

Functional Area	2017 Survey Code	Survey Title	Job Summary
Finance / Accounting	101	<b>Controller</b>	Directs, coordinates, and participates in a variety of activities related to the establishment and revision of accounting systems, policies and procedures.
Finance / Accounting	102-a, -b	<b>Financial Analyst</b>	Performs financial research and analyzes rate of return, depreciation, working capital, and expenses performance. Prepares reports for forecasting and analyzes budget, market sales and trends.
Finance / Accounting	102-s, -m	<b>Financial Analysis Management</b>	Management for Financial Analysis area. Please review level guide charts to determine appropriate match to your organization.
Finance / Accounting	112-a, -b	<b>Accountant</b>	Posts to and balances registers or ledgers, assists in preparation of or prepares accounting reports and year-end activities. Prepares tax reports and returns, extension requests, and income statements. May analyze financial reports and records. Typically requires a bachelors degree or equivalent of education and experience.
Finance / Accounting	112-s, -m	<b>Accounting Management</b>	Management for Accounting area. Please review level guide charts to determine appropriate match to your organization.
Finance / Accounting	115-1, -2	<b>Accounting Clerk</b>	Posts to registers or ledgers and verifies the accuracy of records and documents. May prepare regular, recurring or special reports.
Finance / Accounting	117-1, -2	<b>Accounts Payable/Accounts Receivable Clerk</b>	Performs a variety of tasks related to maintaining the accounts payable or receivable records for an organization, such as preparing customer statements, bills and invoices, reconciling expenses to the general ledger, processing expense reports, and handling basic client inquiries. Calculates and posts receipts to appropriate general ledger accounts and verifies details of transactions, such as funds received and total account balances. Prepares monthly receivable statements.
Finance / Accounting	118-s, -m	<b>AP/AR Management</b>	Management for Accounts Receivable and or Payable area. Please review level guide charts to determine appropriate match to your organization.
Finance / Accounting	120	<b>Cash Management Analyst</b>	Makes daily decisions on the direction of the investments and cash and how they are allocated. Determines and sets daily cash position. Duties include daily cash management activities (balance reporting, cash concentration, wires, account funding, receipt and disbursement forecasts etc.), bank account administration, account reconciliation, processing inter-company lending and investment requests, execution of currency, commodity and interest rate transactions, administer letters of credit and working with cash management banks. Recommend changes to cash management network/platform taking advantage of bank technologies and products to improve cash management process.
Finance / Accounting	122	<b>Cash Management Specialist</b>	Prepare daily deposits, transmit them to bank and provide them for general ledger input. Resolve exceptions and check inquiries. Process credits and returns for credit cards and checks. Minimum two year college degree with emphasis in business.
Finance / Accounting	132-a, -b	<b>Tax Accountant</b>	Prepares and analyzes tax records and reports; assists in preparing local, state and federal tax returns. Prepares claims for tax refunds; assists in preparation of statistical and financial tax reports; maintains records. Requires an accounting degree.
Finance / Accounting	132-s, -m	<b>Tax Management</b>	Management for Tax area. Please review level guide charts to determine appropriate match to your organization.
Finance / Accounting	141	<b>Credit Analyst</b>	Analyzes credit information to determine risk involved in lending money or extending credit terms to customers and prepares report of findings.
Finance / Accounting	141-s, -m	<b>Credit Management</b>	Management for Credit area. Please review level guide charts to determine appropriate match to your organization.
Finance / Accounting	145	<b>Credit/Collections Clerk</b>	Performs diversified credit, collection and clerical duties including calculating, reviewing, investigating and/or tracing customers. Maintains records or files, prepares reports and contacts delinquent or inactive accounts by telephone and written correspondence requesting payment. Ensures accuracy of credit information on newly opened accounts.
Finance / Accounting	152-a, -b	<b>Auditor</b>	Audits accounting and operational information to determine compliance with policies and procedures. Prepares audit reports and makes necessary recommendations for changes.
Finance / Accounting	152-s, -m	<b>Audit Management</b>	Management for Audit area. Please review level guide charts to determine appropriate match to your organization.
Finance / Accounting	165-1, -2	<b>Payroll Specialist</b>	Adjusts records for deductions, edits payroll listing against source records, traces and corrects errors, and assists in preparing periodic summary payroll reports. May compute multiple state payrolls where state and/or local taxes are involved.
Finance / Accounting	165-s, -m	<b>Payroll Management</b>	Management for Payroll area. Please review level guide charts to determine appropriate match to your organization.
Legal	200	<b>Attorney</b>	Reviews and draws up legal documents such as contracts involving leases, licenses, purchases, sales, and real estate. Researches legal resources to determine precedent and advises company on legal matters involving customers, vendors, employees and regulatory agencies. May appear in court on behalf of the company or act as company legal representative to contracted legal counsel. May act in a lead or supervisory capacity.
Legal	210	<b>Legal Secretary</b>	Prepares legal documents such as contracts, briefs, summons, complaints and motions. Requires considerable knowledge of legal terminology, procedures, documents, and processes.
Legal	230	<b>Paralegal</b>	Assists in preparation of legal documents, filings and pleadings. Performs legal and case research and compiles information. Formal Paralegal training required.

