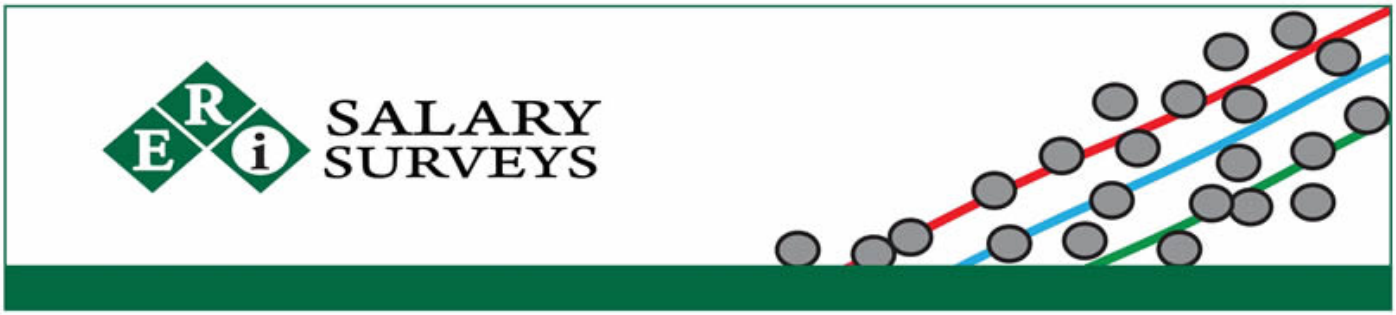

Supervisory Management Salary Survey

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 9084) (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. **ACCOUNT SUPERVISOR**

Supervises the servicing or sale of certain accounts. Estimates expenditures expected and presents to management. Analyzes records of present and past operations, trends and costs, estimated and realized revenue, administrative commitments, and obligations incurred.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
334							

2. **ADMINISTRATIVE ENGINEERING SUPERVISOR**

Supervises the administrative engineering staff, participating in scheduling, coordinating, and planning. Organizes and coordinates various sections of engineering. Aids in planning and establishing engineering schedules and following up performance against estimates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1170							

3. **BUSINESS DEVELOPMENT SUPERVISOR**

Supervises staff and aids in researching and developing organization's business plans and analyzing business opportunities to achieve growth and financial profitability including acquisitions, mergers, and/or divestitures.Supports management in the administration of organization's strategic plans. Reviews and contributes to department activity and operating reports.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
220115							

4. **COMPENSATION & BENEFITS SUPERVISOR**

Supervises employees and activities relating to the determination of adequate and proper benefits and compensation including salary and incentives and protection from loss of income because of illness, injury, layoff, or retirementOversees professional staff of analysts. Directs preparation and distribution of informational literature and verbal presentations to notify and advise employees of eligibility for benefits programs including insurance plans, paid time off, and bonus pay.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1790							

5. **CONTRACT ADMINISTRATION SUPERVISOR**

Supervises professional level personnel. and supervises and collaborates with management in the preparation, negotiation, and administration of contracts for purchase or sale of equipment, materials, products, or services in accordance with company policies and legal requirements.Oversees the amendment, extension, termination, and renegotiation of contracts. Formulates andcoordinates procurement proposals. Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts and to ensure compliance to contractual obligations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1296							

6. **DESIGN ENGINEERING SUPERVISOR**

Supervises employees engaged in design engineering. Oversees activities related to design engineering, including staffing, scheduling, coordinating, and planning. Analyzes and resolves work problems, or aids employees in solving work problems. Supervises professional and paraprofessional engineering personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1177							

7. **DISTRIBUTION SUPERVISOR**

7. **DISTRIBUTION SUPERVISOR**

Supervises activities of employees engaged in shipping, receiving, loading, and unloading trucks and in storing, retrieving, packing, and distributing finished goods. Assigns workers to specific duties, such as verifying amounts of and storing incoming merchandise and assembling customer orders for delivery. Establishes operational procedures for verification of incoming and outgoing shipments, analyzes warehouse inventory, and provides reports showing slow-moving and/or surplus stock.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
183							

8. **FLEET SUPERVISOR**

Supervises activities of fleet of vehicles required for the operations of an organization. Recommends vehicles for transfer or replacement and inspects new vehicles. Suggests changes, purchases, and divestitures of equipment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
174							

9. **GOVERNMENT AFFAIRS SUPERVISOR**

Supervises staff in various phases of government relations. Manages campaigns under the direction of management and toward attaining company goals. Develops work schedules and assig assignswork to subordinates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1915							

10. **HRIS SUPERVISOR**

Supervises employees engaged in data input and report generation of Human Resources Information Systems (HRIS) Department. Coordinates interface with internal HR systems, and oversees duties of HRIS clerks specializing in payroll, timekeeping, attendance, 401(k), benefits, workers' compensation, and OSHA record keeping.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1803							

11. **INTERNAL AUDITING SUPERVISOR**

Supervises and trains auditors conducting independent protective and constructive audits to verify effectiveness of controls, financial records, and operating procedures. Suggests methods to be followed in conducting audits, and recommends activities to be examined, the extent of the examination, and establishes completion schedules. Reviews auditor's work for adequacy, method, and procedures. Examines records of departments to ensure proper recording of transactions and compliance with applicable laws.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1365							

12. **MANAGEMENT DEVELOPMENT SUPERVISOR**

Supervises employees engaged in management training and development activities. Provides input regarding the most efficient organizational structure needed to ensure the organization has adequate qualified personnel to meet the succession requirements of the organization. Studies work problems and procedures with manager. Aids in gathering information on problems or procedures including present operating procedures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1810							

13. **MANUFACTURING ENGINEERING SUPERVISOR**

Supervises assignments in staffing, scheduling, coordinating, and planning of personnel engaged in manufacturing engineering activities. Organizes and coordinates various sections of engineering. Aids in planning and establishing engineering schedules and following up performance against estimates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1024							

