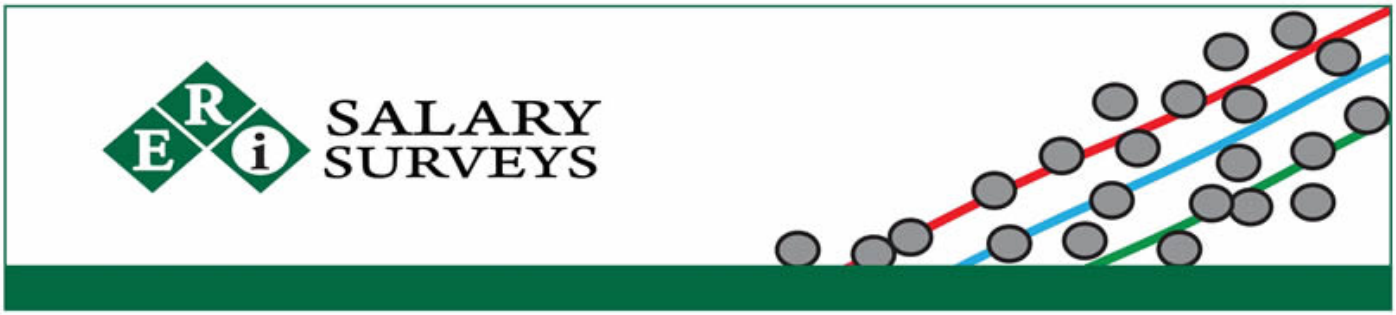

Personal Services Salary Survey

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 7200) (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

Middle Management Positions

1. **BARBER OR BEAUTY SHOP MANAGER**

Manages business operations, and directs personal service functions of barber or beauty shop. Confers with employees to ensure quality services for patrons, such as haircuts, facials, hair styling, shaves, massages, shampoos, and manicures. Sets appointments and assigns patrons to barbers or cosmetologists to maintain uniform employee schedules.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2900							

2. **TRAVEL AGENCY MANAGER**

Manages operation of a travel agency or travel department of an organization. Plans work schedules for employees. Trains employees in advising customers on current traveling conditions, planning customer travel and itineraries, ticketing and booking functions, and in calculating costs for transportation and accommodations from current transportation schedules and tariff books and accommodation rate books. Advises on travel requirements and conditions such as visa, medical, foreign travel, etc.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
171							

Supervisory Positions

3. **LANDSCAPE CONTRACTOR**

Negotiates to contract landscape of grounds of houses, industrial plants, other buildings, or areas around highways. Confers with prospective client, and studies landscape designs or drawings and bills of materials to ascertain scope of landscaping work required, such as installation of lighting or sprinkler systems, erection of fences, concrete work, and types of trees, shrubs, or ornamental plants specified.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1553							

Health Care Positions

4. **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							

5. **COMPANION**

Cares for elderly, disabled, or convalescent persons. Supports employer, attending to personal needs. Transacts social or business affairs. Consorts with employer on trips and outings.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2309							

6. **SUBSTANCE ABUSE COUNSELOR**

Advises and aids individuals and families requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse. Develops program for treatment and rehabilitation of client, using knowledge of drug and alcohol abuse problems and counseling and treatment techniques. Typically requires certification by State or other governing body.

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

2984							

7. **WEIGHT REDUCTION SPECIALIST**

Creates and carries out weight-loss plan for client, using established dietary programs and positive reinforcement procedures. Asks client questions to obtain information on weight development history, eating habits, medical restrictions, and nutritional objectives. Weighs and measures client, using measuring instruments, and enters data on client record. Discusses eating habits with client to identify dispensable food items and to encourage increased consumption of high nutrition, low calorie food items, or selects established diet program that matches client goals and restrictions. Explains program and procedures that should be followed to lose desired amount of weight, and answers client questions. Reviews client food diary at regular intervals to identify eating habits that do not coincide with established or agreed upon dietary program, and reviews weight loss statistics to determine progress. Counsels client to promote established goals and to reinforce positive results.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3038							

Professional Positions

8. **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							

9. **BUDGET ANALYST**

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

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

10. **BUYER/PURCHASING AGENT**

Procures materials or other goods and/or coordinates activities involved with purchasing products and services, such as raw materials, equipment, tools, parts, supplies, and advertising, for establishment. Receives and reviews requisitions requesting goods or services. Communicates with vendors to obtain product or service information, such as price, availability, and delivery schedule. Selects products for purchase by testing, observing, or examining items. Expedites orders and requests as needed. Responsibilities are those of a professional level and excluded are paraprofessional buyers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4012							

11. **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							

12. **GRAPHIC DESIGNER**

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

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

13. **INTERIOR DESIGNER**

Designs, plans, and provides furnishings for interior environments of residential, commercial, and industrial buildings. Confers with client to determine architectural preferences, purpose and function of environment, budget, types of construction, equipment to be installed, and other factors that affect planning interior environments. Merges findings with knowledge of interior design and formulates environmental plan to be practical, esthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style of occupants.