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Support	240	<b>Contract Specialist</b>	Prepare and draft contract documents. Review, assess, re-write, and draft contract terms and conditions based on proposed changes from customers and approved alternative language in accordance with corporate policy
Support	300	<b>Executive Assistant</b>	Routinely handles confidential and sensitive information. May supervise other support staff. Top administrative support level; typically reports to senior officers. (CEO, Presidents, CFO, COO, CIO, only)
Support	310-1, -2	<b>Administrative Assistant</b>	Performs administrative duties of a complex and confidential nature. Coordinates special projects. Serves as a resource and as a liaison to administrative officials.
Support	313	<b>Receptionist</b>	Greets and screens visitors, and provides or secures appropriate information to refer or direct a visitor to a location or personnel. Maintains a log of visitors and may perform clerical and/or switchboard duties.
Support	314	<b>Mail Clerk</b>	Receives, sorts and distributes internal & external mail. Processes and distributes outgoing mail using postal procedures and related operating equipment.
Support	314-s, -m	<b>Mail Room/Duplication</b>	Management for Mail Room/Duplication area. Please review level guide charts to determine appropriate match to your organization.
Support	316	<b>Copy Center Operator</b>	Operates copy duplicating equipment and machines to copy, collate, sort, reduce and enlarge documents. Operates related equipment including paper drills, binders, staplers, etc. Performs regular and routine maintenance. May contact vendors to repair equipment and machinery as required. Maintains logs of quantity and type of work performed. May prepare invoice billings for departmental users.
Support	318	<b>Cashier</b>	Operates a cash register, services customers, collects money and makes change.
Support	320	<b>Clerk</b>	Performs clerical duties such as filing, typing, record keeping, and operating office machines.
Support	332-a, -b	<b>Buyer</b>	Prepares orders, analyzes quotations, expedites deliveries, and purchases materials, supplies, and equipment
Support	334-a, -b	<b>Purchasing Agent</b>	Investigates and evaluates products and vendors. Negotiates contracts. Procures supplies, equipment, services and merchandise. Coordinates delivery of goods and services.
Support	334-m	<b>Procurement Management</b>	Management for Procurement area. Please review level guide charts to determine appropriate match to your organization
Support	335	<b>Purchasing Clerk</b>	Examines and processes daily purchase requisitions. Maintains files on vendors, price, and purchase requisitions. Prepares and distributes reports for all materials purchased.
Support	336	<b>Billing Clerk</b>	Processes invoices to be sent to vendors, insurance companies, and customers. Maintains files of customers, vendors, and insurance companies. Prepares and distributes reports to individuals as necessary.
Support	340	<b>Market Research Analyst</b>	Analyzes existing and potential product/service markets. Collects and analyzes data on established and prospective customers and on competitors. Prepares reports, that interpret market conditions and potentials. Investigates methods and costs of distribution and advertising.
Support	340-m	<b>Market Research Management</b>	Management for Market Research area. Please review level guide charts to determine appropriate match to your organization
Support	344-a, -b	<b>Marketing Representative</b>	Promotes sales and creates goodwill for products and/or services. May collect product related feedback directly from customers and make forecasts on of anticipated sales. May prepare literature, product displays, attend trade shows and / or conventions.
Support	344-s, -m	<b>Marketing Management</b>	Management for Marketing area. Please review level guide charts to determine appropriate match to your organization.
Support	350	<b>Office Manager</b>	Coordinates office services including mailroom, office supplies, central files, receptionist and clerical/secretarial functions. May supervise word processing and/or other broad support functions.
Support	354	<b>Cook</b>	Prepares food items to be served to employees and visitors. Uses standard recipes and may include serving and cleaning
Support	355	<b>Food Service Worker</b>	Serves food, performs sanitation/cleaning tasks, and prepares food not requiring cooking.
Support	356	<b>Switchboard Operator</b>	Operates switchboard or console in order to handle incoming and outgoing calls and in-house communications systems
Support	360	<b>Sales Representative or Sales Account Manager</b>	Calls on customers or potential customers to sell company products or services. Demonstrates or details products or services to potential customers to increase sales. May travel a prescribed or specific territory. Normally requires considerable knowledge of specific products or services.
Support	363	<b>Area Sales Manager</b>	Manages sales activities of an assigned area. Coordinates sales distribution by establishing sales territories, quotas, and objectives of assigned Sales representatives. Reviews market analyses to determine customer needs and opportunities for growth.
Support	370	<b>Claims Analyst</b>	Take reported losses from insured pertaining to new loss reports. Confirm policy existence and applicable coverage for loss. Enter all facts of loss and other pertinent information into automated system. Answer incoming calls from ACD line and direct to appropriate area. Set up new losses in appropriate numeric folder with matching computer output.
Support	373	<b>Claim Adjuster</b>	Investigate losses to determine liability, and duties owed under the policy. Negotiate property and injury claims in compliance with all Department of Insurance Regulations. Provide 24 hour contact on newly assigned files. Obtain recorded statements of significant parties related to the loss.

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Support	380-s, -m	<b>Security Management</b>	Management for Security area. Please review level guide charts to determine appropriate match to your organization
Support	380	<b>Security Guard – Unarmed</b>	Protects industrial plants, offices, warehouses and/or other facilities. Makes periodic inspections or tours to examine entry locations, doors, windows, gates, etc. Permits entry of visitors, vendors, supplies, trucks, etc. May be required to have good knowledge of first aid. Does not carry a weapon.
Support	390	<b>Pilot</b>	Responsible for the safe conduct of flights to which they are assigned. When assigned to a flight, has the final authority in the operation of the aircraft. Pilots must insure compliance with all federal, state, local and foreign regulations, as well as company policies and procedures specified in the company operations manual. Five years experience in the aviation field at least 1,500 hours flying experience and 1,500 hours of pilot in command in type of aircraft to be operated.
Support	392	<b>Co-Pilot</b>	Responsible for the safe conduct of flights to which they are assigned. When assigned to a flight, has authority for the operation of the aircraft. Ensures compliance with all federal, state, local, and foreign regulations, as well as company policies and procedures specified in the company operations manual. Minimum of 5 years experience as a co-pilot with at least 1500 hours of flying experience, including 500 hours Co-Piloting the type of aircraft to be operated.
Information Technology	400	<b>PC Applications Programmer/Developer (Applications run primarily on Programming/Development)</b>	Prepares IT program documentation and writes or modifies existing application or computer programs, flow charts and diagrams to address unique business issues or needs. Performs testing and de-bugging. May serve as trouble-shooter with hardware and software manufacturers.
Information Technology	400-m	<b>Programming/Development</b>	Management for IT Programming area. Please review level guide charts to determine appropriate match to your organization.
Information Technology	401-a, -b	<b>Business Analyst</b>	Collects information from end users in significant detail. This information is used to describe how the end user wants 'systems' to help them (where data comes from, what the critical data points include, how data should be compiled, what formulae should be used, how reports should look, and who should receive reports). All efforts are made to reflect 'system' needs from end user perspective.
Information Technology	402-a, -b	<b>System Analyst</b>	Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system. Plans and designs new computer systems or devises ways to apply existing systems resources to additional operations. Performs system studies to assist organization to realize maximum benefit from investments in equipment, personnel, and business processes. All work on 'system' needs from end technology perspective.
Information Technology	403	<b>Mainframe Applications Programmer/Developer (Applications run primarily on)</b>	Prepares IT program documentation and writes or modifies existing application or computer programs, flow charts and diagrams to address unique business issues or needs. Performs testing and de-bugging. May serve as trouble-shooter with hardware and software manufacturers. Usually involves high-volume and large-scale batch or online processing.
Information Technology	411	<b>Computer Operator</b>	Monitors computer console and peripheral equipment. Takes corrective action on hardware and software per specified routines and reports problems beyond assigned scope to supervisor. May prepare and operate computer and peripheral equipment. May analyze and correct errors and maintain records.
Information Technology	411-s, -m	<b>Computer Operations Management or Data Processing</b>	Management for Computer Operations area. Please review level guide charts to determine appropriate match to your organization.
Information Technology	414	<b>PC Specialist</b>	Installs, modifies, and makes minor repairs to personal computer hardware and software systems, and provides technical assistance and training to system users. Answers client's inquiries concerning systems operation; diagnoses system hardware, software, and operator problems; and recommends or performs remedial actions to correct problems based on knowledge of system operation.
Information Technology	415	<b>Data Entry Operator</b>	Transcribes data from source documents using standardized procedures and data recording devices. May code or interpret data. May perform verification of data entered.
Information Technology	415-s, -m	<b>Data Entry Management</b>	Management for Data Entry area. Please review level guide charts to determine appropriate match to your organization.
Information Technology	417-1, -2	<b>Help Desk Operator</b>	Provides first-level or higher user/customer telephone support for computer systems which includes software, hardware or telecommunication (LAN / WAN) systems. Trouble shoots hardware and software problems, assists users with desktop applications and provides user training.
Information Technology	418-m	<b>Help Desk Manager</b>	Oversee the operation of the IT help desk. Ensure staff is trained and performing to meet the needs of the organization. First line manager of this area
Information Technology	419	<b>Systems Report Writer</b>	Provides technical expertise, system coordination and user support. These positions are often department-level technical positions that support the general reporting and systems needs of the department and also act as liaisons to IT on system modification.
Information Technology	420	<b>Website Coordinator</b>	Researches and determines what information should be communicated via the Web. Consults with users to identify appropriate tools to put information on the Web. Interfaces with technical staff and users to maintain and implement the Website. Provides functional guidance to users.