14. **MARKETING INFORMATION SUPERVISOR**

Supervises and coordinates activities of employees engaged in providing marketing information to the Sales & Marketing function within an organization and to other appropriate departments. Supervises activities concerned with development of basic internal data on an organization's products, services, or ideologies. Studies, schedules, and estimates time and labor for completion of job assignments. Interprets job orders to employees and assigns duties. Supervises the collection, compilation, analysis, supporting systems, reporting, and distribution of marketing information, which may include sales and sales costs accounting data.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7562							

15. **MATERIALS SUPERVISOR**

Supervises, coordinates, and expedites flow of materials, parts, and assemblies within or between departments in accordance with production and shipping schedules or department priorities.Reviews production schedules and determines material required or overdue and locates material. Develops work schedules and assigns work to subordinates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1044							

16. **MEDIA SUPERVISOR**

Supervises media programs in advertising department. Confers with representatives of advertising agencies, product managers, and corporate advertising staff to establish media goals, objectives, and strategies within corporate advertising budget.Negotiates advertising with advertising agents or media representatives to select specific programs to ensure optimum use of budgeted funds and long-term contracts.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
364							

17. **MEDICAL SERVICES SUPERVISOR**

Supervises medical services provided by an organization. Researches and implements changes to improve internal operations of department. Advises staff and supervisors on administrative changes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1712							

18. **OCCUPATIONAL THERAPY SUPERVISOR**

Supervises occupational therapy employees, and oversees operations of the Occupational Therapy Department. Evaluates patients' needs, and administers therapy to preserve and improve abilities for independent function, such as range of motion, strength, tolerance, coordination, behavioral management skills, social skills, and activities of daily living. Requires current licensure as an Occupational Therapist.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9205							
9205							

19. **OPERATIONS SUPERVISOR**

Supervises the operating activities of an organization, branch, plant, or department. Provides input on the development and implementation of organization's policies, practices, procedures, and attainment of operating goals. Oversees and coordinates activities of subordinate operations staff.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
53							

20. **PLANT ASSISTANT MANAGER**

Manages, in an assistant role, the administration of a branch plant or assigned territory of industrial organization. Coordinates production, distribution, warehousing, and selling activities in accordance with policies, principles, and procedures. Confers with customers and industrial representatives to evaluate and promote possibilities for improved and expanded services in area.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2005							

21. **PLANT SUPERVISOR**

Supervises plant, manufacturing, or branch office operations. Oversees those who coordinate production, distribution, warehousing, banking, and/or selling activities in accordance with policies, principles, and procedures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
79							

22. **PROCESSING EQUIPMENT OPERATIONS SUPERVISOR**

Oversees operation of complex processing environment. Supervises employees who operate assigned stations along a processing line. Monitors processes and identifies and corrects any error as it occurs throughout the processing procedure. Ensures compliance with all specified procedures and regulations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5920							

23. **PRODUCTION PLANNING & CONTROL SUPERVISOR**

Supervises work assignments in staffing, scheduling, coordinating, and planning. Organizes and coordinates various sections of manufacturing. Aids in planning and establishing production schedules and following up performance against estimates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1040							

24. **PROPERTY MANAGEMENT SUPERVISOR**

Supervises the management of commercial, industrial, or residential real estate properties for clients. Directs the negotiations with client terms and conditions for providing management services, andwrites draft of agreement stipulating extent and scope of management responsibilities, services to be performed, and costs for services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1619							

25. **PURCHASING SUPERVISOR**

Supervises buyers and purchasing staff involved in the external procurement of raw materials, parts, equipment, supplies, and services for an organization at minimal cost, consistent with delivery requirements and quality specifications. Oversees the selection and ordering of materials, supplies, and services from vendors; showings by manufacturing representatives, growers, or other sellers; or purchases on open market for cash, basing selection on nature of clientele or demand for specific commodity, merchandise, or other property, utilizing knowledge of various articles of commerce and experience as Buyer.Coordinates purchasing activities with user departments to maintain optimum inventory and buy levels. Develops, with upper management, and recommends changes to purchasing procedures and policies.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1255							

26. **QUALITY ASSURANCE SUPERVISOR IT**

Supervises and coordinates activities of employees engaged in quality assurance to assure that information systems services and programs meet organizational standards. Oversees quality assurance programmers who evaluate and test new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to establishment guidelines.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7533							

27. **QUALITY CONTROL SUPERVISOR/ADMINISTRATOR**

Supervises activities related to quality control including staffing, scheduling, coordinating, and planning or administers an organization's total quality management (TQM) program. Organizes Organizesand coordinates various sections of organization related to product quality. Plans and establishes schedules and follows up performance against estimates. The administrator and supervisor are both responsible for administering, planning, and providing support of the company's total quality management program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1195							

28. **REHABILITATION SERVICES SUPERVISOR**

Supervises and coordinates clinic service activities and programs within assigned area of rehabilitative services. Determines the extent and nature of physical, occupational, speech, and recreation therapy services needed. Identifies methods and resources for implementing services, and evaluates the efficiency and effectiveness of the clinic service delivery system within assigned area. Typically requires a bachelor's degree in physical therapy and three years of clinical experience as a Physical Therapist.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9204							

29. **RESEARCH & DEVELOPMENT SUPERVISOR (NON-TECHNICAL)**

Supervises employees engaged in research and development. Coordinates research and development activities to meet the organization's need for improvement, cost reduction, and introduction of new products and processes.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1224							

30. **RESEARCH & DEVELOPMENT SUPERVISOR (TECHNICAL)**

Supervises activities concerned with research and development of new and improved products, including engineering research. Plans and develops aspects of research and development proposals, such as objectives or purposes of projects, applications that can be utilized from findings, cost of projects, and equipment and manpower requirements.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1249							

31. **SALES ORDER SUPERVISOR**

Supervises and coordinates activities of personnel receiving customer purchasing orders for products, merchandise, and services by telephone, mail, or in person. Overesees preparation of orders, pricing, and quotations to customers. Supervises preparation of customers' bills and invoices and reconciliation with accounts receivable ledgers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
332							

32. **SALES SUPERVISOR**

Supervises employees engaged in promoting and selling the organization's products or services. Assigns sales territories to sales personnel. Provides administrative support for and aids in the direction and coordination of sales representatives. Communicates with and between sales representatives and their customers to ensure superior customer service.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
284							

