products, and systems for commercial, industrial, and domestic purposes. Designs, and may direct engineering personnel in, fabrication of test control apparatus and equipment, and determines methods, procedures, and conditions for testing products. Excludes paraprofessionals.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4029							

52. **ENGINEERING SUPERVISOR**

52. **ENGINEERING SUPERVISOR**

Supervises activities of engineers and oversees their assignments. Provides coordination for all technical activities while achieving optimum use of workers, machines, materials, and facilities. Supervises professional and paraprofessional engineering personnel. Typically reports to engineering manager level in the organization and is a first line supervisor.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1063							

53. **INDUSTRIAL ENGINEER**

Determines the most effective means for an organization to use capital, equipment, energy, facilities, information, material, people, and other assets to make a product or service. Plans utilization of facilities, equipment, materials, and personnel to improve efficiency of operations. Studies product or service and its requirements, using mathematical methods such as operations research, to meet those requirements and design manufacturing and information systems. Designs management control systems to aid in financial planning and cost analysis. Rev Reviewsfunctional statements, organization charts, and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1737							

54. **LOGISTICS COORDINATOR**

Coordinates the organization's daily logistical operations, including inventory control, order fulfillment, and distribution. Organizes warehousing for goods. Reviews inventory to ensure that product adjustments are properly applied. Plans and schedules inbound and outbound shipments to internal or external customers based on needs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1744							

55. **MANUFACTURING ENGINEER**

Plans and coordinates manufacturing processes. Develops, evaluates, and enhances manufacturing methods, utilizing knowledge of product design, materials and parts, fabrication processes, tooling and production equipment capabilities, assembly methods, and quality control standards. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1210							

56. **MATERIALS ENGINEER**

Extracts, develops, processes and tests materials used to create a variety of products. Works with metals, ceramics, plastics, semi-conductors, and composites to create new materials that meet certain mechanical, electrical, chemical, and other requirements. Typically requires an engineering degree in field of specialty. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1053							

57. **MECHANICAL ENGINEER**

Researches, develops, plans, and designs mechanical and electromechanical products and systems that may involve nanotechnology. Oversees and coordinates activities involved in fabrication, operation, application, installation, and repair of mechanical or electromechanical products and systems. Activities may involve but are not limited to electric generators, internal combustion engines, and steam and gas turbines, power-using machines such as refrigeration and air-conditioning equipment, machine tools, material handling systems, elevators and escalators, industrial production equipment, and robots used in manufacturing, etc. Excludes supervisory and paraprofessional level positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4055							

58. **PC SPECIALIST**

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

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

59. **PRODUCT DEVELOPMENT ENGINEER**

Designs, develops, tests, and evaluates new products, applying knowledge of engineering. Determines nature of technical problems and possible solutions, such as product redesign, substitution of material or parts, or rearrangement of parts or subassemblies. Reviews and evaluates designs for improving performance or other factors, or to obtain data for development. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1250							

60. **PRODUCTION PLANNER**

Prepares production schedules for business unit or organization. Draws up master schedule to establish sequence and lead time of each operation to meet completion dates according to sales forecasts or customer orders.Arranges orders into a sequential work schedule. Examines production specifications and capacity data, and performs mathematical calculations to determine production processes, tools, and human resource requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1041							

61. **PUBLIC RELATIONS REPRESENTATIVE**

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

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

62. **STANDARDS ENGINEER**

Establishes engineering and technical limitations and applications for items, materials, processes, methods, designs, and engineering practices for use by designers of machines and equipment.Communicates with management of industrial organization to maintain knowledge of current and proposed projects in order to develop appropriate standards for design and production of new items.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1216							

63. **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							

64. **VENDOR QUALITY SUPERVISOR**

Supervises and coordinates quality inspection of parts, components, materials, software, and other items provided by subcontractors and vendors, and surveillance of subcontractors' processes.Directs sampling inspection, and testing of received parts, components, and materials to determine conformance to standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5028							