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Information Technology	421	<b>Webmaster</b> (if only one Web employee, use job 421. If organization has multiple web related jobs, use the following	Editor of the web site. Responsible for the content and consistent look of the overall site. Maps the flow of the site, creates general graphics, provides specifications to the Web Author, Web Developer, and outside vendors for development of databases.
Information Technology	423	<b>Web Author</b>	Uses pre-designed software or HTML to create and develop visually aesthetic graphics and writes text about the organization, web site, catalogs, short stories and customer support documents for inclusion in the site itself. May create links to other web sites.
Information Technology	425	<b>Web Developer</b>	Utilizing a thorough knowledge of programming and server software operations, develops custom programs in languages such as Perl, C++, Java, ActiveX and VRML (Virtual Reality Modeling Language) to enhance user appeal and utility as well as the site functionality. May create front-end user interface to new or existing databases using HTML (Hyper Text Mark-Up Language) and SQL, C, VB (Visual Basic) or other languages to make business applications web accessible.
Information Technology	431	<b>Network Engineer/Architect</b>	Analyzes business needs plus designs, implements and supports network solutions on one or more multiple platforms via LAN or WAN architecture.
Information Technology	433	<b>System Engineer</b>	In a MCSE environment, responsible for the infrastructure development and enhancements for the organization.
Information Technology	434	<b>Network Engineer</b>	In a Cisco environment, responsible for the infrastructure development and enhancements for the organization.
Information Technology	435	<b>LAN/WAN Administrator</b>	Installs, maintains and monitors all activities of specific network facilities. Responsible for high quality transmissions on the network, software, power, and equipment. Primary contact for network problems; resolves problems related to system failure and degradation of services. Responsible for either or both LAN and WAN networks.
Information Technology	435-m	<b>Infrastructure Management</b>	Management for networks used by the organization. First line manager of this area.
Information Technology	440	<b>Project Manager, Technical</b>	Responsible for all aspects of the development and implementation of assigned projects. Provides a single point of contact for the projects. Takes projects from original concept through final implementation. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems. PMP Certification may be required.
Information Technology	442-1, -2	<b>Software Implementation Specialist</b>	Responsible for planning, coordinating, and supervising all activities related to the integration of software programs and applications into the organization's information systems. Also responsible for testing the applications under development by in-house software development teams.
Information Technology	450	<b>Database Administrator</b>	Directs and controls the activities related to database planning and development and the establishment of policies and procedures pertaining to its management, security, maintenance and utilization. Sets and monitors standards; advises management on database concepts and functional importance.
Information Technology	452	<b>Database Developer</b>	Works with architects to group data together for increased process and extracting efficiencies.
Information Technology	454	<b>Data Architect</b>	Compiles data to increase efficiency of data extractions.
Information Technology	454-m	<b>Database Management</b>	Oversee the operation of all database utilization. Ensure staff is trained and performing to meet the needs of the organization. First line manager of this area.
Information Technology	460-m	<b>Security Management</b>	Oversee the operation of all system security operations. Ensure staff is trained and performing to meet the needs of the organization. First line manager of this area.
Information Technology	460	<b>Security Engineer</b>	Plans, coordinates, and implements an organization's computer information security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure. Reviews violations of computer security procedures to eliminate violations.
Information Technology	470	<b>QA Tester</b>	Uses manual or automated system tests to ensure that programs, systems, databases, and networks will continue to operate correctly under extreme operating conditions.
Customer Service	501	<b>Customer Service Representative (Industrial)</b>	Provides service to customers verbally or in writing concerning specific problems with products or services. May research accounts to verify and/or correct customer information. May also open accounts or place orders for customers and make corrections per policy.
Customer Service	503	<b>Customer Service Representative (Consumer)</b>	Answers inquiries or processes orders over the telephone or in writing, answers inquiries from members, subscribers, and consumers. Assists with general account information. Processes, approves or refers inquiry as required by policy.
Customer Service	503-s, -m	<b>Customer Service Management</b>	Management for Customer Service area. Please review level guide charts to determine appropriate match to your organization.

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Customer Service	504	<b>Inbound Telephone Sales Representative</b>	Performs liaison sales services such as processing customer inquiries, taking orders, quoting prices and supplying outside sales personnel with information regarding customers. Composes correspondence and maintains records, including analysis of data to respond to inquiries. Maintains correspondence records and files. May transcribe information from computer terminals.
Customer Service	504-s, -m	<b>Inbound Telephone Sales</b>	Management for Telemarketing area. Please review level guide charts to determine appropriate match to your organization
Customer Service	506	<b>Financial Service Representative</b>	Promotes and sells financial products and services while providing quality customer service; researching and resolving client account problems; maintaining branch files, account records, and customer correspondence; processing and balancing customer transactions; and assisting in the day-to-day operations of the bank.
Customer Service	507	<b>Teller</b>	Cashes checks, accepts deposits and loan payments, and processes withdrawals. May also sell saving bonds, accept payments for customer's utility bills and charge cards, process paperwork for certificates of deposit, and sell travelers' checks. May handle commercial business accounts. Keeps records of money and negotiable instruments involved in financial transactions. Enters customers' transactions into computer to record transactions, and issues computer-generated receipts.
Customer Service	507-s, -m	<b>Teller Management</b>	Management for Teller area. Please review level guide charts to determine appropriate match to your organization.
Customer Service	520	<b>Public Relations Representative</b>	Plans and conducts public relations program designed to create and maintain favorable public image for employer or client and communication of information designed to keep the public informed of employer's programs, accomplishments, or point of view. Arranges for public relations efforts in order to meet needs, objectives, and policies of individual, special interest group, business concern, nonprofit organization, or governmental agency, serving as in-house staff member or as outside consultant.
Human Resources	600	<b>Employee Relations Specialist</b>	Interviews workers to gather information on worker attitudes. Explains company and governmental rules, regulations and procedures to employees. Meets with management to discuss possible action to be taken. Prepares reports on employee's comments and actions taken. Enrolls eligible workers in company programs.
Human Resources	600-m	<b>Employee Relations Manager</b>	Coordinates employee-related programs, participates in resolution of employee relations problems, gathers information on worker attitudes to facilitate employee satisfaction and oversees compliance initiatives in accordance with EEOC. Explains company and governmental rules, regulations and procedures to employees. Meets with management to discuss possible action to be taken. Reviews prepared reports on employee's comments and actions taken. Ensures that employees are enrolled correctly in company programs.
Human Resources	602	<b>Human Resources Generalist</b>	Carries out policies and programs covering one or more of the following specialty areas in Human Resources: recruiting, compensation, benefits, training, employee relations, labor relations, safety or personnel research. Works independently, does not manager a staff.
Human Resources	603	<b>Human Resource Manager</b>	Responsible for the management of human resources function including all aspects related to employment and human resources administration. Ensures compliance with company policies and governmental regulations. May be responsible for safety, workers compensation, employee training, and management development.
Human Resources	604	<b>Human Resources Director</b>	Directs staffing, employee relations, labor relations, compensation, benefits, training, and other Human Resources programs. Directs others in the development of programs and policies and oversees their implementation. Responsible for company compliance with all statutory requirements. May negotiate and contract with, on behalf of the company, insurance carriers, employment agencies and other vendors. Is considered the top HR role and typically reports to the business leader.
Human Resources	605	<b>Human Resource Assistant</b>	Supports one or more specific personnel activities such as orientation, training, compensation, benefits or employment. May be involved in policy and support to HR department to include, maintaining records, application screening, posting data, and directing individuals to the appropriate person if they cannot answer their question. May have responsibility for Plant, Division or Corporate levels.
Human Resources	613	<b>Workers Compensation Claims Processor</b>	Processes workers compensation claims and educates employees regarding safety issues. Communicates with outside insurance companies as required. Maintains files regarding all claims. Refers employees to appropriate physicians and other health care facilities.
Human Resources	613-s, -m	<b>Workers Compensation Claims Management</b>	Responsible for the administration of the workers compensation programs across the company in accordance with the terms of the insurance policies and various State regulations. This includes oversight of claims reporting from the field, supervision of claims handling services provided by the Third Party Administrator, coordinating the defense of litigated claims by outside attorneys and reporting of workers compensation results to division and senior management.
Human Resources	615	<b>Benefits Specialist</b>	Performs duties related to administration and analysis of welfare, pension or other company benefit programs. Involves analysis of surveys, administering claims, record keeping, orientation, and development of coverage's. May provide guidance to employees. May be responsible for more than one program and/or programs that are more complex.
Human Resources	617	<b>Benefits/Insurance Clerk</b>	Performs a variety of clerical duties including processing forms, preparing reports and maintaining records pertinent to employee benefit programs such as sick leave, welfare plans and pension plans.
Human Resources	617-s, -m	<b>Benefits Management</b>	Management for Benefits area. Please review level guide charts to determine appropriate match to your organization.