33. **SALES TRAINING SUPERVISOR**

Supervises and coordinates activities of sales training for an organization. Develops training materials. Heads training sessions to present and discuss sales techniques, ethics, and methods of maintaining sales quotas.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
338							

34. **TECHNICAL WRITERS SUPERVISOR**

Supervises and coordinates activities of workers engaged in preparation and layout of a technical publication and ensures the quality and timely delivery of required material. Studies materials to determine most effective form of presentation and number and type of illustrations required, in accordance with specifications and accepted standards of composition, limitations of equipment, and available funds. Activities include, but are not limited to, various media types such as desktop publishing, documentation manuals and software, electronic publishing, illustrations, marketing materials, repair guides and manuals, sales materials, software presentations, translations, users manuals, and related materials. This position typically reports to a manager and is the first level of supervision in the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1990							

35. **TEST ENGINEERING SUPERVISOR**

Supervises employees engaged in test engineering activities. Oversees activities related to test engineering including staffing, scheduling, coordinating, and planning. Supervises various sections of engineering. Aids in planning and establishing engineering schedules and following up performance against estimates. Supervises professional and paraprofessional test engineering personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1180							

36. **UNIVERSITY LABORATORY SUPERVISOR**

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

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

Supervisory Positions

37. **ACCOUNTS PAYABLE SUPERVISOR**

Supervises and coordinates accounts payable activities of processing and payment of invoices in a timely fashion, proper matching of purchasing and receiving documents, correct distribution to general ledger expense accounts, timely and accurate payments that make full use of available discounts, and proper filing and storage of recordsPlans work schedules, assigns duties, and evaluates work for accuracy, neatness, and conformance to policies.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1317							

38. **ADVERTISING PRODUCTION SUPERVISOR**

Supervises workers engaged in pasting-up advertising layouts in art department or studio. Develops the subject matter and presentation of advertising. Coordinates activities of design, illustration, photography, paste-up, and computer-based design personnel to prepare advertisements for publication.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
107352							

39. **ADVERTISING SUPERVISOR**

Supervises the operations of an advertising department. Administers sales policies and programs to foster and promote patronage. Oversees those who consult newspapers, trade journals, and other publications. Supervises workers engaged in preparing promotional correspondence.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
355							

40. **ART SUPERVISOR**

Supervises workers in the art or graphic design department. Participates in the formulation of basic layout design concept. Assists with research to select and secure suitable illustrative material, and assigns production of material and detail to artists and photographers. Assigns and guides staff members to develop design concepts into art layouts and prepare layouts for printing. Typically requires two years' experience or an equivalent combination of expertise, education, and experience.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2544							

41. **ASSEMBLY LINE FOREMAN**

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

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

42. **ASSEMBLY SUPERVISOR**

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

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

43. **ATTORNEY LEGAL SUPERVISOR**

Supervises activities of legal staff. Provides management with guidance in identifying the critical problems to which the application of legal principals to yield the greatest opportunities for minimizing risks and maximizing profits.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1900							

44. **BANKING SUPERVISOR LENDING ACTIVITIES**

Supervises and coordinates activities of workers engaged in processing and recording commercial, residential, and consumer loans. Reviews and authorizes corrections to loan records. May supervise mortgage loan processor, mortgage loan closer, and clerk regarding procedures. NOTE--ERI's salary based on asset size.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5996							

45. **BANKING TELLER SUPERVISOR**

Supervises and coordinates work activities of tellers, and possibly existing and new account personnel, to ensure that duties are performed efficiently and according to financial policies and proceduresOversees activities of workers engaged in receiving and paying out money and keeping records of transactions in banks and similar financial institutions. Assigns duties and work schedules to workers to ensure efficient functioning of department. This job is distinguished from Head Teller as the Head Teller is a lead position where as this job is a first level supervisor. In organizations with a Lead Teller, the Lead Teller reports to the Supervisor.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2069							

46. **BINDERY FOREMAN**

Leads and participates in activities of bindery workers who tend paper working machines, such as corner cutter, embosser, scorer, stitcher, taper, gluer, punch press, and plastic index tab machine to fabricate office supplies, such as file folders, file dividers, index cards, and three-ring binders, from paper or paperboard stock.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1992							

47. **BOOKKEEPING SUPERVISOR**

Supervises bookkeepers who keep complete set of records of financial transactions of establishment. Analyzes and resolves work problems, or aids employees in solving work problems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1336							

48. **BRANCH OFFICE SUPERVISOR**

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

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2008							

49. **BRANCH STORE SUPERVISOR**

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

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

50. **BUSINESS OFFICE SUPERVISOR**

Supervises employees in the patient accounting area of the business office. Implements and monitors effective business office work processes, staffing plans, resource allocation, and logistical planning.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9355							

51. **CABLE SUPERVISOR**

Supervises and coordinates, through subordinate supervisory personnel, activities of workers engaged in installation, maintenance, and repair of underground, buried, aerial, or submarine telephone carrier cables in plant district. Reviews proposed construction plans and schematic drawings, and assures that proposals are compatible with existing equipment and that plans adhere to specifications.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1763							

52. **CARGO SERVICES SUPERVISOR**

Supervises employees engaged in routing inbound and outbound airfreight shipments to their destinations, taking telephone and Internet orders from customers, arranging for pickup of freight and delivery, and preparing manifests to accompany shipments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2373							

53. **CARPENTER SUPERVISOR**

Supervises and coordinates activities of workers engaged in construction, installation, and repair of wooden structures and fixtures. Studies blueprints to determine dimensions of structure. Utilizes rule, framing square, and calipers to lay out floor plan and cabinetwork. Selects materials and structural units, such as lumber, prefabricated doors and cabinets of wood or plastic, and paneling, and inspects them to ensure conformance with provisions of building code and local ordinance. Determines sequence of activities concerned with fabrication, assembly, and erection of structure. Develops work schedules and assigns workers to such tasks as cutting material to size, building concrete forms, erecting wooden framework, and laying flooring. When supervising employees engaged chiefly in one occupation or craft, is required to be adept in activities of employees supervised. When supervising employees in several occupations, is required to possess general knowledge of the activities involved.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1467							

