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3360. Designer/Drafter, Level III  
3370. Designer/Drafter, Level IV

3380. Mechanical Designer, Level I  
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3400. Mechanical Designer, Level III  
3410. Mechanical Designer, Level IV

3420. Industrial Designer, Level I  
3430. Industrial Designer, Level II  
3440. Industrial Designer, Level III  
3450. Industrial Designer, Level IV

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3490. Engineering Development Technician, Level IV

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3550. Research Laboratory Technician, Level II  
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3570. Research Laboratory Technician, Level IV

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3730. Electronics Production Technician, Level IV

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811. General Machinist, Production, Senior  
812. General Machinist, Production  
830. Setter, Injection Molding Machine  
835. Injection Molding Machine Operator

855. Inspector I  
856. Inspector II  
860. Inspector Precision Machine  
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863. Quality Control, Intermediate  
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890. Operator & Setup Machining Center (NC/CNC), Senior  
895. Operator & Setup Machining Center (NC/CNC), Intermediate  
896. Operator, Machining Center (NC/CNC)

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920. Production Worker, Senior  
925. Production Worker, Group Leader

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960. Painter, Production, Intermediate  
965. Painter, Production, Entry

970. Tool and Cutter Grinder, Setup and Operator  
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980. Maker, Tool, Die, and Gauge Senior  
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1000. Welder, Spot

**FINANCE & ACCOUNTING**

**5. Accounting Clerk, Junior-**Under close supervision and following specific instructions and well-defined procedures, performs clerical duties of limited scope in support of the accounting function. Work requires little or no previous experience. Duties may include such tasks as matching payments to accounts receivable, preparing bank deposits, checking items on invoices and purchase orders, and posting data to designated accounts. May also perform routine typing and calculating. This position includes payroll clerks and accounts receivable and/or payable clerks at this level. Uses accounting system, PC or enterprise, to perform functions. May print reports from PC. This is normally the entry level of the accounting clerical job family.

**10. Accounting Clerk, Intermediate-** Under general supervision and following instructions and procedures that are well defined but may require the exercise of some judgment in application, performs clerical duties of moderate complexity and scope in support of the accounting function. Work normally requires a good knowledge of basic bookkeeping procedures but does not require knowledge of accounting principles. Typical duties include reconciling bank accounts and cash accounts, listing and checking details necessary to preparation of reports, preparing journal entries, posting entries to specified accounts, etc. This position also includes accounts receivable and/or payable clerks at this level. Uses accounting system, PC or enterprise, to perform functions. May print reports from PC.

**15. Accounting Clerk, Senior-** Under minimal supervision, performs clerical duties, which require the use of independent judgment, a thorough knowledge of the principles of accounting or bookkeeping procedures, and a familiarity with work relationships within the assigned area of accounting activity. The position does not require knowledge of the accounting principles. Typical duties include reviewing transactions for completeness, accuracy and proper authorization, posting and balancing accounts, assisting accountants in the preparation of reports, answering customer inquiries and investigating complaints regarding possible errors in the assigned area of activity, etc. Duties may include assigning work to and checking work of lower-level accounting clerks.

**20. Cost Accounting Clerk, Intermediate-** Under general supervision and following established procedures, performs a variety of routine duties that require a standard knowledge of cost accounting procedures and principles. Generates reports that detail the material, labor, and overhead costs of parts, products, and assemblies. Calculates costs using payroll, shipping, production, and material records and may assist with physical reconciliation. May enter and analyze data on a PC using a software package to perform these functions. May print reports from a PC.

**25. Bookkeeper, Senior-**Responsible for the maintenance of a complete set of records that cover all financial transactions of an establishment. Classifies, verifies, and posts items in books or journals. Balances a unit's financial books and records, journalizes transactions where judgment is involved as to affected accounts, and maintains a general ledger from the totals of each type of transaction. Determines proper records and distribution of debit and credit items. Compiles financial statements and reports at regular intervals and may be responsible for the preparation of payroll. Typically uses a PC and/or computer terminal and financial software to perform functions and related duties.

**30. Billing Clerk-** Prepares customer statements, bills, and invoices by hand, on a computer showing an itemized account of the amount owed. Obtains information from purchase orders, sales and charge slips, or from other records and calculates amounts that will be placed on bills. When required, checks calculations copied from the records. Uses a PC or enterprise system to perform functions. May print bills or reports from a PC.

**HUMAN RESOURCES**

**170. Human Resources Clerk-** Performs a broad number of duties in a human resources department including, but not limited to, greeting visitors and employee applicants, checking employment applications for completeness, administering pre-employment tests, checking employment references, updating telephone employment messages, informing employees about general personnel functions, and setting up files for new employees. May establish and maintain confidential personnel records reflecting changes in employee status. May be assigned to other specific human resources projects. Uses a PC or computer terminal to update or acquire employee information; however, typing and light data entry are only incidental to this position.

**175. Personnel Assistant I-** Answers routine questions related to HR and interprets policy where clear-cut procedures and rules exist. Duties may pertain to a particular aspect of HR or may be of a generalist nature, such as compiling and maintaining salary and other HR statistics, maintaining filing of performance appraisals, job descriptions, etc., handling claims relating to Workers' Compensation and/or Unemployment Insurance, pre-screening applicants for employment, and compiling statistics for E.E.O. purposes. Performs clerical and some administrative duties of a difficult nature and may provide assistance in research areas; however, excluded are those who perform primarily clerical tasks. Also excluded are those whose jobs are involved in more than 50% administrative work. This position typically uses a PC or information systems to perform functions.

**180. Personnel Assistant II-** Answers and researches routine and non-routine questions related to HR and, within certain limitations, interprets policy where clear-cut procedures do not exist. Responsibilities may pertain to general aspects of HR or may be of a generalist nature such as compiling and maintaining salary and other HR statistics, maintaining filing of performance appraisals, job descriptions, etc., handling claims relating to Workers' Compensation and/or Unemployment Insurance, pre-screening applicants for employment, and compiling statistics for E.E.O. purposes. This position typically performs administrative and senior-level duties of a difficult nature and provides assistance in research areas. Excluded are those whose jobs are involved in more than 50% administrative work. This position typically uses a PC or information systems to perform functions. Also excluded are those whose functions are classified as exempt as prescribed by wage and hour guidelines.

**185. Employee Benefits Clerk, Intermediate-** Under general supervision, reviews/audits various forms relating to group insurance, basic/major medical, and other related benefits for accuracy and completeness. Refers unusual claims to supervisor. May maintain employee benefit records and

prepare required reports. May handle the disbursements of monies to employees or carriers. Uses a PC or computer terminal to update or inquire about employee information; however, typing and light data entry are only incidental to this position.

**190. Employee Benefits Clerk, Senior-** Under minimal supervision, reviews the accuracy & completeness of routine & non-routine benefit claim forms relative to group insurance, medical, dental, and other company sponsored benefits plans. Processes employee claims under the organization's various benefit plans including, but not limited to, group insurance, basic/major medical insurance, and pensions. Maintains benefits records, prepares reports, counsels employees regarding eligibility coverage, and interacts with outside carriers. May handle the disbursements of monies to employees or carriers. Uses a PC or computer terminal to update or inquire about employee information; however, typing and light data entry are only incidental to this position.

#### GENERAL OFFICE CLASSIFICATIONS

**85. Filing Clerk-** Under general supervision, performs routine filing of correspondence, cards, invoices, receipts, and other records arranged alphabetically, chronologically, numerically, or by simple code. Files by subject matter when material has been previously transcribed or is easily understood. Scans incoming material and sorts/places it in proper position in the filing cabinet, which is usually indexed for ready reference. Locates and removes material from file, when requested. May keep a record of removed material.

**95. Mail Clerk-** Performs routine activities related to the company mailroom. Sorts and may distribute incoming mail and weighs and prepares outgoing mail. May operate an automatic postage machine and maintain records on postage. May also perform other miscellaneous clerical duties. This is an entry-level position. Higher-level or more specialized positions such as senior mail clerk, stock room clerk, or messenger are not included.

**100. Messenger-** Sorts and delivers letters, packages, records, and other items to offices or departments within an establishment. Occasionally makes trips to other company locations to deliver or obtain records, supplies, or other small articles. May also perform other miscellaneous clerical duties. Does not include bonded messengers or those who operate a vehicle on a regular, as opposed to occasional, basis.

**105. Driver/Messenger-** Drives a company car on short trips to carryout company business such as delivering or picking up documents, running errands, or picking up/dropping off individuals. May perform other miscellaneous clerical duties, as necessary. Includes bonded messengers or those who operate a vehicle on a regular, as opposed to occasional, basis.

**110. Office Cashier-** Receives incoming cash for purchases or payments on accounts from customers, mail, or company sales personnel. Examines and counts money, compares amounts with sales slips or cash receipts, and makes change. Prepares and inputs journal entries related to cash receipts and may prepare the daily cash flow report. May cash checks and keep records associated with bank deposits. Bank or savings and loan tellers are not included in this category.

**115. Receptionist-** Receives clients and customers entering into an establishment. Obtains caller's name and arranges for him to see the person for whom he has called. May keep a record of calls handled and make future appointments. Answers inquiries and performs a variety of minor duties as required. Does not do telephone switchboard work (except as incidental relief duty for regular Telephone Operator).

**125. Telephone Operator – Receptionist-** Operates a private branch exchange telephone switchboard, which has several trunk lines and numerous extensions. Also acts as receptionist. In addition, may do some typing or routine clerical work.

**130. Telephone Operator - Receptionist, Bilingual-** Operates a private branch exchange telephone switchboard, which has several trunk lines and numerous extensions. Also acts as receptionist. Uses English or, if needed, a foreign language when answering the telephone or greeting visitors. In addition, may do some typing or routine clerical work.

**135. Document Control Clerk-** Under general supervision, performs duties that require moderate judgment to maintain engineering drawing files and organize the processing of change orders. Files drawings in accordance with established system and retains company master files that contain the original engineering drawings. Maintains lists regarding the processing of change orders as well as records of drawings removed from files. Makes copies of documents, drawings, and change orders on microfilm and xerographic equipment and distributes as necessary. May provide minor preventative maintenance on copy equipment. Informs service representatives of any malfunctions.

**140. General Clerk, Junior-** Under close supervision and following specific instructions and well-defined procedures, performs clerical duties of limited scope. Work requires little or no previous knowledge or experience and is subject to regular verifications and checks. Duties may include such tasks as sorting and matching documents, posting records, proofing uncomplicated data, preparing simple summaries, and receiving and/or conveying simple information. This is normally an entry-level position. Uses a PC or enterprise system to perform functions. May print reports from a PC. Duties of a more specific nature are reported under such classifications as typist clerk, filing clerk, etc.

**145. General Clerk, Intermediate-** Under general supervision and following instructions and procedures that are well-defined but may require the exercise of some judgment in application, performs clerical duties of moderate scope and complexity. Work normally requires good knowledge of general office procedures and practices. Duties may include such tasks as compiling data for reports, checking uncomplicated mathematics, preparation of standard reports and forms, and receiving and/or conveying information. May require proficiency with one or more types of operational office equipment including: calculator, adding machine, copy machine, and PC. Uses a PC or enterprise system to perform functions. May print reports from a PC.

**150. General Clerk, Senior-** Under minimal supervision, performs specialized clerical duties that require the frequent exercise of independent judgment and a thorough understanding of applicable procedures. Work normally requires specific job knowledge and a familiarity with work relationships within the assigned area of activity. Duties may include classification and interpretation of data, preparation of reports, forms and schedules of a fairly involved nature, and maintenance of records and other reference data in accordance with approved procedures. May assign work and instruct clerks in lower classifications. May require proficiency with one or more types of operational office equipment including: calculator, adding machine, copy machine, and PC. May enter data and print reports from a PC.

#### CUSTOMER SERVICE

**70. Service Representative, Customer Service, Jr.-** Incumbents in this position handle customer inquiries and problems with products and/or services via telephone. Under close supervision and following specific instructions and well-defined procedures, performs duties of limited scope in assisting the customer service function. Typical functions include receiving and/or placing basic and routine telephone calls. May answer customer questions, resolve problems, and perform other marketing activities (i.e., promote and sell products/services, and/or enter or confirm sales). May provide assistance to higher-level positions in receiving and answering customer questions, comments, and complaints. Position usually requires a basic, limited knowledge of company products and/or services. Follows guidelines and may elevate customer inquiries to published materials, secondary sources, or more senior staff. May maintain records and assist in the preparation of required reports. Uses a computer tracking system to gather and troubleshoot customer inquiries and requests. Able to use a computerized data entry and/or computer tracking system or similar applications.