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Human Resources	624	<b>Compensation Analyst</b>	Performs duties related to analysis of wage and salary data to determine company position relative to a defined market. Responsible for job evaluation and salary administration. May be involved in program development.
Human Resources	624-s, -m	<b>Compensation Management</b>	Management for Compensation area. Please review level guide charts to determine appropriate match to your organization
Human Resources	630	<b>HRIS Specialist/Analyst</b>	Researches, analyzes, designs, and maintains desktop computer systems in support of human resources administration and projects. Continually monitors human resources information needs and designs new or modifies existing systems to meet changing requirements. Serves as liaison with information systems staff in resolving programming and related problems.
Human Resources	630-s, -m	<b>HRIS Management</b>	Management for HRIS area. Please review level guide charts to determine appropriate match to your organization.
Human Resources	640	<b>Instructor/Trainer</b>	Delivers job-specific training primarily to clerical/non-exempt employees. Monitors employee progress. May deliver simple instructor-led training. Schedules training, maintains and reuses training materials, and coordinates related activities. May evaluate effectiveness of training.
Human Resources	642	<b>Training Specialist</b>	Develops, administers, organizes and conducts training and educational programs concerning management development, on-the-job training, and employee orientation. Maintains records of training activities and employee progress. May conduct needs assessments and monitor effectiveness of programs.
Human Resources	642-s, -m	<b>Training Management</b>	Management for Training area. Please review level guide charts to determine appropriate match to your organization.
Human Resources	650	<b>Recruiter</b>	Interviews candidates; refers qualified candidates to departments. Administers tests, checks references, and may issue employment offer or rejection letters. May be involved in college recruitment efforts and act as company representative.
Human Resources	650-s, -m	<b>Recruiting Management</b>	Management for Recruiting area. Please review level guide charts to determine appropriate match to your organization
Human Resources	660	<b>Safety &amp; Health Specialist</b>	Promotes worksite or product safety and health for the well-being of employees, customers, and the community. Plans and coordinates health program requiring application of engineering, mechanical, chemical and psychological principles and technology to analyze and control conditions contributing to occupational hazards and diseases. This is a professional level position and excludes paraprofessional positions.
Human Resources	660-s,-m	<b>Safety &amp; Health Management</b>	Management for Safety & Health area. Please review level guide charts to determine appropriate match to your organization
Communications	701	<b>Binder/Clerk Operator</b>	Operates, maintains and cleans equipment related to binding a variety of publications or manuals. May perform other related assignments.
Communications	703	<b>Offset Press Operator</b>	Operates small offset press machines. May setup, operate, and maintain small to heavy presses. May operate other machines such as staplers and collators.
Communications	703-s, -m	<b>Print Shop Management</b>	Management for Print Shop area. Please review level guide charts to determine appropriate match to your organization
Communications	710	<b>Graphics Designer</b>	Create and develop graphic design and art solutions which meet intended needs. Expert in the usage of conventional art media and tools and/or skilled in the use of computer-based design techniques. More experienced levels may oversee and guide the work of other designers and/or freelance resources.
Communications	710-m	<b>Graphics Design Management</b>	Management for Graphics Design area. Please review level guide charts to determine appropriate match to your organization.
Communications	712	<b>Editor</b>	Responsible for the development and production of published works. Enlists, coaches and evaluates the work of writers. Leads and conducts the editing process and the production team.
Communications	712-m	<b>Editing Management</b>	Management for Editing area. Please review level guide charts to determine appropriate match to your organization
Manufacturing	800	<b>Drafter (CAD/CAM Operator)</b>	Plans, designs or prepares drawings for engineering, construction, manufacturing or repair projects. Typical drawings include isometric projections and sectional views to clarify position of components and to convey needed concepts. May use CAD/CAM Systems to produce drawings.
Manufacturing	800-s, -m	<b>Drafting Management</b>	Management for Drafting area. Please review level guide charts to determine appropriate match to your organization
Manufacturing	801	<b>Electrical Engineer</b>	Researches, develops, designs, and tests electrical components, equipment, and systems, applying principles and techniques of electrical engineering. Designs electrical equipment, facilities, components, products, and systems for commercial, industrial, and domestic purposes. Designs, and may direct engineering personnel in, fabrication of test control apparatus and equipment, and determines methods, procedures, and conditions for testing products.
Manufacturing	802	<b>Industrial Engineer</b>	Improves productivity through improved input or reduction of cost by analyzing methods and procedures. Identifies and implements changes in procedures, equipment or objectives.
Manufacturing	803	<b>Mechanical Engineer</b>	Performs a variety of engineering activities related to the planning and design of products, tools, engines, machines and other mechanically functioning equipment. May work closely with other engineering disciplines in the development and application of robotics to increase production quality, efficiency or volume.
Manufacturing	803-m	<b>Engineering Management</b>	Management for Engineering area. Please review level guide charts to determine appropriate match to your organization.