54. **CHECK PROCESSING SUPERVISOR**

Supervises and coordinates activities of individuals engaged in operating machines to encode, add, cancel, scan, photocopy, and sort checks, drafts, and money orders for collection, and to prove records of transactions.Replies to inquiries from staff or customers, finding check copies and proof records when necessary. Remedies account issues when errors are found, preparing journal voucher to correct account.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
44327							

55. **CHEMICAL PLANT SUPERVISOR**

Supervises and coordinates activities of workers engaged in making chemical products. Determines quantities of chemicals required for specific batches, following laboratory formulas. Assures that formulas are followed, pressure and temperature specifications are within tolerance, and chemical batches are within standard limits through verification of chemical products at specified checkpoints. Studies schedules and estimates time, cost, and labor estimates for products, services, and/or completion of job assignments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
44369							

56. **CIRCULATION SUPERVISOR**

Supervises sale and distribution of newspapers, books, and periodicals. Directs staffing, training, and performance evaluations to develop and control sales and distribution program.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1991							

57. **CLAIMS SUPERVISOR**

Supervises and coordinates activities of workers engaged in examining insurance claims for payment in claims division of insurance company. Ensures all claims eligible or ineligible for payment conform to quality, production standards and specifications. A bachelor's degree with four years of claims examining/auditing experience may be required to fulfill the requirements of this position.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1418							

58. **CLERICAL SUPERVISOR**

Supervises employees engaged in a variety of clerical, office, or administrative support activities. Develops and implements methods and procedures for monitoring work activities and current status or work activities.Analyzes and resolves work problems, and/or assists employees in solving work problems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1652							

59. **COLLECTION SUPERVISOR**

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

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

60. **CONSTRUCTION FOREMAN**

Coordinates and oversees activities of workers engaged in construction, installation, and repair of structures and fixtures. Studies blueprints to determine dimensions of structure. Selects materials and structural units, ensuring conformance with provisions of building code and local ordinance. Determines sequence of activities concerned with fabrication, assembly, and erection of structure. Assigns workers to such tasks as cutting material to size, building concrete forms, erecting wooden framework, installing doors, building stairs, and laying flooring.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1473							

61. **CREDIT & COLLECTION SUPERVISOR**

Supervises and coordinates activities of employees engaged in the investigation and review of credit risks and the collection of receivables. Reviews client credit history to grant or deny extensions of credit.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1435							

62. **CUSTOMER SERVICE SUPERVISOR**

Supervises and aids with planning, directing, and coordinating activities of customer service workers engaged in ensuring customer satisfaction through processing orders and coordination with other departments or functions as required.Advises workers on investigating complaints or concerns, such as those concerning rates or service in connection with any product or service offered.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
92							

63. **DATA CONTROL SUPERVISOR**

Supervises and coordinates activities of workers engaged in keeping control records and scheduling data to be processed on data entry equipment. Schedules flow of data between data entry and electronic data-processing machines. Confers with originators of source data and data-processing personnel to ensure conformance to programming schedules and policies. Assigns workers to duties, such as arranging data in specified sequence, assigning codes, and updating files used in preparing recurring reports and master lists.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1849							

64. **DATA ENTRY SUPERVISOR**

Supervises data entry operators engaged in inputting data into various storage media, manipulating existing data, editing data, and proofing new entries into database for accuracy. Interprets company policy to employees and administers company policies and practices. Analyzes and resolves work problems, or assists employees in solving work problems. Ensures work is performed within established policies, procedures, and standards.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1678							

65. **ECONOMIC ANALYSIS SUPERVISOR**

Supervises functions of planning, designing, and conducting research to aid in interpretation of economic relationships and in solution of problems arising from production and distribution of goods and services.Studies economic and statistical data in area of specialization, such as finance, labor, or agriculture. Analyzes and resolves work problems, or assist employees in solving work problems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3224							

66. **ENVIRONMENTAL ENGINEERING SUPERVISOR**

Supervises and coordinates activities of employees engaged in environmental science and control, such as work needed to determine the level of pollutants in the air, water, and ground. Provides advice or assistance in ensuring compliance of Federal, State, and local regulations on environmental issues, which may include serving as liaison between the organization and regulatory agencies. Oversees activities related to staffing, scheduling, coordinating, and planning. Organizes and coordinates scientists and/or engineers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1189							

67. **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							

68. **FOREMAN**

Assists supervisor in coordinating activities of workers engaged in manufacturing processes, utilizing knowledge of equipment, procedures, and specifications. Talks with supervisor and checks schedules, specifications, and priorities to plan departmental work assignments. Designates duties to workers and leads department activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
592							

69. **FOREMAN ASSISTANT**

Assists foreman in coordinating activities of workers engaged in manufacturing processes, utilizing knowledge of equipment, procedures, and specifications. Talks with supervisor and checks schedules, specifications, and priorities to plan departmental work assignments. Designates duties to workers and leads department activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
593							

70. **GENERAL MAINTENANCE 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
857							

71. **HEALTH & FITNESS 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

7591							

72. **HOUSEKEEPING SUPERVISOR**

Supervises work activities of cleaning personnel to ensure clean, orderly, attractive rooms in hotels, hospitals, and similar establishments. Assigns workers their duties, and evaluates work to ensure conformance to prescribed standards of cleanliness. Provides orientation, trains, and provides inputs on evaluation of housekeeping aides/janitors.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2305							

73. **INSTALLATION MANAGER**

Supervises and schedules activities of workers engaged in installation, repair, and maintenance of equipment and machinery. Coordinates with other departments, outside vendors, and subcontractors to meet installations schedules and goals.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5899							

74. **INVENTORY CONTROL SUPERVISOR**

Supervises inventory personnel who compile records of amount, kind, and value of merchandise, material, or stock on hand. Confirms employee computations against physical count of inventory and adjusts errors in computation or count, or investigates and reports reasons for discrepancies. Develops work schedules and assigns work to subordinates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
799							

