Education 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 8200) (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. **EXECUTIVE VICE PRESIDENT**

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

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

7. **SUPERINTENDENT SCHOOLS**

Directs and coordinates programs and finances of a school or district, working with and for a board. Provides formulated plans and policies for educational program to board for approval. Impl
Implements program for selection of school sites, construction of buildings, and provision of equipment and supplies. Directs preparation and presentation of school budget required to finance educational program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2822							

8. **TOP ADMINISTRATIVE OFFICER**

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

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

9. **TOP IT OFFICER**

Directs, develops, administers, and coordinates all phases of an organization's computer department, including systems design, programming, installation, and operation. Collaborates with the CEO and Board of Directors, setting the short- and long-term strategic objectives while providing the management necessary to achieve profits, growth, or other goals of the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7							

10. **TOP LEGAL OFFICER**

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

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

Middle Management Positions

11. **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							

12. **ADMINISTRATIVE SERVICES MANAGER**

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

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

13. **ADMINISTRATOR COLLEGE**

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

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

14. **ADMINISTRATOR SCHOOL (PRIMARY/HIGH SCHOOL)**

Directs administration of elementary or secondary school within authority of governing board. Develops or expands programs or services. Administers fiscal operations such as budget planning and accounting. Oversees hiring and training of personnel.

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

2823							

15. **BENEFITS MANAGER**

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

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

16. **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							

17. **COMMUNITY AFFAIRS MANAGER**

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

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

18. **DEAN OF STUDENTS**

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

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

19. **EDUCATION MANAGER**

Manages, plans, develops, and administers educational program of museum, zoo, or similar institution. Confers with administrative personnel to decide scope of program to be offered. Prepares schedules of classes and rough drafts of course content to determine number and background of instructors needed. Interviews, hires, trains, and evaluates work performance of education department staff.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2828							

20. **FUNDRAISING MANAGER**

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

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

21. **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							

22. **LABOR RELATIONS DIRECTOR**

Directs the labor-management relations activities of an organization. Develops, implements, and administers policy for subordinate managers of departments, such as employment, compensation, labor relations, and employee services, according to knowledge of company objectives, government regulations, and labor contract terms. Reviews and ensures adherence to all labor contract provisions.

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

1840							

23. **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							

24. **NETWORK CONTROL MANAGER**

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

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

25. **PAYROLL MANAGER**

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

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

26. **PRINCIPAL HEADMASTER**

Directs and coordinates educational, administrative, and counseling activities of primary or secondary school. Develops and evaluates educational program to ensure conformance to state and school board standards. Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives. A master's degree in education plus experience is typically required for carrying out the responsibilities for this job. May be required to have certification from State.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2824							

27. **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							

28. **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							

29. **REGISTRAR COLLEGE OR UNIVERSITY**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2856							

30. **RISK MANAGEMENT MANAGER**

Manages, plans, and coordinates risk and insurance programs of establishment to control risks and losses. Identifies, evaluates, and implements corrective action against risks that may result in injury, property loss, damage, or legal liability. Analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on company.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1428							

31. **SECURITY DIRECTOR**

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

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

32. **UNIVERSITY LABORATORY SUPERVISOR**

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

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

33. **VOLUNTEER SERVICES DIRECTOR**

Directs activities of volunteers and workers offering their services to hospitals, social service, and community agencies. Assigns workers to various services with hospital or agency.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7551							

Supervisory Positions

34. **FITNESS & HEALTH SUPERVISOR**

Supervises, develops, and promotes a wellness recreation program in private health club or gymnasium to improve health and physical fitness of individuals and improve fitness and to reduce the incidents of illness and disease.Oversees those who explain and demonstrate use of apparatus and equipment. Teaches the principles, techniques, and methods of regulating movement of body, hands, or feet to achieve proficiency in activity. Observes participants during workout to detect and correct mistakes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
83825							

35. **FOOD SERVICES SUPERVISOR**

Supervises employees engaged in serving food prepared by establishment and in maintaining cleanliness of food services areas and equipment. Develops work schedules and assigns and coordinates work of employees to promote efficiency of operations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7586							

