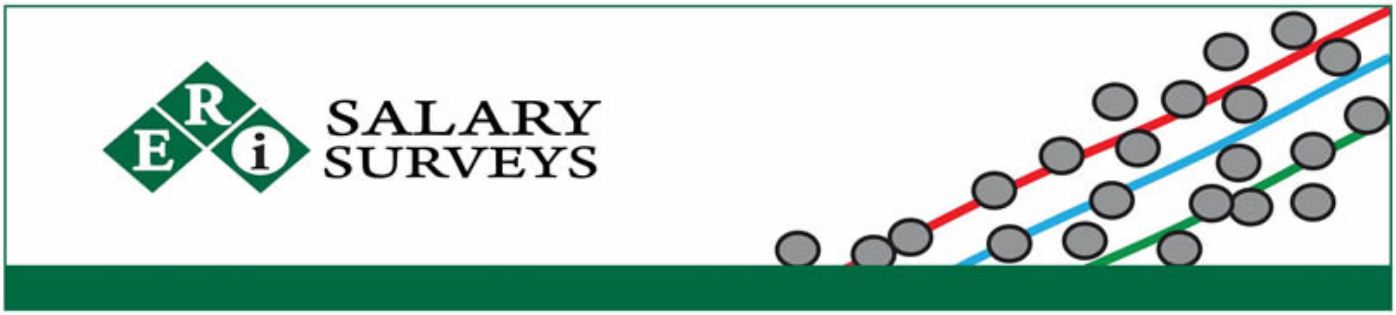


# Retail Salary Survey

RETURN TO:
ERI Salary Surveys
ATTN: Survey Department
8575 164th Ave NE, Suite 100
Redmond, WA 98052
USA
Telephone: (877) 210-6563, Fax: (877) 239-2457

(RETURN BY April 14, 2013)

**General Instructions**
Participation between October 1 and December 31 earns a 75% discount. After that a 50% discount will be in effect. Discounts apply to any one survey order. Required inputs exist only for the wage/salary and variable pay/incentives to be earned in this year. Data collected before April 14, 2013, will be included in the 2013 survey. ENTER DATA ONLY FOR JOBS THAT EXIST WITHIN YOUR ORGANIZATION.

Please make sure your contact information is correct, including the industry sector, location, and the organizational size dimension and measure. We will call you to go over submitted input.

- Again, fill in data for only those jobs in which your organization has incumbents. -

Should you wish, you may enter your data directly online
or download a questionnaire at:

http://salary-surveys.erieri.com/onlinesurvey

## ORGANIZATION INFORMATION

* Indicates required field

* Data Effective Date: _____

*Industry Sector (Default SIC G) (If known please circle one NTEE _____/SIC_____/NAIC_____)

*Organization: _____

*Total Employees: _____

*Revenue: _____

Assets: _____

*First Name: _____

*Last Name: _____

*Email: _____

*Phone: _____

*Fax: _____

*Address: _____

*City: _____

*State/Province: _____

*Zip Code: _____

*Country: _____

## INDUSTRY BENCHMARK JOBS

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

**EDUCATION LEVELS**

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

### Top Management Positions

1. **CHIEF EXECUTIVE OFFICER**

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

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

2. **CHIEF FINANCIAL OFFICER**

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

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

3. **CHIEF HUMAN RESOURCES OFFICER**

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

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

4. **CHIEF MARKETING & SALES OFFICER**

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

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

5. **CHIEF OPERATING OFFICER**

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

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

6. **TOP MERCHANDISING OFFICER**

Plans, implements, and directs merchandising policies and programs, and coordinates merchandising activities in wholesale or retail establishment. Directs and controls selection and pricing of merchandise, and directs buyers in the purchase of supplies for resale.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1055 | | | | | | | |

7. **TOP REAL ESTATE OFFICER**

Directs, plans, and coordinates personnel and activities of sales and other real estate activities. Evaluates and hires personnel.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1605 | | | | | | | |

## 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. **ADVERTISING MANAGER**

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

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

10. **AUTOMOBILE SERVICE STATION MANAGER**

Manages automobile service station. Plans, develops, and implements policies for operating station, such as hours of operation, workers required, and duties, scope of operations, and prices for products and services.Coordinates and participates in performing customer service activities, such as pumping gasoline, checking engine oil, tires, battery, and washing windows and windshield. Notifies customer when oil is dirty or low, tires are worn, hoses or fan belts are defective, or evidence indicates battery defects, to promote sale of products and services, such as oil change and lubrication, tires, battery, or other automotive accessories. Hires and trains workers, develops work schedules, and assigns workers to specific duties, such as customer service, automobile maintenance, or repair work.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 5548 | | | | | | | |