75. **LABORATORY SUPERVISOR**

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

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

76. **LANDSCAPE SUPERVISOR**

Supervises and coordinates activities of workers engaged in landscape maintenance of grounds and gardens. Plans landscaping tasks, and instructs workers in taking care of nursery, planting of flowers, and transplanting and pruning of trees and shrubbery. Directs workers in maintenance and repair of driveways, walks, hedges, swings, benches, and other park equipment. Studies schedules and estimates worker-hour requirements for completion of job assignment. When supervising workers engaged chiefly in one occupation or craft, is required to be adept in the activities of the workers supervised. When supervising workers engaged in several occupations, is required to possess general knowledge of the activities involved.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2654							

77. **LINE SUPERVISOR**

Supervises and coordinates activities of workers engaged in construction and repair of overhead and underground power lines. Determines and finds cause of current interruptions.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2662							
2662							

78. **LINE SUPERVISOR TELEPHONE**

Supervises and coordinates activities of telephone workers engaged in construction, removal, and rearrangement of open-wire and carrier cable communication equipment. Studies work order and wiring diagrams to determine installation or repair procedures. Assures conformance to specifications upon inspection of connections, fittings, and installed wire and cable sections.Reviews schedules and estimates time, cost, and labor estimates for products, services, and/or completion of job assignments.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7596							

79. **MACHINE SHOP SUPERVISOR**

Supervises and coordinates activities of workers engaged in machining of work pieces, applying knowledge of machine shop procedures, machine tool setup and operating techniques, and production machining methods. Directs trades workers engaged in machining of work pieces. Assures efficient and quality machine shop services. Develops and studies schedules and estimates time, cost, and labor estimates for products, services, and/or completion of job assignments. Work includes researching and evaluating the effectiveness of machinery, equipment and shop procedures and recommending and implementing changes to improve operational efficiency.

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

816							

80. **MAINTENANCE SUPERVISOR**

Supervises and coordinates activities of skilled trades workers engaged in maintaining and repairing equipment, structures, utility systems, buildings, and grounds. Develops work schedules and gives work assignments to subordinates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7612							

81. **MARKET RESEARCH SUPERVISOR**

Supervises activities concerned with market research and collection and analysis of information used to help determine the demand for products or services. Collaborates in the interpretation and prediction of current and future consumer trends and possible changes in preferences and lifestyles. Aids in monitoring the organization's market research program. Analyz Analyzesexisting and potential markets for the organization's products and services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
349							

82. **MECHANIC FOREMAN**

Assists supervisor in coordinating activities of mechanics engaged in the repair of savable mechanical parts of machines and construction equipment. Designates duties to workers and leads leadsdepartment activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
123							

83. **MINE FOREMAN**

Supervises and coordinates activities of workers engaged in underground, surface, or pit mining. Oversees activities, such as timbering, roof bolting, track laying, undercutting, drilling, blasting, loading, and conveying of coal, ore, or rock. Develops work schedules and assigns work to subordinates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7568							

84. **MOTOR VEHICLE SUPERVISOR**

Supervises and coordinates operational activities of automotive equipment unit. Oversees inspection of automotive equipment, and schedules needed repair or service work. Organizes operation and maintenance of equipment, storage facilities, and repair facilities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2620							

85. **OFFICE SUPERVISOR**

Supervises and coordinates activities of one or more (but typically few) occupational groups, such as administrative and support, clerical, word processing, general office, office equipment operators, and others in department, plant, or branch office.Evaluates office production, updates procedures, or devises new forms to improve efficiency of workflow. Develops work schedules and assigns duties to operations personnel to ensure efficient operation of department or branch.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1658							

86. **ORDER PROCESSING SUPERVISOR**

Supervises workers writing master orders used by production, shipping, invoicing, advertising, cost, and estimating departments. Assists in planning and implementing order-writing and processing procedures, using knowledge of company products, pricing methods, and discount classifications. This position typically reports to a manager and is the first level of supervision in the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
234							

87. **PACKAGING SUPERVISOR**

Supervises and coordinates activities of workers engaged in packaging products and materials for storage or shipment. Studies production order to ascertain type and quantity of product, containers to be used, and other packaging requirements.Develops work schedules, and gives work assignments to employees. Identifies and returns rejected products to production departments, prior to packaging. Observes packaging operations and inspects containers to verify conformance to specifications. Oversees the activities involving machines that label, weigh, and seal containers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
992							

88. **PAINTING SUPERVISOR**

Supervises and coordinates activities of workers engaged in mixing paint; preparing surfaces of objects to be painted; applying decorative or protective coats of paint, varnish, stain, enamel, or lacquer to exterior or interior surfaces, trimming, fixtures, parts, products, or structures; drying or baking paint on objects; and finishing and polishing painted surfaces. Interprets job orders to employees and assigns duties.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
872							
872							

89. **PAYROLL SUPERVISOR**

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

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

90. **PLUMBER SUPERVISOR**

Supervises and coordinates activities of workers engaged in fabricating, assembling, installing, and maintaining piping, fixtures, and equipment for gas, steam, water, drainage, waste disposal, fire sprinkler system, or oil heating, cooling, lubricating, and industrial processing systemsStudies schedules and estimates time, cost, and labor estimates for completion of job assignments.Trains new workers. Interprets specifications, blueprints, and job orders to employees and assigns duties.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
910							

91. **PRINT SHOP FOREMAN**

Coordinates and oversees activities of workers engaged in laying out copy, setting type, operating presses, and assembling and stitching pamphlets, leaflets, and books.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
609							

92. **PRINTING SUPERVISOR**

Supervises and coordinates activities of workers engaged in printing activities. Establishes or adjusts work procedures to meet schedules. Interprets company policies to workers and administers safety regulations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
603							

93. **PRODUCTION FOREMAN**

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

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

94. **PRODUCTION SUPERVISOR**

Supervises and coordinates activities of workers engaged in processing and/or the development of a product or a service. Trains new workers in operation of equipment. Maintains inventory records and requisitions ingredients/supplies as necessary to meet delivery schedules. Evaluates materials and products to maintain organization standards. The Production Supervisor position is distinguished from the Production Foreman position, as the Production Supervisor is responsible for products and services of more complexity and that require more specialized knowledge among the workers as compared to the Production Foreman.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
4072							