**71. Service Representative, Customer Service, Int.-** Incumbents in this position handle customer inquiries and problems with products and/or services via telephone. Under general supervision, provides customers with pricing, delivery, and product information. Follows established guidelines to receive and answer customer questions, comments, or complaints. Typical functions include receiving and/or placing telephone calls that may require a departure from standard guidelines and procedures. May answer customer questions, resolve problems, and perform other marketing activities (i.e., promote and sell products/services, and/or enter or confirm sales). Acts as a liaison between the customer and various departments within company. Based on knowledge of company products and/or services, assesses customer needs and suggests/promotes alternative products or services. May maintain records and assist in the preparation of required reports. Uses a computer tracking system to gather and troubleshoot customer inquiries and requests. Able to use a computerized data entry and/or computer tracking system or similar application.

**72. Service Representative, Customer Service, Sr.-** Incumbents in this position handle customer inquiries and problems with products and/or services via telephone. Under minimal supervision, provides customers with pricing, delivery, and product information. Follows established guidelines to receive and answer customer questions, comments, or complaints. Receives and/or places telephone calls which are non-routine and may require deviation from standard screens, scripts, and procedures. Able to deal with situations that may require adaptations of response or extensive research according to customer response. May answer customer questions, resolve problems, and perform other marketing activities (i.e., promote and sell products/services, and/or enter or confirm sales). Monitors customer questions and complaints and acts as a liaison between the customer and various company departments. Within established guidelines, has the latitude to resolve customer requests for adjustments in the order and billing. Uses extensive knowledge of company products and/or services to match customer needs and suggests/promotes alternative products or services. Position requires advance problem solving and/or sophisticated sales techniques. Uses a computer tracking system to gather and troubleshoot customer inquiries and requests. Able to use a computerized data entry and/or computer tracking system or similar application. This position may provide assistance to lower-level personnel, but is not a lead or supervisory position.

**73. Service Representative, Order Entry, Jr.-** Handles incoming calls by using a centralized or similar computer system. Collects customer information and confirms sales orders. Under close supervision and following specific instructions and well-defined procedures, performs duties of limited scope in assisting the customer service function. Typical functions include receiving and/or placing basic and routine telephone calls. May answer customer questions, resolve problems, and perform other marketing activities (i.e., promote and sell products/services, and/or enter or confirm sales). May provide assistance to higher-level positions in receiving and answering customer questions, comments, and complaints. Position usually requires a basic, limited knowledge of company products and/or services. Follows guidelines and may elevate customer inquiries to published materials, secondary sources, or more senior staff. May maintain records and assist in the preparation of required reports. Uses a computer tracking system to gather and troubleshoot customer inquiries and requests. Able to use a computerized data entry and/or computer tracking system or similar applications.

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promote and sell products/services, and/or enter or confirm sales). Monitors customer questions and complaints and acts as a liaison between the customer and various company departments. Within established guidelines, has the latitude to resolve customer requests for adjustments in the order and billing. Uses extensive knowledge of company products and/or services to match customer needs and suggests/promotes alternative products or services. Position requires advance problem solving and/or sophisticated sales techniques. Uses a computer tracking system to gather and troubleshoot customer inquiries and requests. Able to use a computerized data entry and/or computer tracking system or similar application. This position may provide assistance to lower-level personnel, but is not a lead or supervisory position.

**76. Service Representative, Inbound Selling, Jr.-** The primary function of this position is to handle incoming calls and provide basic customer service and extend customer interest to sell new or additional products and/or services. Customer service activities include customer satisfaction and retention. Under close supervision and following specific instructions and well-defined procedures, performs duties of limited scope in assisting the customer service function. Typical functions include receiving and/or placing basic and routine telephone calls. May answer customer questions, resolve problems, and perform other marketing activities (i.e., promote and sell products/services, and/or enter or confirm sales). May provide assistance to higher-level positions in receiving and answering customer questions, comments, and complaints. Position usually requires a basic, limited knowledge of company products and/or services. Follows guidelines and may elevate customer inquiries to published materials, secondary sources, or more senior staff. May maintain records and assist in the preparation of required reports. Uses a computer tracking system to gather and troubleshoot customer inquiries and requests. Able to use a computerized data entry and/or computer tracking system or similar applications.

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**79. Service Representative, Technical Support, Jr.-** Incumbents are responsible for solving customer inquiries and/or technical problems through case management techniques. Will resolve technical problems, which may require follow-up and/or escalation of the problem to superiors or those with higher levels of expertise. May support customer communication via live chat, e-mail, or phone. Under close supervision and following specific instructions and well-defined procedures, performs duties of limited scope in assisting the customer service function. Typical functions include receiving and/or placing basic and routine telephone calls. May answer customer questions, resolve problems, and perform other marketing activities (i.e., promote and sell products/services, and/or enter or confirm sales). May provide assistance to higher-level positions in receiving and answering customer questions, comments, and complaints. Position usually requires a basic, limited knowledge of company products and/or services. Follows guidelines and may elevate customer inquiries to published materials, secondary sources, or more senior staff. May maintain records and assist in the preparation of required reports. Uses a computer tracking system to gather and troubleshoot customer inquiries and requests. Able to use a computerized data entry and/or computer tracking system or similar applications.

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**81. Service Representative, Technical Support, Sr.-** Incumbents are responsible for solving customer inquiries and/or technical problems through

case management techniques. Will resolve technical problems, which may require follow-up and/or escalation of the problem to superiors or those with higher levels of expertise. May support customer communication via live chat, e-mail, or phone. Under minimal supervision, provides customers with pricing, delivery, and product information. Follows established guidelines to receive and answer customer questions, comments, or complaints. Receives and/or places telephone calls which are non-routine and may require deviation from standard screens, scripts, and procedures. Able to deal with situations that may require adaptations of response or extensive research according to customer response. May answer customer questions, resolve problems, and perform other marketing activities (i.e., promote and sell products/services, and/or enter or confirm sales). Monitors customer questions and complaints and acts as a liaison between the customer and various company departments. Within established guidelines, has the latitude to resolve customer requests for adjustments in the order and billing. Uses extensive knowledge of company products and/or services to match customer needs and suggests/promotes alternative products or services. Position requires advance problem solving and/or sophisticated sales techniques. Uses a computer tracking system to gather and troubleshoot customer inquiries and requests. Able to use a computerized data entry and/or computer tracking system or similar application. This position may provide assistance to lower-level personnel, but is not a lead or supervisory position.

#### PAYROLL, CREDIT & PURCHASING

**35. Payroll Clerk-Junior-** Under close supervision and following specific instructions and well-defined procedures, performs duties of limited scope in preparation of payroll input to a computerized payroll system or other appropriate system. Assists in calculating hours worked, gross and net pay, deductions, required withholdings, and overtime earnings, if any. Data entry relative to payroll is regularly required of the position.

**40. Payroll Clerk, Intermediate-** Under general supervision, compiles time sheets, hours worked, production records, incentive reports, etc. for the preparation of payroll input to a computerized payroll or appropriate system. Will calculate hours worked, overtime earnings, if any, gross pay, deductions, required withholdings, and net earnings. May assist in preparing and distributing paychecks. May answer routine and non-routine employee questions regarding payroll issues. Data entry relative to payroll may be required of the position.

**45. Payroll Clerk, Senior-** Under minimal supervision, responsible for computing advanced and more complex payrolls. Will calculate hours worked, overtime earnings, if any, gross pay, deductions, required withholdings, and net earnings. May review changes to the basic payroll file and process corrections. Will apply advanced knowledge in payroll relative to calculating withholdings and deductions where multi-state tax laws are involved, payment on sales draws and commissions, and other cases that require knowledge that exceeds lower-level clerks. Within limits of delegated responsibility, counsels employees when special payroll problems are involved. May assist in distributing paychecks. Data entry relative to payroll may be required of the position.

**50. Credit And Collections Clerk, Intermediate-** Under general supervision and within department standards, collects information on credit applicants, either by telephone or using form letters. Compiles information into reports, maintains records on continuing credit standing, and performs preliminary collection work on overdue accounts. Calls for information or sends standard forms to credit companies, banks, and loan associations. Maintains records on incomplete, updated, and delinquent accounts and notifies customers of delinquencies. Typically, this level does not have the authority to grant credit; rather, it is primarily a clerical function designed to gather and evaluate necessary information. This position uses PC and/or terminal in the performance of functions and related duties. Typically, position has previous experience in credit/collection or accounting.

**55. Credit And Collections Clerk, Senior-** Under minimal supervision, has discretionary approval to grant credit for order of limited amounts. Responsible for handling a wide variety of credit and collection functions. Interacts with outside firms involving credit sources, credit files, customer applications, and delinquent payments. Follows company policy in the collection of overdue accounts and refers non-routine accounts to exempt-level credit representatives or to the head of the department. Gathers information and assures that standard forms are sent to credit companies, banks, and loan associations. Accepts payment for certain accounts. Maintains files on credit risks/delinquent accounts and sends follow-up letters to these customers. Uses a PC/terminal to input or update accounts.

**60. Purchasing Clerk-** Works under general supervision to perform standard duties in assisting the activities of the purchasing function of the organization. Uses limited judgment and initiative to complete tasks including, but not limited to, maintaining files, compiling data, revising prices and schedules, examining and verifying invoices for accuracy, preparing purchase orders, obtaining prices and specifications as needed, and calculating discount and extension applications. May operate one or more of the following machines to complete tasks: personal computer, copy machine, and calculator.

**65. Purchasing Assistant-** Works under minimal supervision to perform standard duties in support of the purchasing function of the organization. Uses judgment and discretion to complete tasks including, but not limited to, contacting vendors, researching and acquiring new sources for purchasing regular items, organizing vendor lists and files, preparing and reviewing requests for quotation, placing orders with vendors, and coordinating details with vendors, including revisions to price, discontinued items, back orders, order cancellations, etc. This position may serve as a transitory position between clerical duties and a professional buyer position.

#### DEPARTMENTAL

**205. Department Assistant-** Works under close supervision to perform minor duties in assisting the activities and personnel of a specific department or functional area such as human resources, marketing, engineering support, purchasing, manufacturing, etc. Follows verbal and written directions to complete standard tasks including, but not limited to, maintaining and updating files, organizing statistical information, performing routine calculations, separating and distributing mail, proof-reading, typing, and answering phones. May operate one or more of the following machines to complete tasks: personal computer, copy machine, and calculator.

**210. Department Aide-** Works under general supervision to perform standard duties in assisting the activities and personnel of a specific department or functional area such as human resources, marketing, engineering support, purchasing, manufacturing, etc. Follows verbal and written directions and exercises limited judgment to complete tasks including, but not limited to, maintaining and updating complex files, putting together schedules, preparing and checking reports, processing documents which require knowledge of the operations of the specific department, and maintaining records. May operate one or more of the following machines to complete tasks: personal computer, copy machine, and calculator.

**215. Department Specialist-** Works under minimal supervision to perform standard duties in assisting the activities and personnel of a specific department or functional area such as human resources, marketing, engineering support, purchasing, manufacturing, etc. Uses knowledge and initiative to complete complicated tasks including, but not limited to, researching information in files, writing complex reports, analyzing the content of unusual schedules, bills, invoices, purchase orders, and other documents, and putting together and classifying information to maintain important records. May train and/or assist lower-level employees. May operate one or more of the following machines to complete tasks: personal computer, copy machine, and calculator.

**220. Project Coordinator (Quality Programs)-** Provides support in coordinating the operation of the organization's total quality management program (TQM) or similar programs. Coordinates the maintenance of documents, corrective/preventive actions, and internal audits within various departments. Participates in the administrative implementation of TQM procedures or similar programs to assure the delivery of high quality goods and services that meet customer needs and specifications. May oversee employee training, communication, and reward system. Will monitor the progress of the program and make recommendations on changes that reflect the needs of the organization and customers. This position includes those with responsibility for coordinating ISO certification projects.

### ADMINISTRATIVE/SECRETARIAL SERVICES

**225. Secretary I -** Following well-defined procedures and the general instructions of superior, takes dictation and transcribes shorthand notes into appropriate typewritten form using word processor or terminal and/or transcribes materials from a dictating machine. Performs a variety of clerical operations that require knowledge of general office procedures and practices such as maintaining files/records and preparing standard forms and reports. May also assemble replies to routine correspondence according to prescribed forms and procedures and Uses a PC or enterprise system to perform functions. May print reports from a PC.

**230. Secretary II-** Performs a broad range of typing and clerical duties including the recording and/or transcribing of dictation. Within procedures established by superior, exercises an initiative in performing such tasks as receiving visitors and telephone calls, maintaining files/record systems, opening/distributing routine mail, and preparing regular forms/reports. May also compose routine correspondence within established guidelines. May require proficiency with one or more types of operational office equipment including the following: calculator, copy machine, and word processor. Uses a PC or enterprise system to perform functions. May print reports from a PC. This position does not include senior secretaries or executive secretaries.