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

954							

14. **INVESTMENT ANALYST**

Analyzes financial information to forecast business, industry, and economic conditions, for use in making investment decisions. Summarizes data describing current and long-term trends in investment risks and economic influences pertinent to investments. Recommends investment timing and buy-and-sell orders to company or to staff of investment establishment for advising clients.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
65019							

15. **LANDSCAPE ARCHITECT**

Designs and plans development of land areas for projects, such as parks and other recreational facilities, airports, highways and parkways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites.Confers with clients, engineering personnel, and architects on overall program. Collects and analyzes data on such site conditions as geographic location; soil, vegetation, and rock features; drainage; and location of structures for preparation of environmental impact report and development of landscaping plans. Architects are typically required to be licensed or registered. Licensing is based on the Landscape Architect Registration Examination sponsored by the Council of Landscape Architectural Registration Boards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1554							

16. **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							

17. **PUBLIC ACCOUNTANT**

Analyzes past and present financial data, and provides a variety of other accounting services to the general public, utilizing principles of accounting. Researches records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred.Advises clients regarding matters, such as effective use of resources and methods for preventing capital from being frozen. Interprets accounts and records to client. Estimates expenditures expected. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of other accounting theories and principles. Excludes paraprofessional positions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1312							

18. **PUBLIC RELATIONS REPRESENTATIVE**

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

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

19. **TAX ACCOUNTANT**

Readies Federal, State, or local tax returns for individuals, business establishments, or other organizations. Prepares and analyzes financial and tax accounts, records, and reports; and determ determines taxes owed according to prescribed rates, laws, and regulations. Advises management regarding effects of business activities on taxes, and on strategies for minimizing tax liability.Confirms that establishment complies with periodic tax payment, information reporting, and other taxing authority requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1375							

20. **TAX ATTORNEY**

Advises individuals, business concerns, and other organizations concerning income, estate, gift, excise, property, and other Federal, State, local, and foreign taxes. Provides opinions on tax liability resulting from prospective and past transactions. Represents clients in tax litigation. Membership to a State bar association is required.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
107336							

21. **TAX PREPARER**

Prepares income tax return forms for individuals and small businesses. Checks financial records to determine needed tax forms. Reads hard copy or electronic copy of tax law handbooks or bulletins to determine procedure for preparation of atypical returns.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1374							

Sales Positions

22. **ESTATE PLANNER**

Reviews assets and liabilities of estate to determine that insurance is adequate for financial protection of estate. Studies legal instruments, such as wills, trusts, business agreements, life insurance policies, and government benefits, to estimate value and expenses of estate. May be required to hold state license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1408							

23. **PERSONAL BANKER**

Interacts with banking patrons to provide information and individualized customer service, including financial planning, loan processing, and other services. Prepares various types of new accounts andgives customer service on existing accounts. Assesses and okays overdrafts and checks for cashing. This position has more responsibilities than the customer service representative and is less specialized than a financial sales representative.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
295							

24. **PERSONAL SERVICES SALES REPRESENTATIVE**

Sells personal services, such as dating services, costume or tuxedo rental, massage services, baby sitting, escort services, and valet parking, to new or existing customers in assigned area or territory. Creates prospect list and gets new accounts. Contacts and interacts directly with potential, new, and existing customers or clients to present information and explain available services offered, utilizing persuasive sales techniques.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5705							

25. **TRAVEL AGENT**

Arranges accommodations and other travel services for customers. Converses with customer to determine destination, mode of transportation, travel dates, financial considerations, and accommodations required. Computes cost of travel and accommodations, or quotes package tours' costs. Books transportation and hotel reservations. Supplies transportation carrier tickets. Collects payment for travel arrangement fees, transportation and accommodations from customer. Sells tour packages and promotional travel incentives offered by various travel carriers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1665							

Technicians, Para-Professional & Skilled Craft Positions

26. **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							

27. **AUTOMOBILE MECHANIC**

Repairs and overhauls automobiles, buses, trucks, and other automotive vehicles. Examines vehicle and discusses with customer, automobile repair service estimator, or inspector nature and extent of damage or malfunction. Creates plans of work procedure, using charts, technical manuals, and experience. Work is distinguished by a requirement for training and skill in computer diagnostics and electronics troubleshooting, which may require factory certification.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4005							