36. **JANITORIAL SUPERVISOR**

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

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

37. **LIBRARIAN BRANCH**

Manages an organizational unit of the main library or a branch that is physically separated from the main library. Plans and administers program of library services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7524							

38. **LIBRARIAN DEPUTY DIRECTOR**

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

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

7522							

39. **LIBRARIAN HEAD**

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

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

40. **MAILROOM SUPERVISOR**

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

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

41. **RECORDS SECTION SUPERVISOR**

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

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

42. **RESIDENCE SUPERVISOR**

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

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

43. **SAFETY SUPERVISOR**

Supervises activities of safety and health programs. Oversees and coordinates activities of personnel to ensure a safe and healthy work environment in accordance with OSHA regulations.Confers and cooperates with supervisory/management personnel in formulating administrative and operational policies and procedures. Reviews and analyzes expenditure, financial, and operations reports to determine requirements for increasing safety.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1730							

44. **SECURITY SUPERVISOR**

Supervises security systems for protection of individuals, homes, and business, commercial, and industrial organizations, and investigates various crimes against organization or client. Aids in development and administration of programs to protect organization's, employee's, or client's property from theft, sabotage, violence, or other situation that endangers the well being of client, employees, or organization facilities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1748							

Health Care Positions

45. **ATHLETIC TRAINER**

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

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

46. **AUDIOLOGIST**

Diagnoses and treats patients with hearing and hearing-related disorders. Determines type and degree of hearing impairment and implements habilitation and rehabilitation services for patient.Administers and interprets variety of tests, such as air and bone conduction and speech reception and discrimination tests, to determine type and degree of hearing impairment, site of damage, and effects on comprehension and speech. Evaluates test results in relation to behavioral, social, educational, and medical information obtained from patients, families, teachers, and other professionals to determine communication problems related to hearing disability.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2946							

47. **NURSING INSTRUCTOR**

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

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

48. **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							

49. **OCCUPATIONAL THERAPIST**

Facilitates development and rehabilitation of mentally, physically, or emotionally disabled. Plans and runs occupational therapy programs that involve activities, such as manual arts and crafts, practice in functional, prevocational, vocational, and homemaking skills, activities of daily living, and participation in sensorimotor, educational, recreational, and social activities, designed to help patients or disabled people develop or regain physical or mental functioning or adjust to disabilities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2959							

50. **SCHOOL NURSE**

Promotes good health and provides health care services to students. Plans school health program, in cooperation with medical authority and administrative school personnel. Evaluates students, performing medical examinations. Reviews findings to determine health status of pupils and progress of program. Instructs classes in subjects, such as child care, first aid, and home nursing, and establishes nursing policies to meet emergencies. Requires RN license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3027							

51. **SPEECH PATHOLOGIST**

Diagnoses and treats speech and language disorders, and scientifically studies human communication. Diagnoses and evaluates speech and language skills as related to educational, medical, social, and psychological factors.Plans, directs, or conducts habilitative and rehabilitative treatment programs to restore communicative efficiency of individuals with communication problems of organic and nonorganic etiology.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2945							

Professional Positions

52. **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							

53. **ADULT EDUCATION TEACHER**

Instructs out-of-school youths and adults in academic and nonacademic courses in public or private schools or other organizations. Readies outline of instructional program and examines and assembles material to be presented. Presents lectures and discussions to group to increase students' knowledge or vocational competence.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2837							

54. **ASSISTANT PROFESSOR**

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

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

55. **ASSOCIATE PROFESSOR**

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

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

56. **BENEFITS ADMINISTRATOR**

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
9127							

57. **BUSINESS ANALYST**

Analyzes company functions, processes, and activities to improve computer-based business applications for the most effective use of money, materials, equipment, and people. Utilizes available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement. Reviews and analyzes information, forecasts, methods, schedules, systems, processes, and procedures. Determines most useful business solutions for the company. Recommends alternative solutions to management as to courses of action that best meet the organization's goals.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1218							

58. **BUSINESS SYSTEMS ANALYST**

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

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

59. **BUYER**

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
10867							

60. **CATALOG LIBRARIAN**

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

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

61. **CHILD DEVELOPMENT SPECIALIST**

Instructs parents of mentally- and physically-disabled children in therapy techniques and behavior modification. Assesses child's responses to determine levels of child's physical development and mental development. Observes and interacts with child and converses with child's parents and other professionals periodically to obtain information relating to child's mental and physical development.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2840							