95. **PUBLIC RELATIONS SUPERVISOR**

Supervises organization's public relations efforts. Assists with the administration of the presentation and the representation of the organization to the general public, customers, local communities, shareholders, and the financial community. Assists in developing and maintaining the organization's corporate image and identity. Supervises or participates in the preparation of news releases and articles. A bachelor's degree in business, communications, or other related field is typically required for carrying out the responsibilities for this job. This position typically reports to Public Relations Manager and is the first level of supervision.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1911							

96. **RECREATION SUPERVISOR**

Supervises and coordinates activities of paid and volunteer recreation service personnel in public department, voluntary agency, or similar type facility, such as community centers or swimming pools. Develops and promotes recreation program, including music, dance, arts and crafts, cultural arts, nature study, swimming, social recreation and games, or camping.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2749							

97. **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							

98. **SECRETARIAL SUPERVISOR**

Supervises secretaries who schedule appointments, give information to callers, take dictation, and otherwise relieve officials of clerical work and minor administrative and business detail. Coo Coordinatesthe administrative support activities. Schedules work assignments, sets priorities, and directs the work of secretaries.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1661							

99. **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							

100. **SEWAGE FACILITIES SUPERVISOR**

Supervises and coordinates work of subordinate personnel engaged in installing, maintaining, repairing, servicing, enlarging, and relocating sewage facilities. Studies proposed projects to evaluate the most feasible approach for excavations and repairs, using land plats, topographical maps, and other source data.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2621							

101. **SHEET METAL SUPERVISOR**

Supervises and coordinates the activities of sheet metal workers as they fabricate, assemble, install, and repair sheet metal products and equipment according to job order or blueprints, andoversees and evaluates the quality of work performed.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
919							
919							

102. **SHIPPING & RECEIVING SUPERVISOR**

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

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

103. **SUPERVISOR FILES**

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
112							

104. **TAX COMPLIANCE SUPERVISOR**

Supervises personnel responsible for ensuring that Federal, State, and local tax reports have been properly prepared and filed in a timely manner. Collects and reviews tax data based on past and current year's records and submits estimates to management. Evaluates appropriations for specific taxes related to divisional programs. Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1385							

105. **TELEPHONE DISPATCH SUPERVISOR**

Supervises and coordinates activities of workers engaged in receiving emergency or non-emergency calls, dispatching personnel and equipment, and providing pre-arrival instructions to callers. Develops work schedules to ensure that sufficient shift personnel are available for workload demands, using knowledge of supervisory techniques, department regulations, and procedures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1764							

106. **TELEPHONE OPERATOR CHIEF**

Supervises and coordinates activities of telephone operators performing activities such as switchboard operation, helping customers make telephone calls, local directory assistance, long distance directory assistance, telephone answering and message service, and/or telephone call completion.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5946							

107. **TITLE SUPERVISOR**

Supervises and coordinates activities of subordinates engaged in searching public records and examining titles to determine legal condition of property title. Studies schedules and estimates estimates time and labor for completion of job assignments. Interprets job orders to employees and assigns duties. Develops and implements methods and procedures for monitoring work activities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1611							

108. **TOOL & DIE SHOP SUPERVISOR**

Supervises activities of workers engaged in production and repair of metalworking dies, jigs and fixtures, gauges, and cutting tools, applying knowledge of machining and tool and die construction.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
963							

109. **TRADE RELATIONS SUPERVISOR**

Supervises trade relations program designed to create and maintain favorable trade image for employer or client. Plans and directs development and communication of information designed to keep trade clients, associations, and customers informed of the company's programs, products, and services.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
371							

110. **TRAFFIC SUPERVISOR**

Supervises the administrative process, schedule, and shipment of materials or other commodities from one location to another at the most cost efficient manner meeting both the need of the organization and its customers. Selects and negotiates contracts with common carriers when needed. Determines routes for and schedules in-bound freight.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
106							

111. **UTILITIES SUPERINTENDENT**

Supervises and coordinates activities of workers engaged in maintaining building utility systems, such as electrical wiring and control systems, heating, air conditioning, ventilating, water supply, steam generating, and related pipe systems. Studies production schedules and estimates worker-hour requirements for completion of job assignment.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2676							
2676							

112. **VALET PARKING SUPERVISOR**

Supervises valet parking services at a hotel, resort, private country club, hospital, medical facility, or restaurant. Provides valet service by safely driving, parking, and retrieving vehicles for customers and guests.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5087							

113. **WAREHOUSE SUPERVISOR**

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

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

114. **WATER SUPERVISOR**

Supervises, plans, and coordinates activities of workers in operation and maintenance of waterworks system, and ensures adequate water supply for human consumption, industrial, or agricultural use. Assigns personnel to shifts to operate filtering and chemical treatment, coagulating and settling basins, and other plant facilities.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2671							
2671							

115. **WELDING SUPERVISOR**

Supervises and coordinates activities of workers engaged in welding and cutting of products and structures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
806							
806							

116. **YARD FOREMAN**

Supervises and coordinates activities of workers engaged in receiving, storing, issuing, and maintaining machines, equipment, materials, and supplies in construction storage building or yard. Oversees shipments in and out of yard and evaluates for specified quantity and quality.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
229							

Health Care Positions

117. **NURSING SHIFT SUPERVISOR**

Supervises nurses and plans and organizes activities for the duration of one shift of hospital nursing unit. Notices techniques of, and services rendered by, nursing staff or provides nursing care for patients in unit. Demonstrates techniques for nursing students and/or new personnel to provide training and direction. Requires RN license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7530							

118. **OCCUPATIONAL HEALTH NURSING SUPERVISOR**

Supervises and coordinates employee health services of industrial organization. Interprets plant and departmental health policies and regulations to nursing staff and employees. Oversees Overseesactivities of personnel rendering assistance to physician and nursing care to employees. Trains nursing staff in techniques of industrial nursing. Requires RN license.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
3011							

119. **PHYSICAL THERAPY SUPERVISOR**

Provides direct supervision over the programs and staff of the Physical Therapy Department that treats disabled, injured, or diseased patients to improve or restore physical functioning, relieve pain, and prevent physical dysfunction. Assesses, plans, organizes, and participates in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury. Typically requires a bachelor's degree in physical therapy, a current license, and three years of clinical experience as a Physical Therapist.