Sales Positions

65. **BEAUTY PRODUCTS SALES REPRESENTATIVE**

Sells beauty products, such as skin creams, hair preparations, makeup, and perfumes, to customers in beauty, hair, cosmetology, and nail salons, department stores, or specialty shops. Creates prospect list and gets new accounts. Contacts and interacts directly with new and existing customers or clients to explain features and merits of products offered, utilizing persuasive sales techniques.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5760							

66. **COSMETICS SALES REPRESENTATIVE**

Sells cosmetic products, such as perfumes and shaving, hair, and skin products, to new or existing wholesale customers in assigned area or territory. Creates prospect list and gets new accounts. Contacts and interacts directly with new and existing wholesale customers, such as cosmetic distributors, beauty parlors, and department stores, to explain features and merits of products offered, utilizing persuasive sales techniques.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5734							

67. **MANUFACTURER'S SALES REPRESENTATIVE**

Sells single, allied, diversified, or multi-line products to wholesalers or other customers for one or more manufacturers on commission basis. Interacts with manufacturers and arranges to sell their products. Calls on regular or prospective customers to solicit orders.

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

1209							

Technicians, Para-Professional & Skilled Craft Positions

68. **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							

69. **BIOCHEMIST**

Studies the complex chemistry of life and chemical composition of living things. Analyzes complex chemical combinations and reactions involved in metabolism, reproduction, growth, and heredity. Determines action of substances on tissues and vital processes of living organisms through conducting research.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1240							

70. **CHEMICAL ENGINEERING TECHNICIAN**

Monitors quality, creates, improves, and tests chemical-plant processes, products, equipment, and instrumentation, applying chemical engineering principles and technical skills to assist chemical engineers. Collects data, prepares charts, sketches, diagrams, flowcharts, and compiles and records engineering data to clarify design details or functional criteria of chemical processing and physical operation units.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5018							

71. **CHEMICAL LABORATORY TECHNICIAN**

Prepares and uses chemicals, related products, and equipment, working with chemists and chemical engineers. Performs research, development, testing, and other laboratory work. Assembl
Assemblesand operates new equipment to develop new products, monitors quality, and develops new techniques. Uses principles and theories of science to solve technical problems.
Work is more limited in scope and more practically oriented than that of scientists.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4016							

72. **DRAFTER (MODERATE)**

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

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

73. **DRAFTER (SIMPLE)**

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

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

74. **DRAFTING SUPERVISOR**

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

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

75. **ELECTRICAL ENGINEERING TECHNICIAN**

Constructs, tests, and changes related electric components, equipment, products, and services, applying electrical theory and related knowledge. Uses principles and theories of science, engineering, and mathematics to solve technical problems. 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

1109							

76. **ELECTRONICS TECHNICIAN**

Fixes technical problems by applying principles and theories of electronics, electrical circuitry, engineering mathematics, electronic and electrical testing, and physics. Lays out, builds, tests, troubleshoots, repairs, and modifies developmental and production electronic components, parts, equipment, systems, and related products and services. 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
4032							

77. **ENGINEERING TECHNICIAN**

Assists Mechanical Engineers with designs, and creates, tests, and manufactures machinery, consumer products, and other equipment. Applies knowledge of mechanical engineering technology under direction of engineering and scientific staff. 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
4109							

78. **EXECUTIVE SECRETARY**

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

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

79. **FACILITIES PLANNER**

Arranges for utilization of space and facilities for unit or business establishment consistent with requirements of organizational efficiency and available facilities and funds. Inspects buildings and office areas to evaluate suitability for occupancy, considering such factors as air circulation, lighting, location, and size. Measures or leads workers engaged in measurement of facilities to determine total square footage available for occupancy. Computes square footage available for each member of staff to determine whether minimum space restrictions can be met. Work is generally technical in nature but excludes positions that require a four-year degree in engineering.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1628							

80. **LABORATORY TESTER**

Performs laboratory tests or other laboratory work using conventional and computerized machines and work aids. Performs laboratory work and tests according to prescribed standards. Determines chemical and physical characteristics or composition. Sets up, adjusts, and operates laboratory equipment and instruments. Usual requirement is two years of post secondary education in field of specialty; 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
1232							