**235. Senior Secretary-** Performs a broad range of typing, clerical, stenographic, and minor administrative duties. Within general procedures established by a superior, exercises independent judgment and discretion in performing such tasks as making appointments, receiving and tentatively screening visitors and telephone calls, maintaining and controlling confidential files and records, and compiling regular and special reports. May also compose non-routine correspondence on own initiative. Records and/or transcribes dictation which may be of a confidential or technical nature. May require proficiency with more than one type of operating office equipment including the following: calculator, copy machine, and word processor or PC. May enter data into a PC & print reports. Typically works for an upper-level manager or executive other than the principal executives of the organization.

**240. Executive Secretary - Company Officer-** Performs diversified and advanced secretarial/administrative duties for company officers including vice presidents and the equivalent. Relieves superior of administrative details, takes and transcribes dictation of a complex and confidential nature, and uses discretionary initiative and judgment in handling designated secretarial/administrative details. Requires a thorough knowledge of company policy, organization, personnel, and services. Possesses a high level of administrative and secretarial skills and is versatile in the use of PCs including word processors and related office software. Uses discretion and tact in handling personal or telephone contacts. Demonstrates superior interpersonal and administrative skills commensurate with years of experience. Excluded are those who report to a mid-level manager.

**245. Executive Secretary - Senior Executives-** Performs diversified and advanced secretarial/administrative functions for senior executives or senior/executive vice presidents. Composes memorandums, reports, and documents that require a high degree of knowledge of company policy, organization, personnel, and services. Able to administer superior's administrative details, take and transcribe dictation of a complex and confidential nature, and use discretionary initiative and judgment in handling sensitive and confidential details. Uses discretion and tact in handling personal or telephone contacts. Demonstrates superior interpersonal and administrative skills commensurate with years of experience. Excluded are those who report to vice presidents or mid-level managers and directors.

**250. Executive Secretary - Chief Executive Officer** Performs diversified and advanced secretarial/administrative functions and related administrative services for the chief executive officer. Requires a thorough knowledge of the organization and the experience to effectively carry out the internal and external relationship of CEO's office. Requires tact, judgment, and a highly developed sense of responsibility. Handles details of an extremely confidential nature. Has demonstrated knowledge of corporate operations, policy, and personnel. Exercises considerable discretion and finesse in dealing with personal contacts. Possesses a high-level of administrative and secretarial skills and is versatile in the use of PCs including word processors and related office software. Demonstrates superior interpersonal and administrative skills commensurate with years of experience.



**255. Administrative Assistant (Nonexempt)-** Provides administrative and staff support services to an organizational unit. May assist in budget preparation and control activities. May assist in the preparation and control of records, statistics, and reports regarding operations, personnel changes, etc. Typical tasks include administering programs, projects, and/or processes specific to the operating unit served. May serve as administrative liaison with others within and outside the company regarding administrative issues related to purchasing, personnel, facilities, and operations. May screen and interview job applicants and orient new employees. This is not a secretarial position.

**260. Legal Secretary-** Under general supervision, performs a broad range of stenographic and clerical duties for one or more attorneys including recording and/or transcribing dictation involving the specialized vocabulary and forms used in legal briefs and other documents. Sets-up legal documents in the proper format, working from dictation or rough copy, and must be familiar with the steps involved in processing these documents. Familiarity with common legal forms and the ability to complete forms from information provided by the attorney is necessary. May schedule appointments, route telephone calls, and may maintain legal documents, correspondence, and other confidential materials.

**265. Paralegal-** Under direct supervision, researches legal issues, investigates facts, and prepares legal documents to assist lawyer. Researches and analyzes law sources such as statutes, law digests, recorded judicial decisions, practice manuals, legal articles, legal codes, etc. Prepares briefs, pleadings, contracts, insurance, wills, deeds, and other legal documents for the review, approval, and use by lawyer. May investigate facts and laws of case to determine causes of action and to prepare materials. May maintain records of annual meetings and draft documents for such meetings including notices, proxies, and affidavits of mailing, agenda, ballots, shareholders' and directors' minutes and related memoranda. May file pleadings with court clerk. This position requires formal training in accredited paralegal courses from a college or university. This is not a legal secretary.

## SALES & MARKETNG

**280. Sales Order Clerk-** Receives orders for materials or merchandise by mail, phone, or in person from customers or company employees and then performs the clerical processing operations necessary before orders can be filled. Typical duties include giving price quotations, filling out standard order sheets, verifying customer credit rating with credit department, and forwarding of order to proper department for filling. Typically, this position follows specific instructions of a catalog or applications handbook. A detailed technical knowledge of product application is not required. Uses a PC or similar system, microfilm, or microfiche.

**282. Sales Assistant, Intermediate-** Under general supervision and following standard guidelines, performs clerical/administrative activities in support of a sales office or a centralized sales function. Will process data and generate standard reports regarding sales results, sales force earnings, and market conditions. Maintains office records, calendars, and travel itineraries. Follows standard guidelines and answers questions about the organization's products and/or services. Has the limited latitude to resolve questions and problems and usually refers complex issues/problems to higher-level personnel. May assist in customer service functions. Works with a PC and appropriate software packages or their equivalent. Usually has two to three years of related experience.

**283. Sales Assistant, Senior-** Under minimal supervision, performs clerical/administrative activities in support of a sales office or a centralized sales function. Will compile, organize and processes data, and generate standard reports regarding sales results, sales force earnings, and market conditions. Will maintain office records, calendars, and travel itineraries. Follows general guidelines and answers questions about the organization's products and/or services. Has the latitude to resolve questions and problems referring only the more complex issues/problems to higher levels. May provide direction to staff in the customer service function. May assist in the training, assigning, and checking of work of lower-level employees. Works with a PC and appropriate software packages or their equivalent. Usually has four years of related experience.

**285. Marketing Assistant-** Under general supervision, performs a variety of clerical/administrative functions to support the timely execution of marketing plans and projects. Will assist in the planning, production, and distribution of sales, marketing, and advertising materials. Will maintain schedules for key marketing projects and track expenditures and budgets. May assist in analyzing sales data to determine the most effective marketing techniques. May maintain an inventory record of literature, mails catalogs, and updates records to computer databases. Assists in the preparation of display arrangements and other promotional support for trade shows. May assist in marketing research activities to determine the potential sales of products or services. May compile data to prepare annual marketing plans and budgets. This position usually has two to three years of related experience.

**286. Marketing Assistant, Senior-** Under minimal supervision and following general guidelines, performs a variety of critical administrative functions in support of the organization's marketing efforts. Will assist in the planning, production, and distribution of sales, marketing, and advertising materials. Will maintain schedules for key marketing projects and track expenditures and budgets. Will analyze sales data to determine effective marketing programs. May oversee the inventory of literature, mail catalogs, and update records to computer databases. Assists in the preparation of display arrangements and other promotional support for trade shows. May assist in marketing research activities to determine potential sales of products or services. May compile data from different sources to prepare annual marketing plans and budgets. This position usually has four years of related experience.

**290. Telemarketing Representative, Intermediate-** Using a furnished list of telephone numbers and following an established sales script, informs potential customers about company's products/services. May secure data such as names, addresses, and phone numbers for future sales/service reference. May take orders, ensuring that the order form is complete as to addressee, type, and quantity of products/services ordered and that invoice information is correct. May keep records of all calls made or received, number and dollar value of orders taken, and number of negative responses. May use mini or microcomputer to perform duties.

**COMPUTER OPERATIONS**

**330. Data Entry Operator, Senior-** Under limited supervision, operates data entry devices in recording alphabetic and/or numeric data from source documents into a form suitable for data processing. Handles complex or non-standard jobs for which source documents may require considerable concentration and some judgment to obtain correct sequence of data.

**335. Data Entry Operator-** Under general supervision, operates data entry devices in recording alphabetic and/or numeric data from source documents into a form suitable for data processing. Follows standard procedures with allowance for some level of independent judgment.

**GENERAL MAINTENANCE**

**410. Automotive Mechanic-** Repairs gasoline or diesel-powered automobiles and trucks. Performs such duties as disassembling and overhauling engines, transmissions, clutches, rear ends, and other assemblies replacing worn or broken parts, grinding valves, adjusting brakes, tightening body bolts, aligning wheels, etc. Lubricates vehicles and performs other duties in connection with maintenance and operation of motor vehicles, as required. Does not include finished body and fender work, upholstery and painting.

**415. Mechanic, Heavy Equipment (Construction)-** Investigates malfunctions, repairs, rebuilds, and maintains heavy construction, logging, and similar equipment such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, front-end loaders, compressors, and pneumatic tools. Dismantles and reassembles equipment using hoists and hand tools. Replaces engines and subassemblies.

**420. Common Laborer, I-** Under close supervision, performs physical or manual labor of a general character and simple nature requiring no special training, judgment, skill, or experience. Tasks are varied and may include moving materials, unloading or loading freight cars and trucks, storing materials, and assisting specialized workers with manual or physical chores. Does not include employees who tend production machines or conveyor lines, trade helpers for skilled workers, or dock workers. Typically, this is an entry-level position, and includes such titles as warehouse, shipping, material handling, maintenance, custodial, etc.

**425. Common Laborer, II-** Under general supervision, performs manual labor such as heavy lifting and operating power equipment. Typical tasks may include moving materials, unloading or loading freight cars and trucks, storing materials, and assisting specialized workers with manual or physical chores. Receives and initiates assignments. Follows general procedures and makes decisions relating to correct machine functioning and product consistency. May require previous experience. Does not include employees who tend production machines or conveyor lines, trade helpers for skilled workers, or dock workers.

**430. General Helper (Trade Helper)-** Assists skilled workers such as carpenters, sheet-metal workers, electricians, or machinists to perform the work involved in a specific trade. Supplies them with materials and tools, cleans working area including machines and/or equipment, holds materials, and tools, and performs other general duties. Does not include fully qualified maintenance workers.

**435. Guard-** Has routine security duties, either at a fixed post or on tour. Maintains order, using arms or force when necessary. Includes gateman who is stationed at gate and checks on identity of employees and other persons entering.

**440. Janitor-** Sweeps, dusts, and removes litter and wastepaper. Cleans fixtures, equipment, floors, lavatories, washrooms, etc. Operates power-cleaning tools as required. May work in both office and shop areas. Does not include maintenance (as opposed to cleaning) workers. For janitorial services supervisor, please see the Supervisory & Management Compensation Survey.

**445. Hazardous Materials Handler-** Responsible for the safe and proper collection of biohazards, radiation, and chemical toxic waste from all areas of the facility. Maintains the hazardous materials storage area and prepares hazardous materials for scheduled commercial pick-up. Has a thorough understanding of how to handle toxic waste and is 40-hour HazMat and SCBA (Self-Contained Breathing Apparatus) certified.

**450. Fork Lift Operator-** Under general supervision, operates a powered forklift to move, stack, or load materials throughout production, warehouse, storage, and shipping/receiving areas or buildings. Performs minor servicing and maintenance of powered lifts such as fueling, washing, greasing, etc. Does not include warehousemen or order fillers who may use powered hand trucks as an incidental part of their duties.

**MAINTENANCE & FACILITIES**

**455. Maintenance Carpenter-** Performs the carpentry duties necessary to construct or maintain structural woodwork and equipment in company. Operates woodworking machines and uses a variety of hand and power tools as required. Performs such duties as making and/or repairing counters, benches, partitions, doors, floors, and building framework.

**460. Maintenance Electrician, Intermediate-** Under general supervision, keeps electrical equipment such as wiring, motors, switches, switchboards, relays, circuit breakers, and other electrical mechanisms in good repair. Performs various duties such as replacing defective wiring and making connections to new electrical installations, replacing small parts in motors, cleaning and oiling motors, and repairing electrical fixtures. Makes new installations of fixtures, motors, light and control circuits, and other electrical equipment, as required.

**465. Maintenance Electrician, Senior-** Under minimal supervision, plans, lays out, installs, and repairs complex electrical equipment including automatic and process controls, switch boards, control centers and panels, relays, circuit breakers, and electronic controls including alarm and

communication systems, etc. Sets-up secondary distribution centers, balances loads, and wires or lays out the wiring of complex circuits with a large number of connections. Replaces or repairs parts, detects and replaces defective control modules, and tests and makes adjustments.