28. **COMPUTER EQUIPMENT REPAIRER**

Installs and repairs computer systems and peripheral, using hand tools, power tools, and electrical and electronic test equipment and following electrical code, manuals, specifications, schematic diagrams, and blueprints.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9299							

29. **MASSAGE THERAPIST**

Massages customers and administers other body conditioning treatments for hygienic or remedial purposes, using a variety of techniques. Applies alcohol, lubricants, or other rubbing compounds. Kneads, rubs, and strokes flesh, to stimulate blood circulation, relax contracted muscles, facilitate elimination of waste matter, or to relieve other conditions, using hands or vibrating equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
26595							

Field, Shop, Services & Clerical Positions

30. **ALTERATION TAILOR**

Alters clothing to fit individual customers or repairs defective garments, following alteration or repair tags or marks on garments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2193							
2193							

31. **BARBER**

Cuts, shapes, trims, and tapers hair, using clippers, comb, hair dryer, and scissors. Applies lather and shaves beard or shapes hair contour (outline) on temple and neck, using razor.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2901							

32. **BICYCLE REPAIRER**

Repairs and services bicycles, using power tools and hand tools. Tightens and loosens spokes to align wheels. Disassembles axle to repair coaster brakes and to adjust and replace defective parts, using hand tools.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2203							
2203							

33. **BOOKKEEPER**

Keeps books and accounting records of financial transactions for establishment. Reconciles and balances accounts. Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files. Summarizes details in separate ledgers or computer files and transfers data to general ledger.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4010							

34. **BUTLER**

Leads activities of household employees engaged in cooking, cleaning, and related domestic duties. Watches over setting of table and serving of meals or personally serves them. Performs Performsother services as requested, such as mixing and serving cocktails and tea.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2328							
2328							

35. **CAMERA TECHNICIAN**

Repairs operates, and adjusts cameras. Calibrates specific camera components, and disassembles and repairs electrical and mechanical parts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1962							
1962							

36. **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							

37. **CHAUFFEUR**

Drives automobile to transport office personnel and visitors of commercial or industrial establishment. Chauffeurs clients to requested locations. Arrives in a timely manner to pick up and deliver clients. Performs miscellaneous errands, such as carrying mail to and from post office. Requires chauffeur's license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1700							

38. **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							

39. **CLERK TYPIST**

Types, changes, and corrects material; prepares reports, letters, mailing labels, correspondence, application forms, statistical tables, shipping tickets, and other material; makes neat typed copies of materials. Types and revises material from rough draft, corrected copy, recorded voice dictation, or previous versions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1668							

40. **COSMETOLOGIST**

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

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

41. **COUNTER CLERK PHOTO FINISHING**

Receives orders for photo processing, operates photo lab equipment to process photos, and takes payment from customers. Answers customer's questions regarding prices and services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2249							
2249							

42. **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							

43. **DRESSMAKER**

Makes women's garments, such as dresses, coats, and suits, according to customer specifications and measurements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2237							
2237							

44. **FILM DEVELOPER**

Operates machine to develop still or motion-picture film.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1950							

45. **FISHING & HUNTING GUIDE**

45. **FISHING & HUNTING GUIDE**

Guides individuals and groups on hunting and fishing trips. Creates itinerary for hunting and fishing trips, applying knowledge of countryside to determine best route and sites. Arranges for transporting sportsman, equipment, and supplies to hunting or fishing area using horses, land vehicles, motorboat, or airplane.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220182							

46. **FURNITURE UPHOLSTERER**

Repairs and rebuilds upholstered furniture, using hand tools and knowledge of fabrics and upholstery methods.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
714							
714							

47. **GUNSMITH**

Repairs and alters firearms to meet blueprint and customer specifications, using hand tools and machines, such as grinders, planers, and millers. Fits action and barrel into stock and aligns parts. Installs parts, such as metallic or optical sights, pistol grips, recoil pads, and decorative pieces of firearms, using screws and hand tools. Rebores barrels on boring machine to enlarge caliber of bore.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2474							
2474							

48. **HAIRDRESSER**

Styles, dresses, and cares for hair. Checks hair to ascertain condition.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2240							

49. **HAND SEWER**

Joins and reinforces parts of articles, such as garments, curtains, parachutes, stuffed toys, or sews buttonholes and attaches fasteners to articles, or sews decorative trimmings to articles, using needle and thread.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2624							

50. **HANDYMAN**

Maintains and repairs property, performing a variety of duties.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1596							

51. **INTERPRETER**

Translates spoken passages from one language into another. Provides consecutive or simultaneous translation between languages.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2578							