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

9592							

Professional Positions

120. **ACCOUNTING SUPERVISOR (PROFESSIONAL)**

Supervises professional level financial accounting operations, and oversees preparation of income statements, special accounting reports, and balancing of general and subsidiary ledgers.Analyzes financial statements, assisting upper management. Advises upper management regarding matters such as effective use of resources and methods for preventing capital being frozen.Plans work schedules, assigns duties, and evaluates work for accuracy and conformance to policies. Includes supervisors whose staffs may consist of a mix of professional, paraprofessional, and/or clerical accounting personnel; excludes supervisors whose staffs are 100 percent nonexempt.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1306							

121. **ACCOUNTS RECEIVABLE SUPERVISOR**

Supervises and coordinates accounts receivable activities, ensuring an accurate accounts receivable system. Develops work schedules, assigns duties, and reviews work for accuracy, neatness, and conformance to policies. Responsible for accuracy and corrections to customer accounts, reconciliation of revenue accounts, general journal entries, generating invoices and posting sales, verification of deposits, and postings to accounts receivable. Analyzes and resolves work problems, or assist employees in solving work problems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1325							

122. **APPLICATIONS PROGRAMMING SUPERVISOR**

Supervises computer programmers and/or software engineers engaged in preparing computer programs to process data and solve problems by use of computers. Oversees installation and maintenance of computer programs. Assigns, coordinates, and reviews work of programming personnel. Supervises the preparation of programs to process data and solve problems by use of computers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1857							

123. **BENEFITS SUPERVISOR**

Supervises employee benefits program for establishment. Plans and directs implementation and administration of benefits programs designed to ensure employees against loss of income because of illness, injury, layoff, or retirement.Directs preparation and distribution of informational literature and verbal presentations to notify and advise employees of eligibility for benefits programs, such as insurance 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
1804							

124. **BUDGET SUPERVISOR**

Supervises activities of professional level personnel responsible for formulation and presentation of budgets for controlling funds to implement program objectives of an organization. Directs Directs compilation data based on statistical studies and analyses of past and current years. Budgets and justifies funds requested. Correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1360							

125. **CHEMICAL ENGINEERING SUPERVISOR**

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

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

126. **COMPENSATION SUPERVISOR**

Supervises the pay practice area of compensation, usually defined as direct pay including wage, salary, incentive, and executive compensation. Analyzes wage and salary practices, and reco recommends changes to the current program to maintain competitiveness in the marketplace.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1794							

127. **CONSTRUCTION ENGINEERING SUPERVISOR**

Supervises, coordinates, and utilizes functional authority for organization, control, integration, and completion of engineering project within area of assigned responsibility. Plans and devises devisesengineering program and organizes project staff according to project requirements. Assigns project personnel to specific phases or aspects of the project, such as technical studies, design, preparation of specifications and technical plans, and testing, in accordance with engineering disciplines of staff.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1462							

128. **COST ACCOUNTING SUPERVISOR**

Supervises the compilation of periodic statements of product cost and prepares appropriate operating reports. Initiates cost control procedures and provides staff supervision over cost systems and methods. Oversees the assembly of data and comparisons of various budget items, and follows up on expenditures of appropriations. Excludes supervisors whose staffs are 100 percent nonexempt.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1347							

129. **COST ESTIMATING SUPERVISOR**

Supervises and coordinates activities of employees engaged in estimating the cost of the design, tooling, manufacture, and modification of products or projects. Acquires data for estimates of labor and materials requirements by reading blueprints and specifications.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
252							

130. **CREDIT SUPERVISOR**

Supervises activities of those engaged in conducting credit investigations and collecting delinquent accounts of customers of commercial establishment, department store, bank, or similar establishment. Oversees personnel investigating and verifying financial status and reputation of prospective customers applying for credit, preparing documents to substantiate findings, and recommending rejection or approval of applications.Assigns responsibility for collecting on worthless checks and delinquent bills to specific staff members.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1432							

131. **EDP AUDIT SUPERVISOR**

Supervises those who audit and analyze electronic data processing (EDP) records of an organization, and aids in preparation of reports concerning documentation and operating procedures. Oversees employees who review data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1894							

132. **EEO SUPERVISOR**

Supervises established Equal Employment Opportunity/Affirmative Action program requirements and activities and facilitates compliance with government agencies. Researches sources of female and minority employment candidates. This position typically reports to the EEO Manager and is the first level of supervision in the organization.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1836							

133. **EMPLOYEE SERVICES SUPERVISOR**

Supervises and oversees employee activities which may include programs and services, such as fundraising social activities, service award programs, physical fitness and wellness programs including arranging for physical examinations, first aid, and other medical attention, alcohol and substance abuse programs, employee assistance programs, service award programs, new employee orientation, libraries, lunchrooms, operation and maintenance of recreational facilities, and educational programs.Recommends measures to improve methods, performance, and quality service, and suggests changes in working conditions to increase efficiency.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1715							

134. **EMPLOYEE TRAINING SUPERVISOR**

Supervises the activities related to various training and educational programs for an organization. Oversees staff of training and education specialists who organize and conduct training and educational programs for employee development, orientation, and on-the-job training.Aids in the development of training programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1817							

135. **EMPLOYMENT SUPERVISOR**

Supervises activities of employment-related staff workers who recruit, test, interview, check references and background, evaluate qualifications of prospective employees, and refer qualified applicants to appropriate department manager for further consideration.Organizes preliminary indoctrination and training for newly hired employees according to policy. Assures that hiring policies and practices are in compliance with government regulations.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1820							