**470. Maintenance Machinist** - Using a variety of machines such as lathes, mills, precision grinders, etc., produces replacement parts for use in making regular and emergency repairs of machinery and equipment. Also uses various hand tools including scrapers, chisels, files, and measuring instruments. Shapes metal parts to precise dimensions, frequently working to close tolerances. May assemble and fit parts into machines, but this is incidental to primary duties as a machinist.

**475. Maintenance Mechanic, Intermediate**- Under general supervision, keeps machinery and equipment of an establishment in good repair. Examines machines for defects in operation, replaces defective parts, makes necessary adjustments to insure efficient operation, affixes special attachments, moves heavy machine parts with the aid of hoist or rollers, produces replacement parts only in an emergency. Has sufficient knowledge to install, repair or rebuild equipment and replace ordinary parts as necessary. However, position is concerned primarily with keeping machinery and equipment in good repair.

**480. Maintenance Mechanic, Senior**- Under minimal supervision, installs, maintains, repairs, or rebuilds complicated machine tools and special purpose machines and plant equipment such as horizontal and vertical boring mills, automated machine tools, assembling machines, lathes, milling machines, radial drill presses, etc. Disassembles problem equipment and determines extent of necessary repairs. Repairs, refits, or replaces worn or defective parts. Selects materials to plan and perform difficult machining operations on replacement parts and skilled fitting of bearing, spindles, scraping of ways, etc.

**485. Maintenance Painter**- Paints and redecorates walls, woodwork, and fixtures of an establishment. Scrapes paint from old surfaces and places putty or filler in nail holes and cracks, mixes colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. Applies paint with spray gun or brush.

**490. Maintenance Pipefitter Steamfitter (Plumber)**- Follows blueprints to install and maintain pipe lines including air, water, steam, gas, oil, and acid. Cuts, bends, threads, and files pipes using appropriate tools to do required installation or repair work. Caulks pipes and performs hydrostatic pressure tests of completed work. Assembles and installs gas, water, and sanitary fixtures and equipment with supports, hangers, or foundations.

**495. Maintenance, HVAC**- Responsible for installing, maintaining, and repairing heating, ventilating, and air conditioning systems. Monitors the operations of such systems and provides preventative maintenance according to set schedules. Checks, fixes, and replaces all functional components of these systems including motors, switches, fans, pumps, valves, gauges, wiring, condensers, cores, pipes, etc. Works in accordance with established safety procedures and within state and federal codes. Must be able to work from all kinds of mechanical and electrical blueprints and sketches.

**500. Maintenance, Electronics**- Performs maintenance, repair, and calibration of electronic equipment such as control systems of numerically controlled machines, other controlling or recording equipment, spot weld machines, public address systems, etc. Conducts operational tests and repairs equipment by disassembling required components, repairing and/or replacing faulty parts, and reassembling and adjusting equipment. Determines proper settings for timing and control mechanisms. Periodically checks equipment performance to assure conformance to required standards. Must be able to work from wiring diagrams, blueprints, etc. Excludes maintenance electricians who perform only incidental electronics repair work.

**505. Maintenance, Grounds**- Maintains turf and landscaping on company grounds. Mows grass, applies fertilizer, applies chemicals for weed and pest control, installs and maintains sprinkler systems, plants and cares for landscaping and turf, and adjusts and makes minor repairs on all maintenance equipment. Has sufficient knowledge of plant cultivation, use of fertilizers, etc. to work with minimum supervision and to exercise independent judgment within prescribed limits.

**510. Maintenance - General, Intermediate**- Under general supervision, performs semi-specialized tasks in the maintenance of a plant or office building in two or more skilled areas including plumbing and pipefitting, carpentry, painting and plastering, service of machinery, electrical maintenance, and custodial. Tasks require a basic to intermediate knowledge of at least two trades and sufficient experience to deal with and perform most repairs. Performs all work in accordance with established safety procedures. Proceeds under general supervision with instructions and assistance provided when required. Excludes maintenance helpers and those with journey level knowledge or experience.

**515. Maintenance - General, Senior**- Under minimal supervision, performs specialized assignments in the maintenance of a medium sized plant or office building in two or more skilled areas including plumbing and pipefitting, carpentry, painting and plastering, service of machinery, electrical maintenance, and custodial. Has advanced knowledge of at least two trades and sufficient experience to perform most repair or maintenance assignments. Proceeds with minimum supervision. Instructions and assistance are provided only for approval of maintenance or repairs above level of authority. May obtain information to determine project costs but usually does not have approval for the requisition of materials. This position typically has journey level-experience and excludes those with supervisory or lead responsibilities.

**520. Maintenance, Personal Computers**- Under general supervision, performs preventative maintenance tasks, troubleshooting, and repairs for personal computers and peripheral equipment. Keeps inventory and ample supply of spare parts and necessary supply of PC sub-components used in the repair and upkeep of equipment. Performs limited maintenance of networks and hardware. Works with PC software to insure proper working conditions, but does not have installation or system development responsibilities. Excludes those performing R & D or commercial maintenance of personal computers.

**WAREHOUSE & INVENTORY**

**580. Shipping/Receiving Clerk - Loading Dock/Platform-** Checks the incoming and outgoing inventory of shipments to insure accuracy in quantity, destination, and routes. May keep records regarding verification of shipment and shipping rates. May mark information and shipping instructions on boxes, containers, or shipment cargo. May operate moving equipment in the performance of tasks. This is not a warehouse or material handler classification. Also excluded are incumbents with lead shipping/receiving responsibilities.

**585. Receiving Inspector, Intermediate-** Under general supervision, performs non-routine visual, mechanical, functional dimensional, or electrical inspections of a variety of purchased parts, assemblies, and materials in a receiving function. Using a wide variety of test instruments and other equipment, measures values and keeps records of the functional operation of components. Following established procedures, determines acceptability and/or identifies defective products and recommends proper disposal. Typical equipment used includes micrometers, vernier calipers, height gauges, dial indicators, oscilloscopes, multimeters, etc.

**590. Receiving Inspector, Senior/Lead-** Under minimal supervision, performs lead electro-mechanical inspection functions on received purchased parts, assemblies, and materials. Conducts non-routine visual, dimensional, mechanical, electrical tests, and functional inspections on a wide variety of components, assemblies, equipment, systems, supplies, and materials. Performs complex and critical inspection procedures, which require special set-ups of new or unique equipment and interpretation of test data from a variety of sources. May conduct source inspection and first article inspection of parts, assemblies, equipment and tooling.

**595. Shipping/Receiving Clerk, Intermediate-** Under general supervision, counts, examines, weighs, and checks incoming materials and supplies. Fills out reports on receiving, shipment shortages, and damaged material. Verifies completeness against shipping documents and may assemble orders for shipment counts. Shipping functions include weighing and addressing parcels or crates of merchandise or materials, attaching postage or making up and attaching bills of lading, and keeping record of goods shipped. May select route and carrier when not specified by customer. Movement of goods may be incidental to performance of the duties outlined above. May, within acceptable parameters, change procedures to meet special cases. Able to resolve most questions and problems referring only the most complex issues to supervisors. Excludes entry level or lead classifications.

**600. Shipping/Receiving Clerk, Senior/Lead-** Has direct senior/lead responsibilities in assigning work schedules to lower-level shipping/receiving clerks. Typically performs similar functions as those being lead such as counting, checking, and weighing incoming materials and supplies. May have authority to check and verify reports on receiving, shipment shortages, and damaged material. Shipping functions include weighing and addressing parcels or crates of merchandise or materials, attaching postage or making up and attaching bills of lading, and keeping record of goods shipped. Follows company policy in selecting route and carrier when not specified by customer. Has discretionary latitude to change procedures to meet special cases. Resolves most questions and problems referring only the most unusual cases to supervisors.

**605. Shipping Clerk, Intermediate-** Under general supervision, counts, examines, weighs, and checks incoming materials and supplies. Fills out reports on shipment shortages and damaged materials. Verifies completeness against shipping documents and may assemble orders for shipment counts. Typical shipping functions include weighing and addressing parcels, crates of merchandise or materials, attaching postage or making up and attaching bills of lading, and keeping records of goods shipped. May select route and carrier when not specified by customer. Movement of goods may be incidental to performance of the duties outlined above. May, within acceptable parameters, change procedures to meet special cases. Able to resolve most questions/problems referring only the most complex issues to supervisors. Excludes entry-level or lead positions.

**610. Shipping Clerk, Senior/Lead-** Has direct senior/lead responsibilities in assigning work schedules to lower-level shipping clerks. Typically performs similar functions as lead including counting, checking, and weighing incoming materials and supplies. May have the authority to check and verify reports on shipment shortages, and damaged material. Shipping functions include weighing and addressing parcels or crates of merchandise or materials, attaching postage or making up and attaching bills of lading, and keeping record of goods shipped. Follows company policy in selecting route and carrier when not specified by customer. Has discretionary latitude to change procedures to meet special cases. Resolves most questions and problems referring only the most unusual cases to supervisors.

**615. Receiving Clerk, Intermediate-** Under general supervision, counts, examines, weighs, and checks incoming materials and supplies. Fills out reports on receiving shortages & damaged material. Verifies completeness against shipping documents. Movement of goods to corresponding destination or to storage may be incidental to performance of the duties outlined above. May, within acceptable parameters, change procedures to meet special cases. Able to resolve most questions and problems referring only the most complex issues to supervisors. Excludes entry-level or lead classifications.

**620. Receiving Clerk, Senior/Lead-** Has direct senior/lead responsibilities in assigning work schedules to lower-level receiving clerks. Typically performs similar functions as lead including counting, checking, and weighing incoming materials and supplies. May have the authority to check and verify reports on receiving shortages and damaged material. Follows company policy in selecting route and carrier when not specified by customer. Has discretionary latitude to change procedures to meet special cases. Resolves most questions and problems referring only the most unusual cases to supervisors.

**625. Shipping/Receiving Checker-** Has final responsibility to see that outgoing orders and shipments are complete and correct before packing or shipping. Checks contents of outgoing orders or shipments to see that quantity, quality, labeling, etc. compare with order sheets or other records, requests items which may be found short, and corrects other errors which may have been made in filling outgoing orders. Checks incoming

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merchandise in similar manner when required, notifying receiving clerk of errors in order or shipment.

**630. Stock Room Clerk (Office)**- Receives, stores, and issues stock of office forms, stationery and supplies. Checks incoming material against accompanying documents, keeps stock in neat and orderly arrangement, fills orders according to requisitions, and maintains inventory noting stock shortages. May do routine reordering.

**635. Stock Room Clerk (Plant)**- Following well-defined procedures, receives, stores, and issues stock of plant materials and supplies. Typical tasks include checking incoming material against accompanying documents to determine completeness and accuracy, keeping stock in neat and orderly arrangement, filling requisitions, maintaining inventory records, and routine reordering. Does not require highly technical knowledge of the materials and supplies kept in stock.

**525. Selector, Stock – A**-Working from requisitions, orders, and stock lists, selects a wide variety of relatively costly light and medium materials and supplies from warehouse stock, shelves, or bins. Will accumulate orders and deliver to distribution center or departments. Reports shortages and assists in putting away stock, selecting bin or storage locations, and taking inventory. Does not include those who write up the order when received by telephone or mail.

**530. Selector, Stock – B**-Working from requisitions, orders, and stock lists, selects materials and supplies from warehouse stock, shelves, or bins. Will accumulate orders and will deliver to distribution center or departments. Materials and supplies are usually of low cost. Will report shortages and will assist in putting away stock, selecting bin or storage locations, and taking inventory. Does not include those who write up the order when received by telephone or mail.

**535. Packer, I**-Packs finished and wrapped products in cardboard or wooden boxes, cartons, kegs, or other containers for shipment or storage. Product or material does not usually require special handling. May fold, stack, or otherwise arrange the articles in a container using excelsior, waste paper, or other packing materials as necessary to prevent breakage or damage. May assemble standard crates, containers, or cartons. Usually handles containers that do not require special braces and details.

**540. Packer, II**-Packs finished and wrapped products in cardboard or wooden boxes, cartons, kegs, or other containers for shipment or storage including heavy equipment or delicate apparatus. May fold, stack, or otherwise arrange the articles in a container using excelsior, waste paper, or other packing materials as necessary to prevent breakage or damage. May assemble standard and non-standard crates, containers, or cartons. Usually handles containers requiring special braces and details. May build crates, boxes, and skids to special order.

**545. Expediter**-Follows and audits the physical progress of materials or goods through manufacturing or other processing departments to insure conformance to schedule. Acts as liaison to departments to assist in providing an uninterrupted flow of required materials. Reports major problems to supervisor for corrective action, and assists, when possible, in initiating measures to eliminate shortages or heavy workloads.