52. **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							

53. **LITHOGRAPHIC PHOTOGRAPHER**

Photographs illustrations and printed material to produce film or glass negatives or positives used in the preparation of lithographic printing plates. Mounts material to be photographed on copy board, and readjusts camera to enlarge or reduce size of object in photograph.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1941							
1941							

54. **LOCKSMITH**

Installs, repairs, rebuilds, and services mechanical or electrical locking devices, using hand tools and special equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2191							

55. **MANICURIST**

Manicures clients' fingernails and toenails--cleans, shapes, and polishes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2244							

56. **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							

57. **PERSONAL ATTENDANT**

Provides personal services to employer in private household. Purchases clothing and accessories. Maintains employer's clothes by brushing, cleaning, pressing, and mending. Sets out employer's clothing, and aids employer in dressing. Packs clothing for travel. Cleans employer's quarters. Prepares bath. Answers telephone. Drives car to perform errands.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2330							

58. **PIANO TUNER**

Tunes pianos in private and public establishments, using tuning fork and tuning hammer.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2146							
2146							

59. **PLUMBER**

Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Checks building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4070							

60. **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							

61. **REPAIRER OF ART OBJECTS**

Repairs and performs restoration of objects of art, such as figurines and vases, made of antique or fine porcelain, glass, or semiprecious stone.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2317							
2317							

62. **SECRETARY**

Assists and relieves officials of clerical work and minor administrative and business details, including basic correspondence. Files and inputs data for reports on the basis of instructions from various members of the department or company. Schedules appointments, gives information to callers, and takes notes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4080							

63. **SELF SERVICE LAUNDRY OPERATOR**

Assists customers to launder or dry-clean clothes, or launders or dry-cleans clothes for customer paying for complete service, using self-service equipment. Gives instructions to customers in clothes preparation, such as weighing, sorting, fog-spraying spots, and removing perishable buttons. Helps customer or points out posted instructions regarding equipment operation. Weighs Weighs soiled items and calculates amount charged customer requiring complete services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2343							

64. **SHOE REPAIRER**

Repairs or refinishes shoes or leather goods, following customer specifications, or according to nature of damage or type of shoe leather item. Picks ready-made new soles or cuts them from pieces of leather, rubber, or nylon, and cements, nails, or sews the soles to the shoes using a power-operated sole stitcher or a manually operated sewing machine. Replaces heels by cutting replacement heels into shape and cementing or nailing them into place by machine or by hand. Stains and buffs repaired shoes to match the original color. Replaces insoles and toe-caps, replaces bows and ribbons, and recolors and polishes shoes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
763							

65. **SHUTTLE DRIVER**

Drives minibus, van, or lightweight truck to transport clients, trainees, or company personnel. May require a commercial driver's license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
89782							

66. **STILL PHOTOGRAPHER**

Photographs persons, animals, scenery, or commercial products in a studio or at a requested site, using still, video, or digital cameras, color or black and white film, and a variety of photographic accessories.Picks and assembles equipment according to subject materials, anticipated conditions, and knowledge of function and limitations of various types of cameras, lenses, filters, films, and accessories.Sees people, animals, required subjects, or setting and plans composition, camera position, and camera angle to produce desired effect. Arranges subject materials, poses subjects, or maneuvers into position to take candid photographs. Requires artistic talent, as well as technical knowledge of digital equipment, high-quality printers, and editing software.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1945							

67. **TAXIDERMIST**

Repairs, prepares, stuffs, and mounts skins of birds, fish, or animals in lifelike form. Reproduces specimens by molding and casting with plaster, plastic, or paper-mache. Typically requires a combination of over two years of directly related training and/or experience.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3113							

68. **TELEPHONE OPERATOR**

Operates switchboard equipment to relay incoming, outgoing, and interoffice calls. Interrupts busy lines if an emergency warrants interruption. Assists individuals in making telephone calls. Helps individuals having difficulties with automated phone systems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5950							

69. **TRAVEL GUIDE**

Escorts groups of people through establishments, such as museums, aquariums, or public or historical buildings, or through historic or scenic outdoor sites, such as battlefields, parks, or caves, usually following specified routes. Instructs people about the size, value, and history of establishment, points out features of interest, and gives other information peculiar to establishment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2473							

70. **TREE TRIMMER**

Trims and prunes away dead and excess branches from fruit, nut, and shade trees, using handsaws, pruning hooks and shears, and long-handled clippers. Improves the health and appearance of trees, and clears ways for sidewalks, roads, or utilities. Applies tar or other protective substances to cut surfaces to seal surfaces against insects.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2405							

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