81. **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							

82. **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							

83. **PROGRAMMER NUMERICAL CONTROL**

Plans numerical control program to control contour-path machining of parts on automatic machine tools. Computer Numerical Control (CNC) machines include, but are not limited to, machining tools such as lathes, multi-axis spindles, and milling machines, but the functions formerly performed by human operators are performed by a computer-control module. CNC machines cut away material from a solid block of metal, plastic, glass, or other materials to form a finished part. Applies knowledge of the working properties of materials with CNC programming knowledge to design and carry out the operations needed to make machined products that meet precise specifications. Most companies require previous experience as a machinist or machine setter, operator, and tender along with apprenticeship programs, informally on the job, or training in secondary, vocational, or technical college. Requires knowledge of computers and electronics, computer numerical control, basics of programming, and computer-aided manufacturing.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
69896							

84. **QUALITY CONTROL TECHNICIAN**

Tests and conducts routine and non-routine analysis of raw materials, in-process, and finished product, using variety of testing devices and procedures to maintain product quality. Collects Collects, measures, and weighs samples of materials. Performs analytical tests on samples, using instrumentation and equipment such as ovens and molds, and performs calculations to measure such factors as purity, particle size, and hardness, applying arithmetic formula.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1201							

85. **RIGHTS AND PERMISSIONS AGENT**

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

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

Field, Shop, Services & Clerical Positions

86. **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							

87. **ASSEMBLER PRODUCT (BENCH)**

Assembles by hand or using hand tools or portable powered tools or operates equipment as necessary to produce or process products.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
686							

88. **CHEMICAL PROCESS HELPER**

Assists Chemical Reactor Operator with tending equipment units or the semiautomatic system that processes chemical substances into industrial or consumer products, such as detergents, emulsifiers, salts, bleaching agents, acids, and synthetic resins.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
730							

89. **COMPRESSION MOLDING OPERATOR**

Prepares and operates compression molding machines to mold products according to specifications. Installs dies on press, using clamps, bolts, and hand tools, and coats dies with parting agents, according to work order. Alters thermostat to regulate temperature of dies.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
777							

90. **COSMETOLOGIST**

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

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

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

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

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

92. **CUSTOMER SERVICE REPRESENTATIVE (SPECIALIZED CALLS)**

Interacts with customers by phone or in person to provide information; ensures the best technical service possible. Answers customers' technical or scientific questions regarding product or service and operation or maintenance. Converses with customers to obtain information, identify problem, and provides technical assistance. Liaises between development, engineering, sales, distributors and customers. For less complex or lower level technical or scientific questions see Customer Service Representative (General Calls).

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7600							

93. **DRILL PRESS OPERATOR**

Operates previously set up drilling machines, such as single- or multiple-spindle drill presses to drill, ream, countersink, spot face, or tap holes in metal or nonmetal work pieces according to specifications.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
817							

94. **EXPEDITER**

Contacts vendors and shippers to check status of orders and ensure that merchandise, supplies, and equipment are forwarded on specified shipping dates. Contacts vendors by mail, e-mail, phone, or visit to verify or confirm shipment of goods on specified dates. Communicates with transportation company to preclude delays in transit, puts tracers on shipment in cases of en route delays, and may arrange for distribution of materials upon arrival.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
240							

95. **EXTRACTOR OPERATOR**

Operates and tends centrifugal extractor that removes moisture, residue or liquids from material. Starts conveyor or blower system that transfers residue solids to rotary drier for further processing.Pushes loaded hand trucks or portable extractor baskets into position at machine or under hoist. Lifts material from hand truck or raises baskets, using chain or electric hoist to load extractor. Distributes material uniformly in extractor baskets to balance load and reduce vibration.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
699							

96. **EXTRUDER OPERATOR HELPER**

Assists Extruder Operator in extruding thermoplastic materials to form tubes, rods, and film. Gives Extruder Operator Plastic materials, tools, and supplies. Tapes end of extruded article to reel spindle, andstarts machine that winds material onto revolving spindle. Measures extruded article with measuring wheel, and cuts it to specified length, using saw or knife.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
701							

97. **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							

98. **HAND PACKAGER**

Packages materials and products manually, performing a variety of tasks. Cleans packaging containers. Lines and pads crates and assembles cartons. Gets and sorts product. Wraps protective material around product. Starts, stops, and regulates speed of conveyor.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
999							