62. **COMPENSATION ANALYST**

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

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

63. **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							

64. **COUNSELOR**

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

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

65. **DATABASE ADMINISTRATOR**

Administrates organization's database, using database management system to organize and store data. Ascertains user requirements, creates computer databases, and tests and coordinates changes. Interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Ensures performance of database. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1863							

66. **DIRECTOR OF FINANCIAL REPORTING**

Directs and oversees all external and internal financial reporting functions for the organization. Coordinates preparation, accurate reporting, and filing of statutory, SEC (Securities and Exchange Commission) periodic reports such as Forms 8-K, 10-Q, 10-K and Annual Report, and other periodic governmental reports in accordance with GAAP (Generally Accepted Accounting Principles) requirements. Aids in the preparation of other SEC filings such as registration statements and DEF 14A. Assures that compliance with all SEC, FASB, NYSE and IFRS rules and regulations is maintained at all times. Prepares and presents audited financial statements, quarterly statutory disclosures, and additional financial reports to senior management, Board of Directors, and key primary stakeholders.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
6107							

67. **EDUCATION CONSULTANT**

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

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

68. **EDUCATIONAL RESOURCE COORDINATOR**

Heads operation of educational resource center of museum, zoo, or similar establishment. Maintains collections of slides, video, programmed texts, and other educational materials related to institution specialty, storing or filing materials according to subject matter, geographic or ethnic association, or historical period.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2829							

69. **EDUCATIONAL SPECIALIST**

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

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

70. **EVALUATOR SPECIAL NEEDS**

Assesses type and degree of disability of special needs children to aid in determining special programs and services required to meet educational needs. Reviews referrals of children having or suspected of having learning disabilities, mental retardation, behavioral disorders, or physical disabilities to determine evaluation procedure. Confers with school or other personnel and scrutinizes records to obtain additional information on nature and severity of disability. Observes student behavior and rates strength and weakness of factors such as rapport, motivation, cooperativeness, aggression, attention span, and task completion.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5240							

71. **EXTENSION WORK INSTRUCTOR**

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

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

72. **FINANCIAL AID COUNSELOR**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2862							

73. **FINANCIAL ANALYST**

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

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

74. **FLYING INSTRUCTOR (IN-FLIGHT)**

Teaches student pilots in flight procedures and techniques. Educates students on training flights, including demonstrating techniques for controlling aircraft during taxiing, takeoff, spins, stalls, turns, and landings. Requires a Commercial Pilot's Certificate, with Instructor's Rating, issued by the Federal Aviation Administration.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
63769							

75. **GRANT COORDINATOR**

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

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

76. **GRAPHIC DESIGNER**

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

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

77. **HEARING IMPAIRED TEACHER**

Teaches elementary and secondary school subjects to hearing impaired students, using various methods of communication to receive and convey language. Plans curriculum and develops lessons and other instructional materials according to grade level of students, utilizing visual media, such as computer, films, television, and charts. Modifies teaching strategies to meet each student’s individual needs. Confers with committee of parents, administrators, testing specialists, social workers, and others to develop individual educational program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2839							

78. **HELP DESK SUPERVISOR**

78. **HELP DESK SUPERVISOR**

Supervises and coordinates activities of Help Desk Technicians or Representatives engaged in assisting computer users with hardware and software questions and problems, fielding telephone calls and e-mail messages from customers seeking guidance on technical problems, diagnosing nature of problems, and assisting customers through problem solving steps. Identifi Identifies, troubleshoots, and resolves information systems problems to minimize down time of applications and personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
65381							

79. **HOME ECONOMIST**

Gives homemakers advice in the selection and utilization of household equipment, food, and clothing. Understands homemakers' needs and shares information with manufacturers of household products. Arranges and conducts consumer education service or researches program for equipment, food, textile, or utility company, utilizing principles of home economics.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2841							