11. **BAKERY MANAGER**

Manages and coordinates activities involved with production, sale, and distribution of bakery products. Determines variety and quantity of bakery products to be produced, according to orders and sales projections.Develops budget for bakery operation, utilizing experience and knowledge of current market conditions. Directs sales activities, following standard business practices.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2288 | | | | | | | |

12. **BRANCH STORE MANAGER**

Manages and coordinates activities of personnel involved in performing internal operations in department, plant or branch store. Develops work schedules and assigns duties to operations personnel to ensure efficient operation of department or branch. Reviews accounts, records of proof, and certifications to ensure compliance of workers with established standard procedures and practices.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2184 | | | | | | | |

13. **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 | | | | | | | |

14. **CASHIERING MANAGER**

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

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

15. **COFFEE SHOP MANAGER**

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

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

16. **COLLECTION MANAGER**

Manages and coordinates activities of workers engaged in conducting credit investigations and collecting delinquent accounts of customers of commercial establishment, department store, bank, or similar establishment.Assigns subordinates to supervise workers investigating and verifying financial status and reputation of prospective customers applying for credit, preparing documents to substantiate findings, and recommending rejection or approval of applications.Determines responsibility for collecting on worthless checks and delinquent bills to specific supervisors.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1328 | | | | | | | |

17. **CREDIT MANAGER**

Manages and coordinates activities of those engaged in conducting credit investigations and collecting delinquent accounts of customers of commercial establishment, department store, bank, or similar establishment. Assigns subordinates to supervise workers investigating and verifying financial status and reputation of prospective customers applying for credit, preparing documents to substantiate findings, and recommending rejection or approval of applications.Determines responsibility for collecting on bad checks and delinquent bills to specific supervisors.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1431 | | | | | | | |

18. **CUSTOMER SERVICE DIRECTOR**

Directs employees, through subordinate levels of management, engaged in receiving calls and inquiries, investigating, evaluating, and settling complaints and claims of customers. Oversees Overseesthe investigation of complaints, such as those concerning rates or service in connection with any product or service offered. Plans, formulates customer service policies, and directs and coordinates the company's customer service activities, assisting the Customer Service Top Officer.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 90 | | | | | | | |

19. **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 | | | | | | | |

20. **FOOD SERVICES MANAGER (FULL MENU)**

Manages the food services operation of a full-menu restaurant with table service or similar establishments; may also include institutional facilities. Confers with supervisory personnel in formulating administrative and operational policies and procedures. Directs and coordinates, through subordinate supervisory personnel, activities of operations department to obtain optimum use of equipment, facilities, and personnel.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1720 | | | | | | | |
| 1720 | | | | | | | |

21. **FOOD SERVICES MANAGER (MID-SIZE LOCATION)**

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

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1718 | | | | | | | |

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

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

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

23. **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 | | | | | | | |

24. **LOSS PREVENTION MANAGER**

Manages all aspects of organization's loss prevention activities, such as asset protection, store safety, training, and oversight of security equipment. Implements and coordinates security and theft prevention programs designed to ensure the protection of company assets and increase profitability.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1749 | | | | | | | |

25. **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 | | | | | | | |

26. **MERCHANDISING MANAGER**

Manages the activities and merchandising efforts of a single retail or wholesale location or covering multiple locations in an assigned territory. Designs and develops strategies for selection, pricing, and promotion of merchandise to meet organization objectives for sales, margin, inventory turns, and customer service. Analyzes demographic data and suggests marketing strategies.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1057 | | | | | | | |

27. **PARTS MANAGER**

Manages and coordinates subordinate staff in retail or wholesale automotive parts establishment or department of repair shop or service station. Develops work schedules and assigns work to subordinates. Reviews inventory and requisitions new stock as needed.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 121 | | | | | | | |

28. **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 | | | | | | | |

29. **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 | | | | | | | |

30. **REGIONAL SALES MANAGER RETAIL**

Manages and oversees operations of retail stores in assigned region. Manages the strategic direction of stores within the assigned region, within broad company objectives. Develops and imp implements short- and long-term marketing plans for sales growth. NOTE