**550. Import/Export Clerk**-Computes duties, tariffs, price conversions, weight and Volume of imported or exported merchandise. Examines invoices, bills of lading and shipping statements. Checks conversion of merchandise weights or volumes utilizing the foreign country's methods of weight and measure. Converts foreign currency into U.S. equivalent and corresponds with foreign organizations on routine matters. Operates a computer terminal and/or personal computer.

**555. Inventory Control Clerk**- Keeps records of materials on hand and on order. Furnishes data as needed to forecast estimates and schedules of goods in process and needs for future production or use. Notifies proper person when stock reaches designated order point. May compute unit value when necessary. Does not include Inventory Analysts or others who prepare forecasts or budget reports.

**560. Order Clerk**- Receives orders for materials or merchandise by mail, phone, or in person from customers or company employees and then performs the clerical processing operations necessary before orders can be filled. Typical duties include giving price quotations, filling out standard order sheets, verifying customer credit rating with credit department, and forwarding order to proper department for filling. This position typically follows specific instructions of a catalog or applications handbook. Detailed technical knowledge of product application is not required. Position may require the use of equipment such as CRT, microfilm, or microfiche.

**565. Production Control Clerk**- Under general supervision, maintains continual inventory of all purchased or produced items by analyzing usage or requirements of items from inventory records. Within parameters of master schedule, is responsible for scheduling jobs based on requirements and for scheduling machine orders. Originates production orders and determines quantity to be run. Coordinates work flow with all departments, reviews purchase orders, and expedites orders, as required.

**570. Scheduler**- Working from a master schedule and from planning documents, schedules the various operations required to produce or rework an assigned part or assembly. Must be sufficiently familiar with various manufacturing processes to be able to determine how long each will take. Schedules so that assigned completion date is met. Revises schedule as necessitated by changes in processes, slippage, etc. May work with manufacturing management to resolve problems related to shop loading. Must be able to work from blueprints, but does not need a thorough technical knowledge of manufacturing processes and materials as would a production planner. Does not ordinarily determine the sequence of operations and is not involved in determining which particular methods or processes are to be used. Does not include expeditors or schedulers who spend a significant amount of time performing expediting functions.

**575. Traffic Clerk-** Under general supervision, determines and records shipping rates and goods classifications according to predetermined tables and rate schedules. Writes up tonnage statements, prepares and files claims for shipping loss or damage, and may file correspondence. May also update records or freight tariffs as they are changed. Uses a PC or enterprise system to perform functions. May print reports from a PC.

**670. Material Handler – I-** Under close supervision, loads and unloads material from trucks, railway cars, or aircraft to a warehouse or storage facility by carrying, pushing, rolling or using hand trucks, a forklift truck, hoist, motorized conveyor, or other material handling equipment. Typically uses equipment that requires little or no previous specialized experience. Incumbents are usually not responsible for the actual storage of material.

**675. Material Handler – II-** Under general supervision, loads and unloads material from trucks, railway cars, or aircraft to a warehouse or storage facility. May use hand trucks, forklift trucks, hoists, motorized conveyors, or other material handling equipment. Within the limits of a schedule, has the expanded flexibility to schedule and organize own work. Not responsible for the actual storage of material.

**680. Material Handler – Lead-** Under minimal supervision, performs lead functions in the movement of material. Receives and loads or unloads equipment, materials, and merchandise from trucks, cars, aircraft, etc. Depending on work schedule, has discretionary authority to assign tasks, equipment, and the necessary resources to complete the work. Keeps supervisors apprised of current work assignments. Responsibilities may include making hiring recommendations and assisting the supervisor in developing work schedules. Exclude full-time supervisors.

**685. Warehouseperson I-** Under close supervision, follows oral or written work orders in the storage or movement of received stock, equipment, or merchandise. Hauls materials to or from storage or worksites to designated areas and stores items in bins, on floors, or on shelves for convenient removal. May use hand-held electronic inventory devices to track, code, or mark merchandise. May employ hand truck or power devices. This is an entry-level position requiring little or no previous experience. Incumbents are able to meet minimum standards after minimal training.

**690. Warehouseperson II-** Under general supervision, follows oral or written work orders in the storage or movement of received stock, equipment, or merchandise. Uses hand truck or power devices to haul materials to or from storage or work sites to designated areas and stores items in bins, on floors, or on shelves for convenient removal. May use hand-held electronic inventory devices to track, code, or mark merchandise. Has the latitude to revise schedule or instructions to accommodate special orders. Incumbents are able to perform all assigned tasks with minimum direction.

**695. Warehouseperson Lead-** Under minimal supervision, may assign work schedules to a work crew in the storage or movement of received stock, equipment, or merchandise. May direct and perform the movement of materials. May train entry-level personnel and has the discretion to revise schedules, deliveries, and assignments of equipment. May use hand-held electronic inventory devices to track, code, or mark merchandise. Helps develop work schedules. Files orders or requisitions for materials and keeps records of items issued and received. This is a nonexempt, non-supervisory position. Incumbents typically spend at least 60% performing the functions that they lead.

## DRIVERS

**640. Heavy Truck Driver-** Operates a heavy-duty truck, which is greater than three tons rated capacity and usually has three or more axles to haul loads for distances less than 250 miles. This position loads and unloads truck, collects payment for goods delivered, and maintains physical security of cargo to prevent shifting and damage. Operates auxiliary equipment mounted on truck such as winches, hydraulic hoists, derricks, etc., changes tires, and makes minor truck repairs when required.

**645. Light Truck Driver-** Operates a light duty truck, which is less than three tons rated capacity and usually has two axles to transport light loads for relatively short distances. This position loads and unloads truck, collects payment for goods delivered, and maintains physical security of cargo to prevent shifting and damage. Operates auxiliary equipment mounted on truck such as winches, hydraulic hoists, derricks, etc., changes tires, and makes minor truck repairs when required.

**650. Truck Driver - Tractor Trailer-** Operates a tractor trailer truck to ship cargo to and from specified destinations. Loads and unloads truck, collects payment for goods delivered, and maintains physical security of cargo to prevent shifting and damage. Operates auxiliary equipment mounted on truck such as winches, hydraulic hoists, derricks, etc., changes tires, and makes minor truck repairs when necessary.

**655. Truck Driver – Flatbed -** Operates a flatbed truck to ship cargo to and from specified destinations. Loads and unloads truck, collects payment for goods delivered, and maintains physical security of cargo to prevent shifting and damage. Operates auxiliary equipment mounted on truck such as winches, hydraulic hoists, derricks, etc., changes tires, and makes minor truck repairs when necessary.

**660. Dispatcher-** Assigns motor vehicles and drivers for transport of freight or passengers. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements, and preference of user. Issues keys, record sheets, and bills of lading to drivers. Records time of departure or arrival, destination, cargo, and expected time of return. Investigates overdue vehicles. Operates radio and other communications equipment. May confer with customers to expedite or locate missing, misrouted, routed, delayed, or damaged merchandise. May dispatch radio controlled service or repair personnel.

## TECHINICAL

**3300. CAD Designer/Operator, Level I-** Performs routine design and application requiring the operation of computer aided equipment such as digitizers, plotters, CRT's and associated peripheral equipment. Prepares design tapes for pattern generation, determines scales, performs

calculations, and prepares layouts, renditions, variations, and similar applications. Digitizes and enters drawings and specifications. Edits, revises and updates changes to existing drawings, and converts circuit drawings to any configuration. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3310. CAD Designer/Operator, Level II-** Performs routine design and application requiring the operation of computer aided equipment such as digitizers, plotters, CRT's and associated peripheral equipment. Prepares design tapes for pattern generation, determines scales, performs calculations, and prepares layouts, renditions, variations, and similar applications. Digitizes and enters drawings and specifications. Edits, revises and updates changes to existing drawings, and converts circuit drawings to any configuration. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3320. CAD Designer/Operator, Level III-** Performs routine design and application requiring the operation of computer aided equipment such as digitizers, plotters, CRT's and associated peripheral equipment. Prepares design tapes for pattern generation, determines scales, performs calculations, and prepares layouts, renditions, variations, and similar applications. Digitizes and enters drawings and specifications. Edits, revises and updates changes to existing drawings, and converts circuit drawings to any configuration. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3330. CAD Designer/Operator, Level IV-** Performs routine design and application requiring the operation of computer aided equipment such as digitizers, plotters, CRT's and associated peripheral equipment. Prepares design tapes for pattern generation, determines scales, performs calculations, and prepares layouts, renditions, variations, and similar applications. Digitizes and enters drawings and specifications. Edits, revises and updates changes to existing drawings, and converts circuit drawings to any configuration. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3340. Designer/Drafter, Level I-** Under general supervision, develops designs based on drawings, sketches, layouts, verbal instructions, etc. Typical duties include performing design preparation for layouts, configurations, and packaging. Prepares preliminary sketches and schematic diagrams and evaluates the optimal combination of acquired information and contributing data to develop final design. Prepares layout, detail and assembly drawings using knowledge of detailing, redrawing, lettering and tracing techniques. May work extensively with digital and analog boards. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3350. Designer/Drafter, Level II-** Under general supervision, develops designs based on drawings, sketches, layouts, verbal instructions, etc. Typical duties include performing design preparation for layouts, configurations, and packaging. Prepares preliminary sketches and schematic diagrams and evaluates the optimal combination of acquired information and contributing data to develop final design. Prepares layout, detail and assembly drawings using knowledge of detailing, redrawing, lettering and tracing techniques. May work extensively with digital and analog boards. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3360. Designer/Drafter, Level III-** Under general supervision, develops designs based on drawings, sketches, layouts, verbal instructions, etc. Typical duties include performing design preparation for layouts, configurations, and packaging. Prepares preliminary sketches and schematic diagrams and evaluates the optimal combination of acquired information and contributing data to develop final design. Prepares layout, detail and assembly drawings using knowledge of detailing, redrawing, lettering and tracing techniques. May work extensively with digital and analog boards. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3370. Designer/Drafter, Level IV-** Under general supervision, develops designs based on drawings, sketches, layouts, verbal instructions, etc. Typical duties include performing design preparation for layouts, configurations, and packaging. Prepares preliminary sketches and schematic diagrams and evaluates the optimal combination of acquired information and contributing data to develop final design. Prepares layout, detail and

assembly drawings using knowledge of detailing, redrawing, lettering and tracing techniques. May work extensively with digital and analog boards. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3380. Mechanical Designer, Level I-** Under general supervision, applies skills and knowledge in procedures and techniques to prepare mechanical designs and layouts in support of the engineering function. Is involved in the evaluation and modification of existing designs, design characteristics, such as layouts, configurations, and packaging, and design factors necessary to improve products or facilitate manufacturing operations. Solves related mechanical or fabrication problems as necessary. Aids directing lower level drafters towards desired objectives and may have latitude in overseeing some aspects of their work. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3390. Mechanical Designer, Level II-** Under general supervision, applies skills and knowledge in procedures and techniques to prepare mechanical designs and layouts in support of the engineering function. Is involved in the evaluation and modification of existing designs, design characteristics, such as layouts, configurations, and packaging, and design factors necessary to improve products or facilitate manufacturing operations. Solves related mechanical or fabrication problems as necessary. Aids directing lower level drafters towards desired objectives and may have latitude in overseeing some aspects of their work. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3400. Mechanical Designer, Level III-** Under general supervision, applies skills and knowledge in procedures and techniques to prepare mechanical designs and layouts in support of the engineering function. Is involved in the evaluation and modification of existing designs, design characteristics, such as layouts, configurations, and packaging, and design factors necessary to improve products or facilitate manufacturing operations. Solves related mechanical or fabrication problems as necessary. Aids directing lower level drafters towards desired objectives and may have latitude in overseeing some aspects of their work. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3410. Mechanical Designer, Level IV-** Under general supervision, applies skills and knowledge in procedures and techniques to prepare mechanical designs and layouts in support of the engineering function. Is involved in the evaluation and modification of existing designs, design characteristics, such as layouts, configurations, and packaging, and design factors necessary to improve products or facilitate manufacturing operations. Solves related mechanical or fabrication problems as necessary. Aids directing lower level drafters towards desired objectives and may have latitude in overseeing some aspects of their work. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3420. Industrial Designer, Level I-** Under general supervision, works with engineering, marketing, production and sales departments to create exterior designs in support of the engineering function. Is involved in the evaluation and modification of existing designs, design characteristics, such as exterior dimensions for parts, necessary material quantities and load capacity, and design factors necessary to improve products or facilitate manufacturing operations. Aids directing lower level drafters towards desired objectives and may have latitude in overseeing some aspects of their work. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3430. Industrial Designer, Level II-** Under general supervision, works with engineering, marketing, production and sales departments to create exterior designs in support of the engineering function. Is involved in the evaluation and modification of existing designs, design characteristics, such as exterior dimensions for parts, necessary material quantities and load capacity, and design factors necessary to improve products or facilitate manufacturing operations. Aids directing lower level drafters towards desired objectives and may have latitude in overseeing some aspects of their work. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3440. Industrial Designer, Level III-** Under general supervision, works with engineering, marketing, production and sales departments to create exterior designs in support of the engineering function. Is involved in the evaluation and modification of existing designs, design characteristics, such as exterior dimensions for parts, necessary material quantities and load capacity, and design factors necessary to improve products or