80. **HRIS ANALYST**

Performs analyses, tests, and administrates HRIS computer system modules including, but not limited to, human resources, compensation, payroll, benefits, etc. Keeps integrity and accuracy of database. Investigates programs to process data and solve human resources problems by use of computers--computer systems support may be mainframe, mini, and/or personal computers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1798							

81. **HUMAN RESOURCES GENERALIST**

Assesses personnel policies, programs, and procedures, and informs employee and management personnel on the interpretation of them. Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220316							

82. **INFORMATION CENTER SPECIALIST**

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

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

83. **INSTRUCTOR BUSINESS EDUCATION**

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

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

84. **INSTRUCTOR PHYSICAL EDUCATION**

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

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

85. **LIBRARIAN**

Plans the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the library. Maintains library collections of books, serial publications, documents, magazines, newspapers, music recordings, audio books, video recordings, Internet resources, and other resource materials, and aids groups and individuals in locating and obtaining requested materials. Illustrates, explains, and assists in use of electronic resources including computer databases and the Internet, as well as print resources such as card or book catalog or book and periodical indexes. Supervises classification, cataloging, indexing, and shelving of books and materials; in small library, may be the one to perform those duties.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4045							

86. **LIBRARIAN TECHNICAL**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
742							

87. **MUSIC TEACHER**

Teaches individuals or groups instrumental or vocal music in public or private school. Plans daily classroom work based on teaching outline prepared for course of study to meet curriculum requirements. Evaluates students' interests, aptitudes, temperament, and individual characteristics to determine suitable instrument for beginner. Sings or plays instrument to demonstrate musical scales, tones, and rhythm. Instructs students in music theory, harmony, score and sight reading, composition, music appreciation, and provides individual or group vocal and instrumental lessons using technical knowledge, aesthetic appreciation, and prescribed teaching techniques. Conducts group rehearsals and instructs and coaches members in their individual parts, in fundamentals of musicianship, and ensemble performance.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2844							

88. **PRIMARY SCHOOL TEACHER**

Teaches elementary school students academic, social, and motor skills in public or private schools. Plans course objectives and outline for course of study following curriculum guidelines or requirements of state and school.Lectures, demonstrates, and uses audiovisual teaching aids to present subject matter to class. Prepares, administers, and corrects tests, and records results. Assigns lessons, corrects papers, and hears verbal presentations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4071							

89. **PROCUREMENT ANALYST**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5079							

90. **PROFESSOR**

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

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

91. **RESIDENCE COUNSELOR**

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

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

92. **RESOURCE TEACHER**

Teaches basic academic subjects, such as reading and math, to students requiring remedial work, using special help programs to improve scholastic level and applying lesson techniques designed for short attention spans.Administers achievement tests, and evaluates test results to discover level of language and math skills.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2846							

93. **SCHOOL PSYCHOLOGIST**

Advises students to assist in resolving their learning and behavior problems. Collaborates with teachers, parents, and school personnel to improve classroom management strategies or parenting skills, to counter substance abuse, or to work with students with disabilities or gifted and talented students. Endeavors to improve teaching and learning strategies. Evaluates needs of average, gifted, disabled, and disturbed children, and plans and carries out programs to enable children to attain maximum achievement and adjustment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2834							

94. **SECONDARY SCHOOL TEACHER**

Teaches one or more subjects to students in public or private secondary schools. Educates students, using various teaching methods such as lecture and demonstration, and utilizes audiovisual aids and other materials to supplement presentations. Develops course objectives and curriculum outlines for course of study, following curriculum guidelines or requirements of state and school.Assigns lessons and corrects homework.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4079							

95. **SPECIAL EDUCATION TEACHER**

Teaches academic and living skills in schools, institutions, or other specialized facilities to students who have learning, mental, emotional, and/or physical disabilities. Plans curriculum and develops lessons and other instructional materials according to achievement levels of students. Modifies teaching strategies to meet each student's individual needs. Confers with parents, administrators, testing specialists, social workers, and other professionals to develop individual educational program for students who are at different learning ability levels, including educable, trainable, and severely impaired, promoting their educational, physical, and social development.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2843							