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Manufacturing	805	<b>Engineering Technician</b>	Performs hands-on duties that assist engineers in the testing of design and other practical problem solving activities. May cross mechanical and electronic functions.
Manufacturing	806	<b>Product Design Engineer</b>	Plan, coordinate, and perform product design development and post-development and analysis work in assigned responsibilities by utilizing product design practices and principles. Operate in a team environment and provide input to design solution during the product design development phase. Excludes paraprofessional positions.
Manufacturing	807	<b>Manufacturing Process Engineer</b>	Plans and coordinates manufacturing processes. Develops, evaluates, and enhances manufacturing methods, utilizing knowledge of product design, materials and parts, fabrication processes, tooling and production equipment capabilities, assembly methods, and quality control standards. Excludes paraprofessional positions.
Manufacturing	810	<b>Laboratory Technician</b>	Performs a variety of research, quality control, testing functions associated with a fully equipped laboratory where chemical, metallurgical, health care or other results are required. Performs record keeping functions and maintains accurate records of all tests performed.
Manufacturing	810-s, -m	<b>Technician Management</b>	Management for Technician area. Please review level guide charts to determine appropriate match to your organization.
Manufacturing	815	<b>Production Scheduler</b>	Plans and prepares production schedules for business unit or organization. Draws up master schedule to establish sequence and lead time of each operation to meet completion dates according to sales forecasts of customer orders. This is a professional level position and excludes paraprofessional positions.
Manufacturing	815-s, -m	<b>Production Scheduling</b>	Management for Production Scheduling area. Please review level guide charts to determine appropriate match to your organization.
Manufacturing	821-1, -2	<b>Fork Lift Operator</b>	Operates and drives gasoline-, liquefied gas-, or electric powered industrial truck equipped with lifting devices, such as forklift, boom, scoop, lift beam and swivel-hook, fork-grapple, clamps, elevating platform, or trailer hitch, to push, pull, lift, stack, tier, or move products, equipment, or materials in warehouse, storage yard, or factory. Positions forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials, or hooks tow trucks to trailer hitch, and transports load to designated area.
Manufacturing	823-1, -2	<b>Material Handler</b>	Receives, stores, and distributes material, tools, equipment, and products within establishments. Reads production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed. Conveys materials and items from receiving or production areas to storage or to other designated areas by hand, hand truck, or electric hand truck.
Manufacturing	824	<b>Shipping/Receiving Clerk</b>	Coordinates and keeps records of receipt and shipment of goods.
Manufacturing	825-1, -2	<b>Inventory Control Clerk</b>	Audits purchase requests and prepares purchase orders. Maintains files and records of materials and price inventories. Prepares deliveries and corresponds with suppliers and purchasing agents to coordinate inventories. Audits inventories, maintains files, and calculates cost extensions and discounts.
Manufacturing	825-s, -m	<b>Warehouse Management</b>	Management for Warehouse area. Please review level guide charts to determine appropriate match to your organization.
Manufacturing	826	<b>Truck Driver (Local)</b>	Operates small to medium trucks to deliver or pick-up merchandise, materials and goods. May be required to deliver finished goods or material to warehouses and other company locations.
Manufacturing	827	<b>Picker/Packer</b>	Based on assigned customer orders, locates, secures and packs goods for shipment. May use mechanical devices to move around warehouse. Responsible for the safe packaging of goods to be shipped.
Manufacturing	828	<b>Transportation Specialist</b>	Facilitate replenishment of raw materials and customer order management for US Logistics import & export operations. Coordinate the tracking and inland transportation for import/export shipments. Compile goods for shipment into container/truck/rail car units to be moved by dedicated haulers or third party haulers. Draft and maintain records of all shipments.
Manufacturing	831	<b>Electrician</b>	Using technical training, installs, rewires and trouble shoots, electrical circuits and equipment throughout the building or location.
Manufacturing	832	<b>HVAC Mechanic</b>	Maintains heating, ventilation and air conditioning equipment in location buildings. Performs preventive maintenance on compressors, motors, fans and condensers. Involves use of hand tools common to electrical and mechanical trades as well as special HVAC tools, gauges and equipment.
Manufacturing	833	<b>Welder</b>	Welds metal parts together using all types of techniques. Joins pipes, flat steel, frames, etc.
Manufacturing	834-1, -2	<b>Maintenance Mechanic</b>	Performs skilled work in repairing and maintaining, in accordance with diagrams, sketches, operation manuals, and manufacturer's specifications, machinery and mechanical equipment, such as engines, motors, pneumatic tools, conveyor systems, and production machines and equipment, using hand tools, power tools, and precision measuring/ testing instruments.
Manufacturing	835	<b>Painter</b>	Performs all types of internal and external painting of walls, ceilings and floors using brushes, rollers, power spray and other methods.
Manufacturing	836	<b>Groundskeeper</b>	Maintains the appearance and condition of grounds, roadways, sidewalks, lawns, trees, shrubbery and flowers. Under direct supervision and specific
Manufacturing	837-1, -2	<b>General Maintenance Worker</b>	Performs semi-skilled work in general maintenance and minor repair of buildings and equipment. Duties may increase in scope as the employee becomes more skilled but primary emphasis is in performance of a variety of maintenance tasks rather than specialization. In a Manufacturing setting, may work under the general direction of a skilled Maintenance worker.

Functional Area	2017 Survey Code	Survey Title	Job Summary
Manufacturing	838	<b>Custodial Worker</b>	Involves physical work in the cleaning and custodial care of buildings and working areas. Uses proper methods and materials in cleaning buildings and work areas.
Manufacturing	838-s, -m	<b>Maintenance Management</b>	Management for Maintenance area. Please review level guide charts to determine appropriate match to your organization.
Manufacturing	839	<b>Machinist</b>	Produces parts for mechanical equipment from written instructions, drawings, and specifications for a variety of machines. Requires use of standard shop operating techniques, calculations, and knowledge.
Manufacturing	840	<b>Tool Maker</b>	By planning and laying out work according to models, blueprints; understanding the working properties of common metals and alloys; selecting appropriate materials, tools and processes required to complete tasks; making necessary shop computations, constructs and repairs jigs, fixtures, cutting tools, gauges or metal dies or molds used in shaping or forming metal or non-metallic material (e.g., plastic, rubber). Regularly uses Surface Grinder, Bridgeport, lathe, comparator, horizontal mill, jig bore, Rockwell tester and all fixtures and related tools for all tool room equipment.
Manufacturing	841	<b>Tool &amp; Die Technician</b>	Responsible for maintaining automotive sheet metal Stamping dies including all "A" class outer panels. Responsibilities include maintaining large cast iron dies by welding, machining, hand air grinding and other shop processes. (Welding skills in tig and arc welding) Experience with die making and CNC mill machining is desired. Strong systematic troubleshooting skills.
Manufacturing	842	<b>Production Control Clerk</b>	Coordinates and administers the daily and weekly production schedules on the plant floor.
Manufacturing	843	<b>Production Associate</b>	Works on assignments that are routine in nature where limited judgment is required. Normally receives detailed instructions on all work. Requires limited production experience, simple oral communication skills, visual acuity, and manual dexterity. Duties may include cleaning work areas, moving small volumes of material, re-work to correct quality issues, and other duties in support of production schedule.
Manufacturing	845	<b>Production Assembler</b>	Combines multiple piece parts and or sub assemblies to create more complex sub-assemblies or finished product. Follows standard routines and procedures provided for each product to be assembled. Work is repetitive but requires attention to detail to meet production and quality standards. May use a variety of small hand tools.
Manufacturing	846	<b>Heavy Machine Operator</b>	Moderate to heavy machine operations involving stamping, molding, cutting, forming moderately heavy to heavy products. Operator normally stands to operate machine (s). Typically uses considerable physical effort in machine operation and material movement. Performs own set-ups or changes based on production schedule. Considerable time is required to learn entire scope of operations. <b>Includes both Set-up and Operation of Machinery</b>
Manufacturing	850	<b>Production Machine Operator</b>	Operates manufacturing equipment that produces product or modifies sub-assemblies or product as part of the manufacturing process. Effective operation of machine requires minimal physical effort and duties can be learned quickly with little formal training. Machine may modify plastic, wood, or metal material as part of the manufacturing process.
Manufacturing	850-s, -m	<b>Production Management</b>	Management for Production area. Please review level guide charts to determine appropriate match to your organization
Manufacturing	855	<b>Plant Manager</b>	Responsible for policy making, planning, organizing, staffing, directing activities related to the manufacture of product. Executes administrative policies through subordinate managers that typically cross all functional areas of business except marketing and sales.
Manufacturing	860	<b>QC Inspector</b>	Repetitive line inspection of product following standardized methods using visual and tactical tests against pre-prepared samples. May use some inspection devices which require minimal training.
Manufacturing	863	<b>QC Technician</b>	Performs inspection of sub-assemblies and or final product using precision measuring devices and laboratory equipment which require considerable training. Some non-destructive or destructive testing of product may be required. Usually requires some formal training to meet minimal requirements.
Manufacturing	863-s, -m	<b>QC Management</b>	Management for Quality area. Please review level guide charts to determine appropriate match to your organization.
Healthcare	900-s, -m	<b>Admitting Patient Registration Manager</b>	Coordinates and directs the activities of employees engaged in the admittance of inpatients and outpatients. Prepares admitting records, makes accommodation arrangements and maintains admissions and transfer records as required. Ensures all admitting information is verified and provided to operating units on a timely basis. May report to Business Office Manager, Head of Hospital Professional Services, or Head of Hospital Administrative Services. Please review level guide charts to determine appropriate match to your organization.
Healthcare	900	<b>Admitting Clerk</b>	Interviews incoming patients. Types information on admitting forms or into automated system, may prepare identification bracelets for patients, explains hospital regulations and assigns patients to rooms based on the nature of the illness and type of accommodations available. May assist in collecting and confirming insurance information.
Healthcare	901	<b>Coder</b>	Under general supervision, codes hospital records for the purpose of reimbursement, research, and compliance with federal regulations according to
Healthcare	903-s, -m	<b>Medical Records Manager</b>	Supervises departmental personnel involved in maintaining permanent medical records of all hospital patients. Primarily responsible for coding and abstracting diagnosis, treatments and other information from patient records. Ensures hospital's medical records are maintained in compliance with all accreditation and governmental regulatory agencies. Assists hospital staff by providing recorded medical information upon request. Please review level guide charts to determine appropriate match to your organization.
Healthcare	903	<b>Transcriptionist</b>	Uses transcribing equipment to convert hand-written and or voice recorded information of medical, technical, and personal patient information into common electronic system. Checks and distributes reports to physicians and patient records.