facilitate manufacturing operations. Aids directing lower level drafters towards desired objectives and may have latitude in overseeing some aspects of their work. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3450. Industrial Designer, Level IV-** Under general supervision, works with engineering, marketing, production and sales departments to create exterior designs in support of the engineering function. Is involved in the evaluation and modification of existing designs, design characteristics, such as exterior dimensions for parts, necessary material quantities and load capacity, and design factors necessary to improve products or facilitate manufacturing operations. Aids directing lower level drafters towards desired objectives and may have latitude in overseeing some aspects of their work. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3460. Engineering Development Technician, Level I-** Performs various assignments in support of engineering research and/or development activity. Work may include performing engineering calculations, building experimental devices from engineering sketches or specifications, testing and troubleshooting of such devices or systems, and developing practical circuitry and design details. This category includes only those who are required to have knowledge of engineering principles; Do not include model builders, experimental assemblers or similar jobs not required to have such knowledge. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3470. Engineering Development Technician, Level II-** Performs various assignments in support of engineering research and/or development activity. Work may include performing engineering calculations, building experimental devices from engineering sketches or specifications, testing and troubleshooting of such devices or systems, and developing practical circuitry and design details. This category includes only those who are required to have knowledge of engineering principles; Do not include model builders, experimental assemblers or similar jobs not required to have such knowledge. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3480. Engineering Development Technician, Level III-** Performs various assignments in support of engineering research and/or development activity. Work may include performing engineering calculations, building experimental devices from engineering sketches or specifications, testing and troubleshooting of such devices or systems, and developing practical circuitry and design details. This category includes only those who are required to have knowledge of engineering principles; Do not include model builders, experimental assemblers or similar jobs not required to have such knowledge. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3490. Engineering Development Technician, Level IV-** Performs various assignments in support of engineering research and/or development activity. Work may include performing engineering calculations, building experimental devices from engineering sketches or specifications, testing and troubleshooting of such devices or systems, and developing practical circuitry and design details. This category includes only those who are required to have knowledge of engineering principles; Do not include model builders, experimental assemblers or similar jobs not required to have such knowledge. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3540. Research Laboratory Technician, Level I-** Follows guidance and direction of professional staff member to perform and evaluate non-repetitive chemical biological and/or physical tests and experiments. Supports the development of new products, materials and/or processing methods by conducting qualitative and quantitative analysis of materials. Will operate a wide variety of laboratory test equipment and apparatus including prototype systems and pilot-line equipment. Analyzes test data and prepares test reports. Prepares technical documentation of testing methods and procedures. Maintains technical notebooks and associated laboratory and experimental records. Work requires understanding of scientific and/or medical principles involved, and the ability to apply these and other specific principles and procedures. Conducts literature searches on similar applications. This position is normally found in a biological or physical research facility. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3550. Research Laboratory Technician, Level II-** Follows guidance and direction of professional staff member to perform and evaluate non-repetitive chemical biological and/or physical tests and experiments. Supports the development of new products, materials and/or processing methods by conducting qualitative and quantitative analysis of materials. Will operate a wide variety of laboratory test equipment and apparatus including prototype systems and pilot-line equipment. Analyzes test data and prepares test reports. Prepares technical documentation of testing methods and procedures. Maintains technical notebooks and associated laboratory and experimental records. Work requires understanding of scientific and/or medical principles involved, and the ability to apply these and other specific principles and procedures. Conducts literature searches on similar applications. This position is normally found in a biological or physical research facility. **PRIOR RELATED EXPERIENCE REQUIRED:** Two to four years. **EDUCATION AND TRAINING REQUIRED:** General knowledge equivalent to high school education plus two years of technical or trade school training. **COMPLEXITY:** Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. **RESPONSIBILITY AND SUPERVISION RECEIVED:** Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3560. Research Laboratory Technician, Level III-** Follows guidance and direction of professional staff member to perform and evaluate non-repetitive chemical biological and/or physical tests and experiments. Supports the development of new products, materials and/or processing methods by conducting qualitative and quantitative analysis of materials. Will operate a wide variety of laboratory test equipment and apparatus including prototype systems and pilot-line equipment. Analyzes test data and prepares test reports. Prepares technical documentation of testing methods and procedures. Maintains technical notebooks and associated laboratory and experimental records. Work requires understanding of scientific and/or medical principles involved, and the ability to apply these and other specific principles and procedures. Conducts literature searches on similar applications. This position is normally found in a biological or physical research facility. **PRIOR RELATED EXPERIENCE REQUIRED:** Four to six years. **EDUCATION AND TRAINING REQUIRED:** General knowledge equivalent to the completion of two years of college. **COMPLEXITY:** Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. **RESPONSIBILITY AND SUPERVISION RECEIVED:** Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3570. Research Laboratory Technician, Level IV-** Follows guidance and direction of professional staff member to perform and evaluate non-repetitive chemical biological and/or physical tests and experiments. Supports the development of new products, materials and/or processing methods by conducting qualitative and quantitative analysis of materials. Will operate a wide variety of laboratory test equipment and apparatus including prototype systems and pilot-line equipment. Analyzes test data and prepares test reports. Prepares technical documentation of testing methods and procedures. Maintains technical notebooks and associated laboratory and experimental records. Work requires understanding of scientific and/or medical principles involved, and the ability to apply these and other specific principles and procedures. Conducts literature searches on similar applications. This position is normally found in a biological or physical research facility. **PRIOR RELATED EXPERIENCE REQUIRED:** Six or more years. **EDUCATION AND TRAINING REQUIRED:** General knowledge equivalent to three or more years of college. **COMPLEXITY:** Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. **RESPONSIBILITY AND SUPERVISION RECEIVED:** Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3580. Chemical Technician, Level I-** Tests chemical and physical properties of materials via quantitative or qualitative analysis to determine their conformance to established formulas and standards. May prepare materials for and conduct chemical tests using instrumental techniques such as chromatography, spectroscopy and diffraction. Excludes biochemistry technicians. **PRIOR RELATED EXPERIENCE REQUIRED:** Less than two years. **EDUCATION AND TRAINING REQUIRED:** General knowledge equivalent to high school education plus a short specialty course. **COMPLEXITY:** Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. **RESPONSIBILITY AND SUPERVISION RECEIVED:** Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3590. Chemical Technician, Level II-** Tests chemical and physical properties of materials via quantitative or qualitative analysis to determine their conformance to established formulas and standards. May prepare materials for and conduct chemical tests using instrumental techniques such as chromatography, spectroscopy and diffraction. Excludes biochemistry technicians. **PRIOR RELATED EXPERIENCE REQUIRED:** Two to four years. **EDUCATION AND TRAINING REQUIRED:** General knowledge equivalent to high school education plus two years of technical or trade school training. **COMPLEXITY:** Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. **RESPONSIBILITY AND SUPERVISION RECEIVED:** Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3600. Chemical Technician, Level III-** Tests chemical and physical properties of materials via quantitative or qualitative analysis to determine their conformance to established formulas and standards. May prepare materials for and conduct chemical tests using instrumental techniques such as chromatography, spectroscopy and diffraction. Excludes biochemistry technicians. **PRIOR RELATED EXPERIENCE REQUIRED:** Four to six years. **EDUCATION AND TRAINING REQUIRED:** General knowledge equivalent to the completion of two years of college. **COMPLEXITY:** Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. **RESPONSIBILITY AND SUPERVISION RECEIVED:** Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3610. Chemical Technician, Level IV-** Tests chemical and physical properties of materials via quantitative or qualitative analysis to determine their conformance to established formulas and standards. May prepare materials for and conduct chemical tests using instrumental techniques such as chromatography, spectroscopy and diffraction. Excludes biochemistry technicians. **PRIOR RELATED EXPERIENCE REQUIRED:** Six or more years. **EDUCATION AND TRAINING REQUIRED:** General knowledge equivalent to three or more years of college. **COMPLEXITY:** Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. **RESPONSIBILITY**

AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3620. Technical Writer, Level I-** Compiles technical data and writes or revises text for such publications as products or parts catalogs, product support or service manuals, technical reports, etc. Extracts data from such sources as blue-prints, engineering orders, reports and specifications and writes text in format and style specified by company or by customer. May consult with engineering or other technical personnel to clarify details of source materials. Higher levels may have responsibility for planning the layout of entire manuals, including sequence of topics and arrangement of drawings for Technical Publications. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3630. Technical Writer, Level II-** Compiles technical data and writes or revises text for such publications as products or parts catalogs, product support or service manuals, technical reports, etc. Extracts data from such sources as blue-prints, engineering orders, reports and specifications and writes text in format and style specified by company or by customer. May consult with engineering or other technical personnel to clarify details of source materials. Higher levels may have responsibility for planning the layout of entire manuals, including sequence of topics and arrangement of drawings for Technical Publications. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3640. Technical Writer, Level III-** Compiles technical data and writes or revises text for such publications as products or parts catalogs, product support or service manuals, technical reports, etc. Extracts data from such sources as blue-prints, engineering orders, reports and specifications and writes text in format and style specified by company or by customer. May consult with engineering or other technical personnel to clarify details of source materials. Higher levels may have responsibility for planning the layout of entire manuals, including sequence of topics and arrangement of drawings for Technical Publications. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3650. Technical Writer, Level IV-** Compiles technical data and writes or revises text for such publications as products or parts catalogs, product support or service manuals, technical reports, etc. Extracts data from such sources as blue-prints, engineering orders, reports and specifications and writes text in format and style specified by company or by customer. May consult with engineering or other technical personnel to clarify details of source materials. Higher levels may have responsibility for planning the layout of entire manuals, including sequence of topics and arrangement of drawings for Technical Publications. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3660. Test Technician/Quality Control, Level I-** At various stages of the production process performs tests to determine whether product meets specifications as to dimensions, performance, mechanical, electrical, chemical or biological characteristics, etc. Higher levels may set up or devise test procedures for new or limited-production items, diagnose malfunctions or production problems on the basis of test results, and perform trouble shooting and rework of complex items. Testing involves understanding of engineering/scientific theory and interpretation of results. Inspectors who merely perform prescribed inspection procedures should be excluded. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3670. Test Technician/Quality Control, Level II-** At various stages of the production process performs tests to determine whether product meets specifications as to dimensions, performance, mechanical, electrical, chemical or biological characteristics, etc. Higher levels may set up or devise test procedures for new or limited-production items, diagnose malfunctions or production problems on the basis of test results, and perform trouble shooting and rework of complex items. Testing involves understanding of engineering/scientific theory and interpretation of results. Inspectors who merely perform prescribed inspection procedures should be excluded. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3680. Test Technician/Quality Control, Level III-** At various stages of the production process performs tests to determine whether product meets specifications as to dimensions, performance, mechanical, electrical, chemical or biological characteristics, etc. Higher levels may set up or devise test procedures for new or limited-production items, diagnose malfunctions or production problems on the basis of test results, and perform trouble shooting and rework of complex items. Testing involves understanding of engineering/scientific theory and interpretation of results. Inspectors who merely perform prescribed inspection procedures should be excluded. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years.

EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3690. Test Technician/Quality Control, Level IV-** At various stages of the production process performs tests to determine whether product meets specifications as to dimensions, performance, mechanical, electrical, chemical or biological characteristics, etc. Higher levels may set up or devise test procedures for new or limited-production items, diagnose malfunctions or production problems on the basis of test results, and perform trouble shooting and rework of complex items. Testing involves understanding of engineering/scientific theory and interpretation of results. Inspectors who merely perform prescribed inspection procedures should be excluded. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3700. Electronics Production Technician, Level I-** Repairs and maintains machines and equipment used in processing assembly of electronic components. Works from blueprints and other specifications, using hand tools and test equipment: Tests faulty equipment and inspects mechanical or electrical units and controls to diagnose malfunctions. Repairs or replaces defective units and adjusts equipment or machines. May be responsible for actual installation. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3710. Electronics Production Technician, Level II-** Repairs and maintains machines and equipment used in processing assembly of electronic components. Works from blueprints and other specifications, using hand tools and test equipment: Tests faulty equipment and inspects mechanical or electrical units and controls to diagnose malfunctions. Repairs or replaces defective units and adjusts equipment or machines. May be responsible for actual installation. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3720. Electronics Production Technician, Level III-** Repairs and maintains machines and equipment used in processing assembly of electronic components. Works from blueprints and other specifications, using hand tools and test equipment: Tests faulty equipment and inspects mechanical or electrical units and controls to diagnose malfunctions. Repairs or replaces defective units and adjusts equipment or machines. May be responsible for actual installation. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3730. Electronics Production Technician, Level IV-** Repairs and maintains machines and equipment used in processing assembly of electronic components. Works from blueprints and other specifications, using hand tools and test equipment: Tests faulty equipment and inspects mechanical or electrical units and controls to diagnose malfunctions. Repairs or replaces defective units and adjusts equipment or machines. May be responsible for actual installation. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3740. Safety Technician, Level I-** Is responsible for the testing and inspection of the employee working environment in support of OSHA regulations. Oversees all accident, safety and fire prevention procedures and equipment to ensure its proper use. Is responsible for the proper handling, receiving, storing, and disposal of hazardous materials. Develops safety and health policies and ensures that corrective action has been taken where necessary to maintain safety standards. Maintains records of inspections and inventory of safety-related equipment. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3750. Safety Technician, Level II-** Is responsible for the testing and inspection of the employee working environment in support of OSHA regulations. Oversees all accident, safety and fire prevention procedures and equipment to ensure its proper use. Is responsible for the proper handling, receiving, storing, and disposal of hazardous materials. Develops safety and health policies and ensures that corrective action has been taken where necessary to maintain safety standards. Maintains records of inspections and inventory of safety-related equipment. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3760. Safety Technician, Level III-** Is responsible for the testing and inspection of the employee working environment in support of OSHA regulations. Oversees all accident, safety and fire prevention procedures and equipment to ensure its proper use. Is responsible for the proper handling, receiving, storing, and disposal of hazardous materials. Develops safety and health policies and ensures that corrective action has been taken where necessary to maintain safety standards. Maintains records of inspections and inventory of safety-related equipment. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3770. Safety Technician, Level IV-** Is responsible for the testing and inspection of the employee working environment in support of OSHA regulations. Oversees all accident, safety and fire prevention procedures and equipment to ensure its proper use. Is responsible for the proper handling, receiving, storing, and disposal of hazardous materials. Develops safety and health policies and ensures that corrective action has been taken where necessary to maintain safety standards. Maintains records of inspections and inventory of safety-related equipment. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

**3780. Field Service Technician, Level I-** Installs and performs on-site repair of customer's machinery or equipment. Plans layout of equipment. Updates and modifies equipment as necessary. Maintains detailed service records. May instruct customers and workers on the operation and proper use of equipment or machinery. Excludes those whose primary responsibility is the repair and maintenance of digital computers, associated peripheral equipment, or copy machines. PRIOR RELATED EXPERIENCE REQUIRED: Less than two years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus a short specialty course. COMPLEXITY: Repetitive type job. Follows instructions and procedures exactly. Makes a few minor decisions if they follow an established procedure. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under direct or close supervision and has minor responsibility. All work is subject to review.

**3790. Field Service Technician, Level II-** Installs and performs on-site repair of customer's machinery or equipment. Plans layout of equipment. Updates and modifies equipment as necessary. Maintains detailed service records. May instruct customers and workers on the operation and proper use of equipment or machinery. Excludes those whose primary responsibility is the repair and maintenance of digital computers, associated peripheral equipment, or copy machines. PRIOR RELATED EXPERIENCE REQUIRED: Two to four years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to high school education plus two years of technical or trade school training. COMPLEXITY: Semi-repetitive type of job. Occasionally makes decisions, but only when definite, well established precedents are available. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under supervision of a lesser degree and has limited responsibility. Most work is subject to supervisory review.

**3800. Field Service Technician, Level III** - Installs and performs on-site repair of customer's machinery or equipment. Plans layout of equipment. Updates and modifies equipment as necessary. Maintains detailed service records. May instruct customers and workers on the operation and proper use of equipment or machinery. Excludes those whose primary responsibility is the repair and maintenance of digital computers, associated peripheral equipment, or copy machines. PRIOR RELATED EXPERIENCE REQUIRED: Four to six years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to the completion of two years of college. COMPLEXITY: Variable type of job. Makes frequent simple decisions and exercises judgment and discretion in the absence of clear-cut precedents. RESPONSIBILITY AND SUPERVISION RECEIVED: Works under general supervision and has considerable responsibility for work output. Work is only spot checked.

**3810. Field Service Technician, Level IV-** Installs and performs on-site repair of customer's machinery or equipment. Plans layout of equipment. Updates and modifies equipment as necessary. Maintains detailed service records. May instruct customers and workers on the operation and proper use of equipment or machinery. Excludes those whose primary responsibility is the repair and maintenance of digital computers, associated peripheral equipment, or copy machines. PRIOR RELATED EXPERIENCE REQUIRED: Six or more years. EDUCATION AND TRAINING REQUIRED: General knowledge equivalent to three or more years of college. COMPLEXITY: Highly variable type of job. Makes decisions where only general procedures are available. Decisions are considered difficult within the nature of the work. RESPONSIBILITY AND SUPERVISION RECEIVED: Receives only technical direction. Responsible for outcome of projects assigned on basis of general parameters of desired results.

## PRODUCTION

**700. Electronic And/Or Electromechanical Assembler -Minor Skills-** On a production basis, performs light electronic and/or electromechanical assembly work of low complexity and limited scope. Performs only relatively simple assembly procedures, which require primarily manual dexterity and the ability to work with simple hand tools. The cycle of repetition is ordinarily short with long work runs on the same or similar items. Parts are ordinarily not difficult to handle and soldering, if required, does not involve access problems. Works from samples or simple visual aids (clearly marked drawings or photographs, etc.) and receives detailed instructions as to exact procedures to be followed. Excludes those who are engaged primarily in loading and operating a machine, which assembles parts or components.

**705. Electronic And/Or Electromechanical Assembler – Semiskilled-** On a production basis, performs light electronic and/or electromechanical assembly work of moderate complexity. Assembly procedures may involve soldering where access is somewhat difficult, working with parts or components that require special care in handling or other procedures that require good dexterity, and facility in use of a variety of hand tools. Work is not typically highly repetitive, but the cycle of repetition may be short enough to allow the development of some habit patterns. Must be

able to work from wiring diagrams, detailed blueprints, or other input documents of similar complexity. May make minor procedural decisions in soldering, fitting, etc., but always within established guidelines. Excludes those who are engaged primarily in loading and operating a machine, which assembles parts or components.

**710. Electronic And/Or Electromechanical Assembler –Skilled-** On a production basis, performs light electronic and/or electromechanical assembly work of high complexity. Work requires a manipulative skill of a high-level, facility with a wide variety of hand tools and simple test gears, and a sufficient understanding of the functional operation of the items assembled to make minor modifications and part substitutions in the assembly process. Work typically involves a wide variety of operations with a very long work-cycle and may involve the responsibility for final assembly or production build-up of complete units composed of complex sub-assemblies. May also perform some trouble-shooting and rework of production items. Must be able to work from complex schematics, final assembly blueprints, and other input documents of similar complexity with a minimum of supervision using considerable judgment in planning work sequences and determining the workability of the completed item. Excludes developmental assemblers and engineering technicians.

**715. Mechanical Assembler - Minor Skills-** On a production basis, performs light mechanical assembly work of low complexity and limited scope. Only relatively simple assembly procedures are involved, which require primarily manual dexterity and the ability to work with simple hand tools. Ordinarily, this position works with parts that are not difficult to handle and do not require fitting to close tolerances. Works from samples or simple visual aids (clearly marked assembly drawings, photographs, etc.) and receives detailed instructions as to exact procedures to be followed. Does not include those who assemble major structural elements or those who perform electronic assembly work on more than an incidental basis. Also excluded are those who primarily engage in loading and operating a machine, which assembles parts or components.

**720. Mechanical Assembler – Semiskilled-** On a production basis, performs light mechanical assembly work of moderate complexity. Assembly procedures may involve adjusting, trimming, and fitting parts to moderately close tolerances, working with parts or components that are difficult to handle, and other skills that require good dexterity and facility in the use of a variety of hand tools. Work is not typically highly repetitive, but the cycle of repetition may be short enough to allow the development of some habit patterns. Must be able to work from detailed blueprints, assembly sketches, or other input documents of similar complexity. May make minor procedural decisions in fitting and adjusting of parts, etc., but always within established guidelines. Excludes those who assemble major structural elements or those who perform electronic assembly work on more than an incidental basis. Also excluded are those engaged primarily in loading and operating a machine, which assembles parts or components.

**725. Mechanical Assembler- Skilled-** On a production basis, performs light mechanical assembly work, which is typically of high complexity and/or requires fitting, alignment, and the adjustment of components, units, and assemblies to very close tolerances. Work requires manipulative skills of a high-level, facility with a wide variety of hand tools and measuring instruments, and a sufficient understanding of the functional operation of the items assembled to make minor modifications and part substitutions in the assembly process. Work typically involves a wide variety of operations with a long work cycle. May perform some trouble-shooting and rework of production items. Must be able to work from complex and detailed assembly blueprints and/or verbal and written instructions with minimal supervision using considerable judgment in planning work sequence and determining workability of the completed item. Excludes those who assemble major structural elements or those who perform electronic assembly work on more than an incidental basis. Also excluded are developmental assemblers and engineering technicians.

**730. Leader, Assembly Group – A-** Leads a group in performing assembly operations on a variety of mechanical, electrical, or electronic subassemblies or complete products having a considerable number of details. Fits to very close tolerances and operating requirements and makes tests and final adjustments. Checks and arranges for availability of materials, tools, and fixtures. Sets and adjusts machines for proper operation. Assigns work and instructs operators on proper operation, safe practices, and housekeeping. Prepares reports on group activities. Performs any variety of operations within group to maintain flow of work.

**735. Leader, Assembly Group – B-** Leads a group in performing assembly operations following standardized methods on mechanical, electrical, or electronic parts that involve interchangeable parts requiring simple fitting, adjustment, or alignment for free working and proper parts clearance. Checks and arranges for availability of materials, tools, and fixtures. Sets and adjusts machines for proper operation, assigns work, prepares reports on group activities, and may perform any variety of operations within group to maintain flow of work.

**740. Assembler (Floor): I-** From an assigned floor post, uses light-powered electrical or mechanical tools, including hand tools, in the construction of mechanical subassemblies or entire units from fabricated components. Performs simple and routine repetitive manual operations such as fitting, aligning, calibrating, and adjusting parts and mechanical units to meet specifications and requirements. This is an entry-level position requiring little or no previous experience. Incumbents are able to meet minimum standards after a minimal amount of training.

**745. Assembler (Floor): II-** From a floor post, performs moderate repetitive manual operations in connection with assembling or manufacturing components subassemblies or entire units. Uses light-powered electrical or mechanical tools, including hand tools. Able to fit, align, calibrate, and adjust parts and mechanical units to meet specifications and requirements. Applies advanced skills in area of specialization including fitting, calibration, alignment, and adjustment of components. May choose procedures, techniques, tools, materials, and/or equipment to meet special needs. This is an intermediate position and work is typically only spot-checked.

**800. Experimental Machinist-** Working from preliminary design information and functional data, produces machine parts that are required for construction of mechanical assemblies for prototypes and pilot production units. Plans methods and sequences of machines, taking into consideration such factors as the characteristics of various metals, the effect of heat treating, warping, etc. Lays out parts for successive machining

operations, performs complicated set-ups, improvises tooling when standard tooling cannot be utilized, and determines machine speeds and feeds. Must have a high degree of skill in the use of a wide variety of machine tools, machinist's hand tools, and precision measuring instruments.

**805. Operator, Degreaser-** Operates basket, conveyor type, or degreasing tank to remove oil, grease, and other surface foreign matter from a wide variety of sheet metal or machined parts, castings, and assemblies. Loads and positions part to permit draining of solution. Distills and cleans solution tank periodically.

**810. General Machinist, Production, Journey-** Performs multiple setups and operations to produce metal parts and assemblies on a production basis. Sets-up and operates a variety of machines such as lathes, mills, precision grinders, etc. to perform diversified machining operations. Must be able to work from complex blueprints and drawings, perform non-standard shop computations relating to dimensions of work, tooling, speeds, and feeds of machining, and use a wide variety of precision measuring instruments. Include only journeyman machinists who regularly use more than one type of machine in their work. Excluded are maintenance machinists and experimental machinists.