96. **TEACHER (VISUALLY IMPAIRED STUDENTS)**

Teaches elementary and secondary school subjects and daily living skills to visually impaired students. Educates students in reading and writing, using magnification equipment and large print material or Braille system. Confers with parents, administrators, testing specialists, social workers, and others to develop individual educational program for students. Plans curriculum and develops lessons and other instructional materials, according to grade level of students.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2847							

97. **TEACHER COLLEGE/UNIVERSITY**

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

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

98. **VOCATIONAL TEACHER (DISABLED STUDENTS)**

Teaches vocational skills to disabled students. Confers with students, parents, school personnel, and other individuals to plan vocational training that meets needs, interests, and abilities of students.Educates students in areas such as personal-social skills and work-related attitudes and behaviors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2848							

99. **VOCATIONAL TRAINING INSTRUCTOR**

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

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

100. **WEB ADMINISTRATOR**

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

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

101. **WORK STUDY COORDINATOR**

Coordinates, plans, and administers special education work and study program for in-school youth. Establishes contacts with employers and employment agencies, and identifies work opportunities for students, scanning newspapers and other sources. Confers with potential employers to communicate objectives of work study program and to solicit cooperation in adapting work situations to special needs of students. Evaluates and selects program participants according to specified criteria and counsels and instructs selected students in matters such as vocational choices, job readiness, and job retention skills and behaviors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1823							

102. **WORKERS' COMPENSATION ADMINISTRATOR**

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

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

Sales Positions

103. **ADMISSIONS SALES REPRESENTATIVE**

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

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

104. **COMMUNICATIONS ANALYST**

Examines and assesses the business needs for communication services and proposes network communications equipment, configuration services, installation, and enhancements to meet the business requirements of the organization. Records system performance, and maintains and assists in the interpretation of automated reports. Collects, evaluates, and reports data in order to manage communications. Excludes paraprofessionals.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1759							

105. **FUNDRAISER**

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

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

Technicians, Para-Professional & Skilled Craft Positions

106. **ADMINISTRATIVE ASSISTANT**

Supports an organization or department by performing administrative services. Assists management with administrative tasks such as tracking and compiling information of interest. Prepares Prepares various reports detailing the administrative information handled by the position. Reviews and answers correspondence. May handle confidential information. NOTE

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4003							

107. **ADMISSIONS EVALUATOR**

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

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

108. **BOOKMOBILE LIBRARIAN**

Structures the acquisition, organization, maintenance, utilization, and retention of materials bookmobile. Keeps library collections of books and publications maintained. Drives bookmobile, providing library services from mobile library within given geographical area. Surveys needs and picks books and materials for library.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2738							

109. **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							

110. **FLYING INSTRUCTOR (GROUND)**

Teaches student pilots in flight procedures and techniques and in ground school courses. Develops course outlines, study materials, and instructional procedures for students enrolled in basic, advanced, or instrument ground school.Lectures on various subjects, such as aircraft construction, Federal aviation regulations, and radio navigation. Must be certified by the Federal Aviation Administration.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
63767							

111. **GRANT WRITER**

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

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

112. **GUIDANCE COUNSELOR**

Aids students and teachers in locating and obtaining source materials in school career information center. Collects and organizes occupational data to provide source materials and software for school career information center. Teaches students how to take and score self-administered vocational interest and aptitude tests. Schedules appointments for students requiring professional assistance.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2112							

113. **LIBRARIAN ACQUISITIONS**

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

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

114. **LIBRARY CONSULTANT**

Counsels administrators of public libraries. Performs analyses of administrative policies, observes work procedures, and checks data relative to book collections to determine effectiveness of library service to public.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2744							

115. **LIBRARY TECHNICAL ASSISTANT**

Assists Librarian in information services

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

116. **MUSIC LIBRARIAN**

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

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

117. **PRESCHOOL TEACHER**

Instructs children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. Develop Develops and implements a developmentally appropriate preschool program for young children. Plans individual and group activities to stimulate growth in language, social, and motor skills, such as learning to listen to instructions, playing with others, and using play equipment. Assures the development and safety of children in accordance with relevant Federal, State, and local legislation and policies.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2845							

118. **SPECIAL EDUCATION TEACHER AIDE**

Assists special education teaching staff of public or private schools, institutions, or other specialized facilities for students who have learning, mental, emotional, and/or physical disabilities. Creates and works with class materials, and assists the teacher with instruction. Takes attendance. Distributes teaching materials to students.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5080							