Functional Area	2017 Survey Code	Survey Title	Job Summary
Healthcare	904	<b>Medical Records Technician</b>	Responsible for assembling and maintaining patients' health information in medical records and charts. Ensures all forms are completed and properly identified and signed and all necessary information is in the computer. Communicates with physicians or others to clarify diagnoses or get additional information. May also assign a code to each diagnosis and procedure.
Healthcare	905	<b>Paramedic or EMT</b>	Determines the nature and extent of the patient's condition while trying to ascertain whether the patient has pre-existing medical problems. Treats patients with minor injuries on the scene of an accident or at their home before or instead of transporting them to a medical facility. Emergency treatments for more complicated problems are carried out under the direction of medical doctors by radio preceding or during transport. Requires certification as an EMT-Paramedic.
Healthcare	906	<b>Patient Scheduler</b>	Responsible for scheduling and pre-registering patients for exams and procedures. Communicates all relative information and preparation instructions to patient.
Healthcare	907	<b>Patient Transporter</b>	Transports patients to and from clinical, ancillary, and support areas via wheelchair or stretcher.
Healthcare	908	<b>Phlebotomist</b>	Collects and prepares blood specimens and other samples for laboratory testing. Maintains collection areas and equipment and performs record keeping duties. Typically has completed a phlebotomy program or a medical laboratory technology program that includes phlebotomy.
Healthcare	909	<b>Charge Nurse</b>	Supervises nursing service activities in assigned care unit for the duration of one shift and/or in the absence of the Head Nurse. Provides professional nursing care for patients in assigned care unit. Assesses, plans, evaluates, and documents the nursing process of assigned care unit as needed.
Healthcare	910-m	<b>Nurse Manager</b>	Responsible for the staffing and administration of a nursing unit or floor. Supervises the caliber of treatment and care of patients. Reports to Head of Nursing Services. Please review level guide charts to determine appropriate match to your organization.
Healthcare	910	<b>Staff Nurse</b>	Provides professional nursing care by using the nursing process to care for patients within an assigned unit. Coordinates care planning with other disciplines. Typically requires a nursing degree and state licensure.
Healthcare	911	<b>RN - Case Manager</b>	Works with physicians and multidisciplinary team members to develop a plan of care for assigned patients. Ensures patient is progressing towards desired outcomes by monitoring care through assessments and/or patient records. Identifies and resolves barriers that hinder effective patient care. Actively involved in discharge planning process. Requires RN license.
Healthcare	912	<b>RN First Asst, Certified (CRNFA)</b>	Serves as a surgical first assistant by directly assisting the surgeon by controlling bleeding, providing wound exposure, suturing, and other surgical tasks. May provide other advanced assistance such as mobilizing the tissue, positioning the patient, and directing other surgical staff. Does not function as a scrub nurse. Requires certification as a Certified Registered Nurse First Assistant (CRNFA).
Healthcare	913	<b>Staff Nurse - Skilled Specialty</b>	Provides professional nursing care by using the nursing process to care for patients within an assigned unit. Coordinates care planning with other disciplines. Typically requires a nursing degree and state licensure. All duties performed in a skilled nursing environment.
Healthcare	914	<b>Nurse Practitioner</b>	Provides total nursing care to patients under the direction of a physician. Administers prescribed medications and treatments in accordance with approved nursing techniques. Observes and evaluates patient, and records condition and reaction to drugs, treatments, and significant incidents. Evaluates the outcome of patient care. Performs physical examinations and preventive health measures within prescribed guidelines and instructions of physician. Requires RN license, successful completion of an approved nurse practitioner program, and have current approval by the joint Board of Medical Examiners and Board of Nursing to perform medical acts.
Healthcare	915	<b>LPN</b>	Under the direction of a registered nurse or team leader, provides general nursing care to patients. Attends to the general health care and comfort of the patient. Observes and records treatment and patient progress, reports to supervisor patients condition and reaction. May administer prescribed medications. Must be licensed.
Healthcare	917	<b>LPN - Skilled Specialty</b>	Under the direction of a registered nurse or team leader, provides general nursing care to patients. Attends to the general health care and comfort of the patient. Observes and records treatment and patient progress, reports to supervisor patients condition and reaction. May administer prescribed medications. Must be licensed. All duties performed in a skilled nursing environment.
Healthcare	919	<b>Patient Care Technician</b>	Under supervision of MD and or RN, assist with patient care and comfort. Performs non-professional nursing work by attending to the more personal needs of patients; also assists nursing personnel in a variety of standard procedures and routine tasks.
Healthcare	920-s, -m	<b>Laboratory Management</b>	Direct, supervise, coordinate and participate in activities of workers performing either chemical, microscopic or bacteriologic tests to obtain data for diagnosis and treatment of disease. Responsible for a staff of laboratory technicians numbering more than two. Please review level guide charts to determine appropriate match to your organization.
Healthcare	920	<b>Medical Technologist</b>	Performs skilled, specialized work in all phases of clinical laboratory, including hematology, chemistry, bacteriology, and blood banking. Makes
Healthcare	921	<b>Mammography Technologist</b>	Performs Diagnostic mammographic procedures in accordance with established departmental policies and procedures. Prepares and maintains records and files. Cleans and makes minor adjustments to equipment.
Healthcare	922	<b>CT Technologist</b>	Performs computerized tomographic procedures for the diagnosis of disease and injury using a CT scanning device according to protocols established by Radiologists. Must be registered with national (ARRT) and state (CRT) boards.
Healthcare	923	<b>Nuclear Med Technologist</b>	Prepares radioactive isotopes for administration to patients in accordance with physician's orders. Operates scintillation detection equipment to