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 7535 | | | | | | | |

31. **RETAIL AREA MANAGER**

Manages operations of retail stores in assigned geographic area. Oversees Store Managers. Develops and implements methods and procedures for monitoring store activities, such as sales, expenditures, progress reports, etc., in order to inform management of current status of store activities.Interprets company policy to employees and enforces safety regulations. NOTE

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2186 | | | | | | | |

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

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

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

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

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

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

34. **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 | | | | | | | |

35. **SALES ORDER MANAGER**

Manages writing or preparation of orders, pricing orders and furnishing price quotations to customers, obtaining credit approvals, maintaining records and files of orders received and filled, and receipt of orders for material, merchandise, and/or services.Oversees the preparation of customer statements, bills and invoices, obtaining information from purchase orders, sales, and charge slips.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 331 | | | | | | | |

36. **SALES TRAINING MANAGER**

Manages and coordinates activities of sales training for an organization. Develops materials. Trains staff to present and discuss sales techniques, ethics, and methods of maintaining sales quotas.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 337 | | | | | | | |

37. **SECURITY MANAGER**

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

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

38. **TOP MERCHANDISING PLANNER**

Develops, plans,and implements merchandising programs to plan merchandise, control inventory, and allocate merchandise to stores so as to optimize flow of materials, timing, quantities, margins, and optimum unit purchases; but does not have purchasing responsibilities.Directs analysts, planners, and/or allocators.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1056 | | | | | | | |

39. **ZONE/DISTRICT RETAIL MANAGER**

Manages operations of retail stores in assigned district or zone. Develops and implements methods and procedures for monitoring area and store activities, such as sales, expenditures, progress reports, etc., in order to inform management of current status of store activities. NOTE

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 7534 | | | | | | | |

## Supervisory Positions

40. **BRANCH STORE SUPERVISOR**

Supervises and coordinates activities of personnel involved in performing internal operations in department, plant, or branch store. Develops work schedules and assigns duties to operations personnel to ensure efficient operation of department or branch.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2185 | | | | | | | |

41. **COLLECTION SUPERVISOR**

Supervises collectors who locate customers to collect installments or overdue accounts, damage claims, or non-payable checks. Maintains record of collections and status of accounts.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1329 | | | | | | | |

42. **DEPARTMENT MANAGER**

Manages and coordinates activities of workers in department of retail store. Interviews job applicants and evaluates worker performance to recommend personnel actions such as hiring, retention, promotion, transfer or dismissal of workers.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 5893 | | | | | | | |

43. **PAWNBROKER**

Assesses articles to determine pawn or pledge value, such as jewelry, cameras, and musical instruments, and lends money to customer. Examines article to determine condition and worth. Weighs gold or silver articles on coin scales or employs acid tests to determine carat content and purity to verify value of articles. Inspects diamonds and other gems for flaws and color, using loupe (magnifying glass). Assigns pledge value to article based on knowledge of values or listing of wholesale prices.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2192 | | | | | | | |

44. **WAREHOUSE SUPERVISOR**

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

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 228 | | | | | | | |

## Health Care Positions

45. **PHARMACIST**

Dispenses and compounds prescribed medications, drugs, and other pharmaceuticals for patient care, according to professional standards and State and Federal legal requirements. Reviews Reviews prescriptions issued by physician, or other authorized prescriber; assures accuracy and determines formulas and ingredients needed. Requires current Pharmacist license.

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

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 4066 | | | | | | | |
| 4066 | | | | | | | |

46. **PHARMACY TECHNICIAN**

Fills prescriptions under the supervision of Pharmacist in hospital pharmacy or retail establishment, and performs a variety of other duties. Mixes pharmaceutical preparations, fills bottles with prescribed tablets and capsules, and types labels for bottles. Receives and stores incoming supplies.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 5109 | | | | | | | |

## Professional Positions

47. **ACCOUNTANT**

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

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

48. **BENEFITS ANALYST**

Assesses and gives advice to supervisors and managers on methods and approaches to resolving employee benefit problems. Performs administrative work involved in the benefit functions, and maintains related records. Ensures that programs are carried out in accordance with company's policies and procedures. Specializes in human resources at the professional level, and carries out responsibilities in benefits, administering and advising employees and management on the interpretation of benefit policies, programs, and procedures.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 4008 | | | | | | | |

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. **DISPLAY DESIGNER**

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

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

51. **DISPLAY MAKER**

Fashions, fabricates, assembles, or installs displays, exhibits, and models of point-of-sale displays.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 946 | | | | | | | |
| 946 | | | | | | | |