99. **HEAT TREATER**

Operates and controls heat-treating furnaces, baths and quenching equipment to alter physical and chemical properties of metal objects, using specifications and methods of controlled heating and cooling, such as hardening, tempering, annealing, case-hardening, and normalizing. Ascertains temperature and time of heating cycle, and type and temperature of baths and quenching medium to reach specified hardness, toughness, and ductility of parts, using standard heat-treating charts, and utilizing knowledge of heat-treating methods, equipment, and properties of metalsChanges furnace controls and observes pyrometer to bring furnace to prescribed temperature. Loads parts into furnace. Removes parts after prescribed time and quenches parts in water, oil, brine, or other bath, or allows parts to cool in air.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1578							

100. **HUMAN RESOURCES ASSISTANT**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
65957							

101. **HVAC MECHANIC**

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

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

102. **INVENTORY CLERK**

Compiles and keeps records of quantity, type, and value of material, property, equipment, merchandise, or supplies. Counts material, property, equipment, merchandise, or supplies and posts poststotals to inventory/property records. Verifies record computations against physical count of inventory and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
801							

103. **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							

104. **LABORATORY CLERK**

Keeps records of chemicals, apparatus, and samples received for testing in laboratory and records results sent from laboratory. Performs other related clerical duties.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1230							

105. **MACHINE ASSEMBLER**

Assembles products according to customer's needs, following blueprints and other written and verbal specifications. Creates plan for assembly procedures, following specifications and using knowledge gained by experience. This position is viewed as skilled and is distinguished from the Product Assembler (Bench) as it requires more training and experience, generally one to two years, to perform the activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
840							

106. **MACHINE OPERATOR**

Operates fabricating machines, such as cutoff saws, shears, rolls, brakes, presses, forming machines, spinning machines, and punch, that cut, shape, and bend metal plates, sheets, tubes, and structures. Reads job specifications to determine machine adjustments and material requirements. Positions stops or guides to specified length as indicated by scale, rule, or template.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
849							

107. **MACHINERY MECHANIC**

Repairs savable mechanical parts of machines and construction equipment. Dismantles machinery, equipment, and parts, using hand tools, such as hacksaws, files, reamers, wrenches, and screwdrivers. Inspects parts to determine salvageability or method of repairing or reworking parts.

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

4048							

108. **MAINTENANCE TECHNICIAN**

Repairs and keeps physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses, and logging and mining constructions, maintained using hand tools and power tools.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
27884							

109. **MATERIALS HANDLER**

Loads, unloads, and moves materials within or near plant, yard, or work site. Reads work order or follows verbal instructions to ascertain materials or containers to be moved.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4054							

110. **NUMERICAL CONTROL MACHINE OPERATOR**

Prepares and operates numerical-control drilling machine. Reads setup instructions and specifications. Loads control media containing programmed commands into control console of machine, or enters commands to retrieve programmed control data.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1166							

111. **OVERHEAD CRANE OPERATOR**

Operates traveling or stationary overhead crane (cab- or ground-controlled) to lift, move, and position loads, such as machinery, equipment, products, and solid or bulk materials, using hoisting attachments, such as hook, sling, electromagnet, or bucket. Observes load hookup and ascertains safety of load. Manipulates or depresses crane controls, such as pedals, levers, and buttons, to regulate speed and direction of crane and hoist movement according to written, verbal, or signal instructions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
197							

112. **PACKAGING/FILLING OPERATOR**

Operates and tends machine that performs one or more packaging functions, such as filling, marking, labeling, tying, packing, or wrapping containers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1003							
1003							

113. **PACKER/CRATER**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
72297							

114. **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							

115. **QUALITY CONTROL INSPECTOR**

Inspects finished products, products being processed, incoming materials, parts, and assemblies, etc., for conformance to company standards. Checks randomly selected samples, and verifie verifies accuracy of equipment or process. Reports conditions requiring immediate repair. Uses advanced inspection methods to develop and conduct quality programs. Works under general supervision.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1202							

116. **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							

117. **SHIPPING & RECEIVING CLERK**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5924							

118. **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							

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