Functional Area	2017 Survey Code	Survey Title	Job Summary
Healthcare	924	<b>Radiologic Technologist</b>	Operates and maintains equipment and takes radiographs of various portions of the body to assist radiologist in detection of foreign bodies and diagnosis of disease and injuries. Prepares patients for X-ray by administering drugs or chemical mixtures orally or intravenously. Positions patients under machine and regulates controls. May also process exposed film by automatic developer or hand tank solution. Requires ARRT registration and state licensure.
Healthcare	925	<b>MRI Technologist</b>	Operates a magnetic resonance scanner to obtain images for use by physicians in the diagnosis and treatment of pathologies. Transfers, positions, and instructs patients regarding the procedure. Selects appropriate imaging techniques and operated console and peripheral hardware.
Healthcare	926	<b>Echocardiogram (Echo) Tech</b>	Performs and monitors echocardiogram (cardiac ultrasound) procedures. Calculates, measures, and documents appropriate values on the tests performed for review and interpretation by physicians. Communicates with physicians, managers, and co-workers as appropriate about changes in patient's clinical conditions while undergoing echocardiogram.
Healthcare	927	<b>Medical Lab Technician</b>	Performs routine and stat testing under the direct supervision of a medical technologist or a technologist supervisor. Proficient in working comprehension of technical, procedural and quality control testing and is able to recognize common procedural and technical problems and respond accordingly.
Healthcare	928	<b>Monitor Tech</b>	Monitors the ECG waveform displays in a centralized telemetry monitoring station. Documents changes in rhythm and reports these changes according to established protocol. Requires thorough knowledge of arrhythmia recognition. May also perform unit secretary functions.
Healthcare	929	<b>Pharmacist, Staff</b>	Compounds and dispenses medications and other pharmaceuticals. Prepares and maintains all necessary records on prescriptions, patient charges and inventory. Provides information to the staff members on drugs and pharmaceuticals.
Healthcare	930	<b>Pharmacy Technician</b>	Assists in the preparation and distribution of prescription medications under the direct supervision of a registered pharmacist. Completes and affixes prescription labels. Typically requires state licensure and registration.
Healthcare	931	<b>Pharmacist, Clinical</b>	Consults with nursing and medical staff regarding prescriptions, orders, drug and pharmaceutical detail, patient reactions, errors and complaints. Provides prescribed medications, drugs and other pharmaceuticals. Compounds medications, according to professional standards and practices. Conducts Drug Utilization Reviews and prepares Drug Review Criteria for medical staff review and approval. Monitors drug therapy as assigned by medical staff. Suggests alternate drug therapy as appropriate.
Healthcare	931-m	<b>Pharmacy Manager</b>	Plans and directs activities of subordinates involved in filling prescriptions and dispensing of medication. Maintains all records and accounts for all drug inventories. Typically requires state licensure and registration. Please review level guide charts to determine appropriate match to your organization.
Healthcare	932	<b>Occupational Therapist</b>	Provides occupational therapy services to patients who have impairments, developmental disabilities, functional limitations, or changes in physical function and health status resulting from injury, disease or other causes. Actively collaborates with the health care/educational team to meet patient care, outcomes and system improvement objectives.
Healthcare	933	<b>Occupational Therapy Assistant</b>	Provides occupational therapy care under the supervision of a licensed Occupational Therapist.
Healthcare	934	<b>Physical Therapist</b>	Provides physical therapy services to patients who have impairments, functional limitations, disabilities, or changes in physical function and health status resulting from injury, disease or other causes. Actively collaborates with the health care/educational team to meet patient care, outcomes and system improvement objectives.
Healthcare	935	<b>Physical Therapy Assistant</b>	Provides physical therapy care under the supervision of a licensed Physical Therapist.
Healthcare	936	<b>Registered Respiratory Therapist</b>	Sets up and operates various types of oxygen and other therapeutic gas and mist inhalation equipment. Administers prescribed dose of medicinal gases and drugs. Prepares and maintains chart for each patient. Cleans, inspects and test inhalation therapy equipment to ensure proper operating conditions.
Healthcare	937	<b>Certified Respiratory Therapist</b>	Assists Respiratory Therapists in providing therapy to patients as ordered by physicians. Performs a variety of duties relative to setting up, operating, cleaning, sterilizing and storing respiratory equipment. Provides proper cleaning and sterilization of all respiratory equipment to ensure safe patient care.
Healthcare	938	<b>EEG Tech</b>	Operates an electroencephalograph to measure impulse frequencies and differences in electrical potential between various areas of the brain to obtain data for use in diagnosis of brain disorders. Studies wave characteristics during test to detect evidence of brain disorders and may mark graph accordingly for study by physician or neurologist. Writes reports indicating unusual wave characteristics shown on tracings.
Healthcare	939	<b>EKG Tech</b>	Records electromotive variations in action of the heart muscle on an electrocardiograph. Pastes or otherwise attaches electrodes to specified areas of patients' bodies; removes electrodes after completing test. Reviews recording from each electrode for clarity and deviations from the norm.
Healthcare	940-s, -m	<b>Housekeeping Manager</b>	Plans and directs activities of subordinates involved in the maintaining the hospitals interior in an attractive, sanitary, and orderly condition. Inspects physical facilities and makes recommendations regarding painting, repairs, and refurbishing. Please review level guide charts to determine appropriate match to your organization.
Healthcare	941	<b>Central Sterile Tech</b>	In accordance with established policies, procedures and standards, cleans, wraps, sterilizes, stores and distributes equipment, supplies, and instruments used in patient care.

Functional Area	2017 Survey Code	Survey Title	Job Summary
Healthcare	942	<b>Surgical Assistant</b>	Graduate of accredited physician assistant program. Performs a variety of duties to assist a surgeon during surgery. Assists surgeons during operations by retracting tissues under direction and tying suturing materials in accordance with hospital standards. Assists in patient care related activities including starting intravenous solutions, inserting tubes and performing pap smears. Collects history and performs physical examinations of patients; documents examination findings and reports unusual findings to appropriate persons. Assists in maintaining correct count of instruments, sutures and sponges.
Healthcare	943	<b>Endoscopy Tech</b>	Assists with the coordination of care for patients in the endoscopy department. Responsible for the preparation, maintenance, and cleaning of equipment and supplies and may assist in performing invasive endoscopic procedures.
Healthcare	944	<b>Speech Pathologist</b>	Assesses, diagnoses, and treats speech, language, cognitive, communication, voice, swallowing, fluency, and other related disorders. Also keeps records, monitors progress, and counsels patients and their family members.
Healthcare	948	<b>Mental Health Assistant</b>	Responsible for the care of mentally impaired or emotionally disturbed individuals while working under a team that may include psychiatrists, psychologists, psychiatric nurses, social workers and therapists. May assist patients with bathing, dressing, grooming, eating and may socialize with them and lead them in educational or recreational activities.
Healthcare	949	<b>Chaplain</b>	Provides a ministry of pastoral care and counseling to patients, families, and staff.
Healthcare	950	<b>Licensed Professional Counselor</b>	Provides <b>assessment and clinical intervention</b> , case supervision and counseling for adults, children, families and/or groups related to mental health, counseling and/or social services support. May serve as part of interdisciplinary treatment teams and/or within a social service program. As a licensed professional, <u>may</u> provide supervision for licensure of non-licensed professionals. Requires a MS/MA in Social Work, Psychology or related Behavioral Sciences.
Healthcare	951	<b>Professional Counselor</b>	Provides case management, case supervision and counseling for adults, children, families and/or groups related to mental health, counseling and/or social services support. May serve as part of interdisciplinary treatment teams and/or within a social service program. Typically requires a MS/MA in Social Work, Psychology, and Counseling or related Behavioral Sciences, but <b><u>BA/BS in the Behavioral Sciences and five plus years of experience may substitute for Master's level training.</u></b>
Healthcare	952	<b>Polysomnographic Tech</b>	Responsible for monitoring and recording physiologic data of patients during sleep. Typically is a Registered Polysomnograph Technologist or, may be a Registered Respiratory Therapist or Neurodiagnostic Technician with specialized training in Polysomnograph testing.
Healthcare	953	<b>Dietician - Clinical</b>	Coordinates the preparation and serving of meals based on general or special diets. Specifies dietary requirements for patients with special restrictions or nutritional needs. Typically requires certification by the ADA as a Registered Dietitian.
Healthcare	954	<b>Radiation Therapist (ARRT)</b>	Coordinates the Quality Assurance Program to ensure consistency with established policies, procedures and philosophy, and to maintain and improve the quality of care given to patients. Develops, implements and documents activities relating to the Quality Assurance Program. Is usually a member of the Utilization Review Committee. Maintains communications with Administration, Medical Staff and Department Heads regarding the Quality Assurance activities.
Healthcare	955	<b>Recreational Therapist</b>	Organizes and coordinates such activities as sports, dramatics, nature study, social activities, and arts and crafts to effect improvement in the physical, mental, and social well-being of patients. Prepares reports on patient's progress, and with the consensus of the treatment team, modifies programs in accordance with patient's needs and capacities.
Healthcare	956	<b>Ultrasound Tech</b>	Operates ultrasonic diagnostic equipment to examine various parts of the body in order to study a wide variety of conditions (e.g., ensuring the physical health of an unborn baby, screening the body for cancer). Maintains patient records, keeps track of inventory, orders supplies, and maintains proper working order of equipment. Typically is ARRT certified.
Healthcare	957	<b>Vascular Tech</b>	Performs a variety of noninvasive hemodynamic evaluations to detect obstructions, as directed by a physician or in response to previous test results. Writes preliminary interpretation and impressions of test results. Records and maintains test data.
Healthcare	958	<b>Cardiac Catheterization Tech</b>	Performs various tests of multiple blood samples obtained through catheterization or other means from specific areas within the patient's heart or lungs to determine the concentration of gases in order to aid in the physician's treatment. Prepares written documentation as required by the profession and the department, such as evaluation results, individualized treatment plans, progress reports, and related reports.
Healthcare	959	<b>Cath Lab Tech</b>	Facilitates patient care by assisting physicians and nursing staff before, during, and after cardiac and peripheral catheterization procedures by creating and maintaining a sterile field and providing the instruments and supplies required by the cardiologist in a sterile manner according to established plan for patient care.
Healthcare	960	<b>Surgical Technologist</b>	Facilitates patient care by assisting physicians/nursing staff before, during and after surgical procedures by creating and maintaining, a sterile field and providing the instruments and supplies required by the surgeons in a sterile manner according to established plan for patient care.
Healthcare	961	<b>Anesthesia Technician</b>	Prepares Operating Rooms with equipment and supplies to support the daily schedule of cases. Assists anesthetists and anesthesiologists, patients and co-workers; tracks and maintains equipment, specialty carts, trays and inventory.
Healthcare	962	<b>Perfusionist - Staff</b>	Responsible for the operation of the heart-lung machine and are members of the open heart surgery team. Operates extracorporeal circulation and auto transfusion equipment during any medical situation where it is necessary to support or temporarily replace the patient's circulatory or respiratory function.