52. **EMPLOYEE TRAINING SPECIALIST**

Develops and runs training programs for employees of industrial, commercial, service, or government establishment. Confers with management to gain knowledge of work situations requiring training for employees to better understand changes in policies, procedures, regulations, and technologies. Develops teaching outline and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Heads training sessions covering specified areas such as those concerned with new employee orientation, on-the-job training, use of computers and software, apprenticeship programs, sales techniques, safety and health practices, public relations, refresher training, promotional development, upgrading, retraining displaced workers, and leadership development. This is a professional level non-supervisory position.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1822 | | | | | | | |

53. **EMPLOYMENT REPRESENTATIVE**

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 |
|---|---|---|---|---|---|---|---|
| 59541 | | | | | | | |

54. **FLORIST**

Designs and organizes live, cut, dried, and artificial floral and foliar arrangements for events, such as holidays, anniversaries, weddings, balls, and funerals. Confers with client regarding price and type of arrangement desired. Plans arrangement according to client's requirements and costs, utilizing knowledge of design and properties of materials, or selects appropriate standard design pattern.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 997 | | | | | | | |

55. **GROCERY BUYER**

Purchases grocery merchandise or commodities for resale. Evaluates and determines grades or appraises agricultural commodities, durable goods, apparel, furniture, livestock, or other merchandise offered for sale to determine value and yield. Selects and orders merchandise from showings by manufacturing representatives, growers, or other sellers, or purchases on open market for cash.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1258 | | | | | | | |

56. **INTERNAL AUDITOR**

Reviews and determines effectiveness of controls, accuracy of financial records, and efficiency of operations for management in an organization. Studies accounting and statistical records of departments, and interviews individuals to ensure recording of transactions and compliance with applicable laws and regulations. Determines efficiency and protective value of accounting systems.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 4041 | | | | | | | |

57. **MARKET RESEARCH ANALYST**

Researches and analyzes market conditions in local, regional, or national area to determine potential sales of product or service. Runs analysis involving competitors, pricing, sales, methods of marketing, existing and potential customer preferences, economic conditions, advertising, distribution, and other factors that may influence future sales. Analyzes data and recommends specific actions based on findings. Excludes paraprofessional level positions.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 4052 | | | | | | | |

58. **MERCHANDISE DISPLAYER**

Plans and erects commercial displays, such as those in windows and interiors of retail stores or at trade exhibitions. Displays merchandise in windows, showcases, and on sales floor to attract attention of prospective customers. Originates display ideas and constructs or assembles prefabricated display properties from wood, fabric, glass, paper, plastic, and other materials. Job know-how usually involves one to two years of directly related study, training, and/or experience in order to satisfactorily carry out the responsibilities of this job.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 948 | | | | | | | |

59. **MERCHANDISING SUPERVISOR**

Supervises merchandising activities in wholesale or retail establishment. Determines mark-up and mark-down percentages necessary to ensure profit, based on estimated budget, profit goals, and average rate of stock turnover.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1058 | | | | | | | |

60. **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 | | | | | | | |

61. **WEBMASTER**

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

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

## Sales Positions

62. **ADVERTISING COORDINATOR**

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

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

63. **AUCTIONEER**

Sells articles at auction to highest bidder. Describes merchandise and gives information about article, such as history and ownership, in order to encourage bidding. Continues to ask for bids, attempting to stimulate buying desire of bidders. Closes sale to highest bidder.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2089 | | | | | | | |

64. **AUTOMOBILE PARTS SALES REPRESENTATIVE**

Sells spare and replaceable automotive parts, such as fuel and air filters, belts, spark plugs, fenders, mirrors, brake disks, shocks, struts, and mufflers, in repair facility or parts store. Creates Createsprospect list and gets new accounts. Contacts and interacts directly with new and existing retail customers to explain features and merits of automobiles parts offered, utilizing persuasive sales techniques.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 5757 | | | | | | | |

65. **AUTOMOBILE RENTAL CLERK**

Rents automobiles to customers. Talks with customer to determine type of automobile, location for pick up and return of automobile, and number of days needed for rental. Quotes cost of rental, based on type of automobile, daily rates, estimated mileage, and insurance coverages requested.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 120 | | | | | | | |

66. **COMPARISON SHOPPER**

Compares prices, packaging, physical characteristics, and styles of merchandise in competing stores. Observes details of merchandise at various stores, and gets information that will be valuable to employer in setting prices and determining buying policies. Prepares reports of findings.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2246 | | | | | | | |