119. **SPECIAL LIBRARY LIBRARIAN**

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

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

120. **TECHNICAL TRAINING INSTRUCTOR**

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

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

121. **TUTOR**

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

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

Field, Shop, Services & Clerical Positions

122. **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							

123. **ATHLETIC COACH**

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

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

124. **BILINGUAL SECRETARY**

Assists and relieves officials of clerical work and minor administrative and business details, frequently using a foreign language, including basic correspondence, filing, and inputting data for reports. Prepares a variety of memos, forms, letters, and reports. Composes simple, routine letters. Reads and routes incoming mail.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1664							

125. **BUS DRIVER**

Drives bus to transport passengers over specified routes to local or distant points according to time schedule. Assists passengers with baggage and takes tickets or cash fares. Regulates heating, lighting, and ventilating systems for passenger comfort. Adheres to local traffic regulations. Requires a commercial driver's license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4011							

126. **CHILD CARE LEADER**

Leads and arranges activities of pre-kindergarten children in nursery schools or in playrooms operated for patrons of theaters, department stores, hotels, and similar organizations. Helps children remove outer garments. Puts together and participates in games, reads to children, and teaches them simple painting, drawing, handwork, songs, and similar activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
44518							

127. **CHILD CARE WORKER**

Cares for child or children in a day care facility, attending to their personal needs. Observes and monitors play activities or amuses children by reading to or playing games with them.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2760							

128. **DEAF INTERPRETER**

Translates between spoken and manual (sign language) communication. Transposes spoken material into sign language for understanding of deaf. Interprets sign language of deaf into verbal or written language for hearing individuals or others not conversant in sign language.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2579							

129. **DRIVING INSTRUCTOR**

Teaches individuals and groups in theory and application of automobile driving skills. Educates students, demonstrating and explaining handling of automobile in emergencies, driving techniques, and mechanical operation of automobile. Utilizes diagrams, audiovisual aids, and/or driving simulators to train students.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2877							

130. **FOOD SERVICE WORKER**

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

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

131. **GENERAL/INSTITUTION COOK**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4038							

132. **GROUNDSKEEPER**

Sustains grounds of industrial, commercial, or public property. Cuts lawns, using hand mower or power mower. Trims and edges around walks, flowerbeds, and walls, using clippers, weed cutters, and edging tools. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs, using shears, pruners, or chain saw. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides, using hand or automatic sprayer. Rakes and bags or burns leaves, using rake. Cleans grounds and removes litter, using spiked stick or broom. Shovels snow from walks and driveways. Spreads salt on public passage ways to prevent ice buildup. Plants grass, flowers, trees, and shrubs, using gardening tools. Waters lawn and shrubs, using hose or by activating fixed or portable sprinkler system.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2533							

133. **GUARD SCHOOL-CROSSING**

Guards street crossings during hours when children are going to or coming from school. Guides actions of children and traffic at street intersections to ensure safe crossing. Records license numbers of vehicles disregarding traffic signals and reports infractions to police.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2826							

134. **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							

135. **LIBRARY ASSISTANT**

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

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

136. **MAIL CLERK**

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

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

137. **MAINTENANCE WORKER**

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

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

138. **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							

139. **SCHOOL LIBRARY MEDIA SPECIALIST**

Assesses and meets needs of students and faculty for information, and develops programs to stimulate students' interests in reading and use of types of resources. Selects and organizes books, films, tapes, records, and other materials and equipment. Suggests appropriate books to students for classroom assignments and personal readings.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
365							

140. **SCHOOL SECRETARY**

Assists Principal and school staff by performing basic secretarial duties under general supervision in public or private schools. Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other materials. Compiles and files student grade and attendance reports and other school records. Greets visitors to school, determines nature of business, and directs visitors to destination.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2827							

141. **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							

142. **TEACHER AIDE**

Assists teaching staff of public or private elementary or secondary school. Takes attendance. Grades homework and tests and records results. Distributes teaching materials to students. Maintains order within school and on school grounds.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2849							

143. **TRUCK DRIVER LIGHT**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
73945							

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