136. **ENGINEERING SUPERVISOR**

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

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

137. **FINANCIAL ANALYSIS SUPERVISOR**

Supervises, coordinates, documents, and analyzes information affecting financial and accounting programs of public, industrial, and/or financial organizations. Interprets data concerning investments, their price, yield, stability, and future trends, using financial periodicals, securities manuals, and personal interviews.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1272							

138. **GRAPHIC SUPERVISOR**

Supervises and coordinates the reproduction and assembly of graphic arts materials. Oversees and/or performs a variety of operations duties.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1064							

139. **HARDWARE DESIGN SUPERVISOR**

Supervises activities related to design of computers and computer-related equipment including, but not limited to, computer chips, circuit boards, computer systems, keyboards, modems, printers, and related equipment.Aids in planning and establishing engineering schedules and following up performance against estimates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1173							

140. **HUMAN RESOURCES SUPERVISOR**

Supervises activities of employees engaged in compensation, training, employment, benefits administration, employee records, labor relations, safety, affirmative action and employment equity programs, and/or personnel research.Aids in developing and implementing methods and procedures for monitoring work activities, such as preparation of records of expenditures and progress reports, in order to inform management of current status or work activities. When supervising employees engaged chiefly in one functional area, is required to be adept in activities of employees supervised. When supervising employees in several functional areas, is required to possess general knowledge of the activities involved.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
107400							

141. **INVESTIGATION SUPERVISOR**

Supervises staff and studies regulated activities to assure compliance with Federal, State, or municipal laws. Finds and interviews plaintiffs, witnesses, or representatives of business or government to gather facts relating to alleged violation. Views conditions to verify facts indicating violation of law relating to such activities as revenue collection, employment practices, or fraudulent benefit claims. Examines business, personal, or public records and documents to establish facts and authenticity of data.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
2808							

142. **LABOR RELATIONS SUPERVISOR**

Supervises labor relations program of establishment. Analyzes text of collective bargaining agreement and develops interpretation of intent, spirit, and terms of contract, to counsel management in development and application of labor relations policies and practices according to policy formulated.Represents management in investigating, answering, and settling grievances.Organizes and schedules grievance meeting between grieving workers and supervisory and managerial personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1842							

143. **MERCHANDISING SUPERVISOR**

143. **MERCHANDISING SUPERVISOR**

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

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

144. **OPERATIONS RESEARCH SUPERVISOR**

Supervises activities of operations research department of industrial or non-profit firm in accordance with established policies to further achievement of goals, objectives, standards, and profit goals. Provides guidance and technical assistance in engineering and scientific research methods to staff. Typically reports to the Operations Research Manager.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1010							

145. **ORGANIZATION ANALYSIS SUPERVISOR**

Supervises and coordinates activities of employees engaged in activities to improve productivity and processes. Oversees the analysis of organizational structures, responsibilities, teamwork, capabilities of incumbents, business or operating procedures, reporting relationships, processes, and work flow to devise most efficient methods of accomplishing work. Studies schedules and estimates time, cost, and labor estimates for 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 or work activities. Analyzes department budget to identify budget needs and/or reductions, and may allocate operating budgets funds.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7544							

146. **PACKAGE DESIGN SUPERVISOR**

Supervises and coordinates activities related to the new or redesign of packages within product manufacturing. Organizes coordination of efforts with consultants, providers, and suppliers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
989							

147. **PC SUPERVISOR**

Supervises and coordinates activities of PC specialists and related staff. Provides support, technical assistance, and/or training to all end users and company locations on personal computer hardware and software. Oversees the installation, modification, minor repairs to personal computer hardware, and technical support and training on software systems.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
7561							

148. **RISK MANAGEMENT SUPERVISOR**

Supervises employees engaged in strategies intended to control the organization's risks and losses. Contributes to the formulation of strategies to further the organization's financial objectives.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1429							

149. **SOFTWARE DESIGN SUPERVISOR**

Supervises software engineers in the research, design, and development of computer software systems in conjunction with hardware product development. Consults with managers or other personnel to clarify program intent, identify problems, suggest changes, and determine extent of programming and coding required. Assigns duties and reviews work of software engineers.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1862							

150. **SYSTEMS ANALYSIS SUPERVISOR**

Supervises employees engaged in systems analysis activities to solve computer problems and enable computer technology to meet individual needs of an organization. Analyzes and/or overs overseesanalysis to improve return on investments in equipment, personnel, and business processes. Assigns, coordinates, and reviews work of systems analysis personnel.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1889							

151. **TAX RESEARCH SUPERVISOR**

Supervises activities of personnel responsible for ensuring that tax research has been properly conducted. Collects data based on tax studies and analyses of past and current years to prepare budgets and to justify taxes reported. Evaluates appropriations for specific taxes related to divisional programs.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1388							

152. **VENDOR QUALITY SUPERVISOR**

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

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

Sales Positions

153. **ACCOUNT INSTALLATION SUPERVISOR**

Supervises a team of Account Installation Specialists/Associates responsible for administering the installation of assigned accounts including, but not limited to, structure and billing setup, eligibility collection, database loading, and preparation of plan materials, such as administrative documents and customer education materials.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
9341							

154. **INSURANCE SUPERVISOR**

Supervises binding of insurance coverages for individuals, businesses, and organizations, utilizing knowledge of tax and insurance strategies, securities, insurance, pension plans, and real estate.Comprehends organization's assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives. Manages those, including brokers, who prepare and submit documents to implement coverages selected.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1421							

155. **INVESTOR RELATIONS SUPERVISOR**

Supervises investor and shareholder relations activities, and oversees those who provide investor/shareholder relations services. Develops work schedules, and assigns work to subordinates.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
1293							

Technicians, Para-Professional & Skilled Craft Positions

156. **DOCUMENT IMAGING SUPERVISOR**

Supervises employees engaged in day-to-day operations of document imaging equipment. Oversees staff that may prepare, scan, check quality, and index documents and/or images that are being scanned and converted to electronic/digital format.

JOB#	INCUMBENT COUNT	ANNUAL SALARY	VARIABLE PAY	EDUCATION LEVEL	#YRS EXPERIENCE	#EMPLOYEES SUPERVISED	POSTAL CODE
5939							

157. **DRAFTING SUPERVISOR**

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

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

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