67. **COMPUTER SALES REPRESENTATIVE**

Sells computers and electronic data processing systems performing duties as a sales representative. Analyzes customer's needs and recommends computer system that best meets customer's requirements.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 287 | | | | | | | |

68. **HEARING AID SPECIALIST**

Fits and proposes hearing amplification systems to individuals in retail establishment. Tests auditory system of hearing-impaired individuals, using test equipment and applying standardized evaluation procedures; orreceives individuals referred by physician for fitting and purchasing of hearing amplification systems.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 3041 | | | | | | | |

69. **HOME FURNISHINGS SALESPERSON**

Sells home furnishings, such as china, glassware, floor coverings, furniture, linens, brooms, and kitchen articles, etc. Sells merchandise to individuals utilizing knowledge of products sold.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 299 | | | | | | | |

70. **NEW-CAR PREP MECHANIC**

Inspects and services new automobiles on delivery to dealer or customer, and repairs minor problems or makes minor adjustments to place vehicle in salable condition, using hand tools, portable power tools, and specification sheets.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2350 | | | | | | | |
| 2350 | | | | | | | |

71. **OFFICE EQUIPMENT SALES REPRESENTATIVE**

Sells office machines, such as computers, calculating, and duplicating machines, to business establishments.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 306 | | | | | | | |

72. **PARTS SALESPERSON**

Sells spare and replaceable automotive, appliance, electrical, and other parts, supplies, and accessories in repair facility or parts store. Ascertains make, year, and type of part needed, inspec inspectsworn, damaged, or defective part to determine replacement required, or informs customer of part needed according to description of malfunction.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 94527 | | | | | | | |

73. **RETAIL SALES CLERK**

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

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 81789 | | | | | | | |

74. **SALES ANALYST**

Assesses, examines, and reports collected data in order to increase sales productivity. Collects sales records and trends and compares performance measured against sales quotas. Evaluates current economic conditions and prepares sales forecasts. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of both theories and principles. Excludes paraprofessionals.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 271 | | | | | | | |

75. **SALESPERSON WOMEN'S APPAREL**

Sells women's clothing and accessories, such as coats, sportswear, suits, dresses, formal gowns, lingerie, hosiery, belts, gloves, costume jewelry, handbags, and scarves. Informs customers on current fashion and coordinating accessories.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 329 | | | | | | | |

76. **STEREO EQUIPMENT SALESPERSON**

Sells home entertainment electronic sound equipment and parts, such as stereophonic, surround sound, recording equipment, radios, speakers, tuners, amplifiers, microphones, and CD players.Interacts with customers and demonstrates and explains features and merits of various brands, meaning of technical manufacturers' specifications, and method of installation, applying knowledge of electronics., and utilizing persuasive sales techniques.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 327 | | | | | | | |

77. **WEDDING CONSULTANT**

Counsels prospective brides in all phases of wedding planning, such as etiquette, attire of wedding party, and selection of trousseau. Assists bride on selection of silverware style and pattern, china, glassware, stationery, invitations, flowers, and catering service.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2313 | | | | | | | |

## Technicians, Para-Professional & Skilled Craft Positions

78. **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 | | | | | | | |

79. **INVENTORY CONTROL PLANNER**

Plans and coordinates distribution of goods to ensure that current inventory levels are within set parameters to meet customer demands. Plans and forecasts for future inventory levels based on sales forecast, current inventory levels, and outstanding purchase orders.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 795 | | | | | | | |

## Field, Shop, Services & Clerical Positions

80. **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 | | | | | | | |

81. **AUTOMOTIVE SERVICE STATION ATTENDANT**

Services automobiles, buses, trucks, and other automotive vehicles with fuel, lubricants, and accessories. Fills fuel tank of vehicles with gasoline or diesel fuel to level specified by customer. Receives cash from customer for purchases and makes change or charges purchases, using customer's credit card.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2355 | | | | | | | |
| 2355 | | | | | | | |

82. **BAKER**

Bakes bread, rolls, muffins, and biscuits according to recipe. Checks production schedule to determine variety and quantity of goods to bake. Prepares ingredients for baking, forms dough into loaves or desired shapes, places in oven, and removes baked goods from oven.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2294 | | | | | | | |

83. **BUTCHER**

Butchers and slaughters animals in slaughtering and meat packing establishment, using cutting tools, such as cleaver, knife, and saw.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2262 | | | | | | | |