**811. General Machinist, Production, Senior-** Performs multiple setups and operations to produce metal parts and assemblies on a production basis. Sets-up and operates a set number of machines such as lathes, mills, precision grinders, etc. to perform diversified machining operations. Able to work from complex blueprints and drawings, perform standard shop computations relating to dimensions of work, tooling, speeds, and feeds of machining, and use a wide variety of precision measuring instruments. Excluded are maintenance machinists and experimental machinists.

**812. General Machinist, Production-** Perform a limited range of operations on a limited variety of milling and profiling machines, bench lathes, drills, punch and hydraulic or foot operated presses. Setups, fixtures, tools, speeds and feeds are furnished by others. Check work, using various measuring instruments. Make minor adjustments, replace drills and tools.

**830. Setter, Injection Molding Machine-** Performs duties to set up manual, semiautomatic, and fully-automatic injection molding machines. Works from schedules and instructions. Positions and clamps mold into press bed. Connects water lines, adjusts and regulates heat, sets clamp height, and connects electrical lines and hydraulic slides making required adjustments. Attaches and adjusts ejector systems. Sets cycle for machine and runs sample piece part for simple production jobs. Examines for defects and readjusts controls as necessary. Ensures that correct raw materials are in machine hoppers. Loads hoppers during production as necessary. Notifies supervisor of unusual equipment or operating problems. Troubleshoots equipment and makes simple mechanical repairs as necessary.

**835. Injection Molding Machine Operator-** Operates injection molding machine to produce molded products or parts from pre-mixed standard rubber or plastic compounds. Preheats to specified temperature and starts machine cycling. Maintains continuous attention to heat and pressure gauges to ensure that mold does not close on a molded product. Removes molded products from machine, may trim off sprue, flash, etc., and keeps a record of products produced. Watches for malfunction of machine as evidenced by defective products and reports this to superior. Does not include operators who do their own setups.

**855. Inspector I-** Under direct supervision, performs repetitive and routine dimensional and electrical inspection of standard parts, units, equipment, or materials. Uses standard inspection devices and/or elementary testing equipment and follows prescribed inspection procedures. May set-up, check, and visually inspect bench-assembled production components and subassemblies for conformance to predetermined electrical and/or mechanical standards, specifications, or tolerances. Excluded are inspectors who accept or reject items solely on the basis of visual observation. Incumbents in this position usually have less than 2 years of experience.

**856. Inspector II-** Under limited supervision, performs complex dimensional inspection on parts, units, equipment, and materials to assure compliance with drawings or specifications. Requires the ability to interpret prints, schematics, or drawings. Uses inspection devices and/or testing equipment and follows general inspection procedures. May set-up, check, and visually inspect bench-assembled production components and subassemblies for conformance to predetermined electrical and/or mechanical standards, specifications, or tolerances. May provide assistance to less experienced inspectors. Incumbents in this position usually have at least 2 years of experience.

**860. Inspector Precision Machine-** Sets-up and performs mechanical inspection of machined parts and completed precision assemblies to determine precise conformance to specifications, tolerances, and workmanship standards. May be required to determine methods of inspection to be used, make complex set-ups, and perform first-article inspection. Must be proficient in the use of such precision measuring instruments such as micrometers, verniers, depth gages, gage blocks, sine bars, and comparators. Must be able to work from complex blueprints, inspection specifications, and verbal or written instructions.

**862. Quality Control, Entry-** Under immediate supervision, performs a variety of quality control tests/inspections on products, materials, components, parts, etc. at various stages of the production process to ensure compliance with quality and reliability standards. Working from detailed verbal and written instructions records statistical data, analyzes data and writes summaries to validate or show deviations from existing standards. May recommend modifications to existing standards, methods, and procedures or suggest new standards, methods, and procedures. Duties and tasks are usually simple and repetitive. Usually refers questions and problems to higher levels. Incumbents in this position usually have less than 2 years of related experience.

**863. Quality Control, Intermediate-** Under general supervision, performs a variety of quality control tests/inspections on products, materials, components, parts, etc. at various stages of the production process to ensure compliance with quality and reliability standards. Applying advanced experience and knowledge with procedures, techniques, tools, materials, and/or equipment to record statistical data, analyze data, and write

summaries to validate or show deviations from existing standards. Will resolve routine and semi-complex questions and problems. Will usually elevate unusual problems to supervisor/or top QC person. May recommend modifications to existing standards, methods, and procedures or suggest new standards, methods, and procedures. Duties and tasks are varied but standardized. Usually refers questions and problems to higher levels. Incumbents in this position usually have 3-4 years of related experience.

**864. Quality Control, Senior-** Under minimal supervision, performs a variety of quality control tests/inspections on products, materials, components, parts, etc. at various stages of the production process to ensure compliance with quality and reliability standards. Applies advanced skills experience and knowledge with procedures, techniques, tools, materials, and/or equipment. Relies on experience and judgment to recommend modifications to existing standards, methods, and procedures or suggest new standards, methods, and procedures. May periodically assist in orienting, training, assigning, and checking the work of lower-level employees. Duties are varied, moderately complex, and generally non-standard. Resolves most questions and problems and refers only the most complex issues to higher levels. May be designated as "lead" worker and usually has at least 4 years of related experience.

**889. Operator & Setup Machining Center (NC/CNC), Lead (Master Craftman)-** As a setter and group lead, plan job setups, review process sheet and call up program to determine tools required to perform a wide variety of very close tolerance drilling, tapping and milling operations. Under general direction, performs highly complex and exacting job setups and override program settings as related to tool feeds and speeds. Pulls required fixtures, holding devices, and materials. Inserts tool holders or installs pre-set tools in machine. Sets and sharpens tools, as necessary. Adjusts tool travel distances. Writes, modifies, and inputs required program instructions. Monitors machine operations and inspects machined parts to ensure job specification maintenance. Selects from a variety of standard methods to inspect intricate parts. Improves machining method and builds special form tools, as needed.

**890. Operator & Setup Machining Center (NC/CNC), Senior-** Plans highly complex and exacting job setups and override program settings as related to tool feeds and speeds. Pulls required fixtures, holding devices, and materials. Inserts tool holders or installs pre-set tools in machine. Sets and sharpens tools, as necessary. Adjusts tool travel distances. Writes, modifies, and inputs required program instructions. Monitors machine operations and inspects machined parts to ensure job specification maintenance. Selects from a variety of standard methods to inspect intricate parts. Improves machining method and builds special form tools, as needed.

**895. Operator & Setup Machining Center (NC/CNC), Intermediate-** Plans highly complicated job set-ups and overrides program settings related to tool feeds and speeds. Determines tools required to perform a variety of close tolerances, drilling, tapping, and milling operations. May pull required fixtures, holding devices, and materials. Inserts tools in tool holders or installs pre-set tools in machine. Sets and sharpens tools, as necessary. Adjusts tool travel distances. Inputs required program instructions. Monitors machine operations and inspects machined parts to ensure job specifications are maintained.

**896. Operator, Machining Center (NC/CNC)-** Operates and makes simple adjustments to semi-automatic or automatic numerically controlled machine tools to perform standard and repetitive sequences of operations where programs are provided and setups are made and maintained by others. Operations include drilling, boring and milling, turning, etc., employing recognized tooling and procedures and where tolerances are close, but not difficult to maintain. Checks parts for conformance to specifications.

**897. Production Machine Operator-** Performs highly repetitive types of short cycle machine operations associated with quantity production of identical units. Starts and stops machine, feeds the machine, and watches machine for imperfect operation. This job is mainly one of machine tending. Speeds, feeds, and toolings are ordinarily prescribed. In case of trouble, problems are called to the attention of a set-up man or supervisor. Normally works under close supervision.

**905. Sewing Machine Operator-** Working from patterns or with precut pieces of material, operates a sewing machine to sew, join, hem, gather, reinforce, or decorate various articles. Maintains even stitch, tension, alignment, and distribution of material. Observes stitching to detect defects and notifies appropriate personnel when defects are caused by machine malfunction. Selects sewing supplies such as binding, braid, cord, piping, tape, thread, or welt according to specifications or color of material. Maintains machine by cleaning and oiling, as necessary.

**915. Production Worker, Intermediate-** Performs routine factory work requiring little job knowledge, skill, or discretion in selecting work methods. Covers such duties as tending conveyor lines or performing simple repetitive bench operations such as burring, parts numbering, replenishing process solutions, etc. Includes only light to medium physical effort.

**920. Production Worker, Senior-** Under general supervision, performs production activities, which require a working knowledge of various processes, operations, and machines. Sets-up and operates machinery and equipment for production operations and may assist lower-level workers with these processes. Advises relevant personnel of any problems with equipment and materials. Retains logs of completed work.

**925. Production Worker, Group Leader-** Under minimal supervision, performs production activities that require a broad knowledge of various processes, operations, and machines. Oversees and monitors production to ensure quality and performs verifications and inspections of products and machines. Assists in the training of new employees and aides employees with questions regarding work standards. Performs minor troubleshooting and maintenance to equipment and operates production machinery when there are personnel shortages or changes in scheduling. Documents all department functions daily.



**955. Painter, Production, Senior-** Mixes paints, enamel, or lacquers to match specified or standardized colors, consistencies, and viscosities for spraying or brushing. Prepares surfaces and applies a wide variety of coatings to obtain high grade and decorative finishes on large parts or products. Able to match colors in shading, two-toning, and hand graining, and in the distribution and baking of special and unusual finishes. Allows for change in color during drying or baking. Touches up marred surfaces.

**960. Painter, Production, Intermediate-** Mixes supplied coating materials with thinners to obtain proper consistency. Applies bond in a consistent manner. Applies bond coats and standard finishes to a variety of parts or products using spray gun or brush.

**965. Painter, Production, Entry-** Brushes paint on, or dips a variety of parts in commercially prepared costing materials. Mixes paints with thinner to obtain proper consistency.

**970. Tool And Cutter Grinder, Setup And Operator-** Sets-up and operates tool and cutter grinding machines to grind tools, cutters, and bits to shape. Sets machine feeds and speeds, selects and mounts proper size and type of wheel, sets clearances and angles. Adjusts stops, mounts work by use of standard tooling or holding fixtures, and works to very close tolerances. Typical grinding work involves sharpening milling cutters, thread and serrating mills, end mills, counterbores, countersinks, taps, drills, reamers, bits, and thread chasers.

**975. Maker, Tool, Die, And Gauge, Master Craftsman-** Designs, develops, and constructs highly intricate tools, dies, jigs, fixtures, and gauges, where accurate relationships, fitting, and interchangeability of parts require maintenance of extremely close tolerances. Devises special mechanisms to meet or obtain specific requirements. Determines metal flow in dies, selects allowances, performs difficult development work, makes tool tryouts, and diagnoses and corrects problems. May advise and direct the activities of one or two lower-graded toolmakers.

**980. Maker, Tool, Die, And Gauge Senior-** Plans, constructs, alters, and repairs a wide variety of tools, dies, jigs, fixtures, and gauges to required tolerances. Performs developmental work, difficult tool room operations and skilled fitting, timing, and adjusting. Plans construction procedures and methods and selects materials. Makes allowances for shrinkage during heat treating of tools and metal flow in dies. Makes tool tryouts. Diagnoses and corrects problems in complicated dies and tools.

**985. Maker, Tool, Die, And Gauge, Intermediate-** Constructs, alters, and repairs a variety of tools, jigs, dies, fixtures, and gauges, where standard work methods are used. Makes parts for higher-class toolmakers. Fits and assembles parts and performs ordinary tool room machine operations to close tolerances.

**990. Tool Room Attendant-** Receives, stores, and issues hand tools, machine tools, dies, jigs, gauges, and similar equipment, keeping records of withdrawals and returns. Maintains inventory records of tools and equipment in stock. Reports damaged and worn-out equipment to superiors. May clean tools, but is not responsible for skilled repair work.

**995. Welder, Arc And Gas-** Welds metal objects together by means of an oxyacetylene torch or arc welder apparatus to fabricate metal shapes or articles or to repair broken or cracked metal objects. Sets-up pre-fitted parts for welding and uses hand tools, clamps, jigs, and fixtures. In addition to performing hand welding or brazing operations, works from specifications, drawings, prints, or welding symbols and may also lay out guide lines or marks on metal parts and cut metal with a cutting torch. Works on a variety of metals and alloys. May require 4 position welding. May involve work on high pressure, code, certification, or other work, which involves critical safety and load requirements. May select electrodes, tips, and rods. Does not include spot, tack or machine welders, or workers who specialize in layout work and in torch cutting.

**1000. Welder, Spot-** Spot-welds on a variety of parts or products. May use machine or do hand tacking. Sets-up machine, selects electrodes, and regulates current settings, time, and pressure. Handles and positions work with or without fixtures.