84. **BUYER ASSISTANT**

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

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 81456 | | | | | | | |

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. **CASHIER ASSOCIATE**

Receives cash, personal check, or charge or debit card for payment of food, rent, property, deposits, fees, accounts receivable, or other goods and services. Operates cash register, scanners, and computers to itemize and total customer's purchases.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2056 | | | | | | | |

87. **CASHIER GENERAL**

Receives payment for goods or services and associated records. Operates cash registers, scanners, and computers to itemize and total customers' purchases. Ensures accuracy of collection and disbursement of funds.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2057 | | | | | | | |

88. **CASHIER RETAIL**

Receives payments for customer purchases in retail store. Operates cash register, scanners, and computers to itemize and total customer's purchases in grocery, gasoline service stations, department, or other retail establishments. Enters charges for all items, subtracts value of discounts, coupons, or returns, totals bill, accepts payment of cash, personal check, charge and debit card.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 7555 | | | | | | | |

89. **CREDIT & COLLECTION CLERK**

Notifies or locates customers with delinquent accounts, attempts to secure payment, and reports payments. Prepares and mails form letters to customers to encourage payment of delinquent accounts.Talks to customer by telephone in attempt to determine reason for overdue payment, reviewing terms of sales, service, or credit contract with customer. Calls customers who do not reply to letters.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1378 | | | | | | | |

90. **CREDIT CARD CONTROL CLERK**

Compiles, verifies, and files records and forms to control issuing, blocking (withholding), or renewal of credit cards. Receives shipments of plastic credit card blanks, issues blank cards for imprinting, receives new or reissued printed cards, verifies identifying data on cards, responsible for mailing of completed credit cards.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 107681 | | | | | | | |

91. **CUSTOM TAILOR**

Fashions and makes tailored garments, such as suits, topcoats, overcoats, and other dress clothing, applying principles of garment design, construction, and styling.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2194 | | | | | | | |

92. **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 | | | | | | | |

93. **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 | | | | | | | |

94. **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 | | | | | | | |

95. **JEWELER**

Fabricates and repairs jewelry articles, such as rings, brooches, pendants, bracelets, and lockets.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2208 | | | | | | | |

96. **MAINTENANCE WORKER GENERAL**

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

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

97. **MEAT CUTTER RETAIL**

Cuts and trims meat to size for display or as ordered by customer, using hand tools and power equipment, such as grinder, cubing machine, and power saw. Cleans and cuts fish and poultry.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 2263 | | | | | | | |

98. **MERCHANDISE MARKER**

Marks and attaches price tickets to articles of merchandise to record price and identifying information, when computer scanning equipment is not utilized. When computer scanning equipment is available, marks sales prices on bar tags, shelves, or displays indicating revised price for merchandise.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 902 | | | | | | | |

99. **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 | | | | | | | |

100. **PBX OPERATOR RECEPTIONIST**

Greets and assists callers in relaying incoming, outgoing, and/or interoffice calls. Operates switchboard equipment. Guides caller to destination and records name, time of call, nature of business, and person called upon. Supplies information to callers/visitors, takes messages, and announces callers/visitors.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 1706 | | | | | | | |

101. **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 | | | | | | | |

102. **SHIPPING CLERK**

Assists shipping department, performing clerical duties involved in the shipping of materials. Designates method of shipment, utilizing knowledge of shipping procedures, routes, and rates.Compares identifying information and counts, weighs, or measures items of outgoing shipments to verify information against bills of lading, invoices, orders, or other records.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 4082 | | | | | | | |

103. **STOCK CLERK RETAIL**

Inventories, stores, prices, and restocks merchandise displays in retail store. Stocks storage areas and displays with new or transferred merchandise. Sets up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales. Cleans display cases, shelves, and aisles.

| JOB# | INCUMBENT COUNT | ANNUAL SALARY | VARIABLE PAY | EDUCATION LEVEL | #YRS EXPERIENCE | #EMPLOYEES SUPERVISED | POSTAL CODE |
|---|---|---|---|---|---|---|---|
| 802 | | | | | | | |

104. **SURVEILLANCE SYSTEM MONITOR**

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

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

105. **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 | | | | | | | |

106. **WAREHOUSE WORKER**

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

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

**If you are ready to submit your data and have a Promotion Code enter it here:**

**Job Title Overflow Addendum**

If you ran out of room and wish to add more positions or you do not see a job title for which you have a position, please enter it here. If you are adding a position that already exists in the pre-printed list, please enter the corresponding job number from that entry.

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