Functional Area	2017 Survey Code	Survey Title	Job Summary
Healthcare	963	<b><i>Nurse Anesthetist (CRNA)</i></b>	Administers anesthesia and observes and manages patient's condition during and after anesthesia. Requires certification as a Certified Registered Nurse Anesthetist (CRNA).
Healthcare	964	<b><i>Clinical Nurse Specialist</i></b>	Provides clinical leadership and expertise in a specialty area. May provide direct care to patients, teach in a variety of healthcare settings, and work as a researcher, consultant, or nurse manager. Typically requires a Master's of Science degree in Nursing
Healthcare	965	<b><i>RN - Cath Lab</i></b>	Provides professional nursing care for assigned patients in the Cath Lab. Assesses, plans, evaluates, and documents the Cath Lab nursing process as needed.
Healthcare	966	<b><i>RN - Clinical Instructor</i></b>	Devises and maintains strategies to ensure nursing professional development. Keeps staff current about changes in protocols and procedures. Works with the unit orientation committee to orient new employees. Requires RN license.
Healthcare	967	<b><i>Dosimetrist, Medical</i></b>	Serves as a member of the radiation oncology team with knowledge of the overall characteristics and clinical relevance of the radiation oncology treatment machines and equipment. Has the education and expertise to generate radiation dose distributions and dose calculations in collaboration with the radiation oncologist. Certified Medical Dosimetrist (CMD) certification is required.
Healthcare	968	<b><i>Exercise Physiologist</i></b>	Under general supervision, prepares physical exercise programs and administers graded exercise tests. Responsible for training and demonstrating appropriate exercise techniques and equipment usage, as well as documenting and submitting patient progress.
Healthcare	969	<b><i>Medical Asst</i></b>	Assists physicians in all exams and minor office procedures; maintaining supply inventory in exam rooms; cleaning and sterilizing equipment; ordering and unpacking all supplies; giving injections and drawing blood.
Healthcare	970	<b><i>Special Procedures Tech</i></b>	Performs radiologic procedures using special procedures imaging modalities. Applies principles of radiation protection, provides patient care essential to procedure, and recognizes patient conditions requiring immediate action and initiates life support measures. Typically is ARRT certified.

**Survey code** - Enter the survey code to which each employee is matched. Enter both the survey code number and the level for each employee. Do not use spaces or dashes between the code number and the level. Do not leave any line empty between employees. Please note that the entry level is the rate that you normally hire someone in at. A good rule of thumb is that this rate would be for your employees who have been in the position less than 6 months. You would not use this rate for a new employee that had experience from another company.

### Hourly/Non-Exempt Level Guide Chart

	Knowledge	Complexity	Supervision	Education and Experience or Equivalent Combinations
Level 1 <i>Entry Level</i>	Must learn job skills and become familiar with company policies to complete assignments. Limited understanding of the technical aspects of the job.	Tasks assigned are routine and require minimal problem resolution.	Work is closely managed following detailed instructions.	Typically has less than 6 months experience in the job or type of work. This is often called the "hire-in" rate or is the rate for the probationary period
Level 2 <i>Fully Competent Level</i>	Good knowledge of the job, and company policies and principles. Fully experienced in the general and technical aspects of the job.	Projects are assigned and require ordinary problem resolution using standard policies and procedures and practical application of the general and technical aspects of the job.	Works under limited supervision. Routine work requires no instruction. General instructions given for new assignments.	Requires more than 6 month's experience. Often moves to this rate after a probationary period.

### Professional and Management Level Guide Chart

	Knowledge	Complexity	Reporting Relationship	Education and Experience or Equivalent Combinations
Code a <i>Entry Level Professional</i>	Limited use and/or application of basic principles, theories, and concepts.	Develops resolutions to problems of limited scope. Follows standard practices and procedures.	Work is closely managed. Follows specific, outlined, and detailed procedures.	Bachelor's and less than 6 month's experience. Often the probationary rate.
Code b <i>Fully Competent Professional</i>	Fully experienced in the use and application of standard principles, theories, concepts, and techniques.	Provides resolutions to an assortment of problems of moderately complex scope. Uses judgment within defined practices and procedures.	Works under normal supervision. Follows established directions. Work is reviewed for accuracy and overall adequacy.	Bachelor's and more than 6 month's experience. Often moves to this rate after a probationary period.
<b>Supervisor</b> <i>(code -s)</i>	Supervises a group of hourly/non-exempt employees in an area of functional expertise.	Organizes and coordinates the work of assigned hourly/non-exempt employees to meet established schedules; assures that work follows authorized procedures. May provide initial and ongoing training.	Typically supervises day-to day activity of hourly/non-exempt employees and reports to a First Level Manager position.	Bachelor's and 6+ years or Master's and 4-6 years, or Doctorate and 2-4 years. Without Degree more than 5 years of experience in the tasks supervised. With a degree some experience preferred.
<b>First Level Manager</b> <i>(code -m)</i>	Manages with operational focus in area of functional expertise.	Manages the activities of exempt employees and/or supervisors in a section or department with accountability for results in terms of cost, strategies and employees. Manages direct reports on an ongoing basis.	First level of management with human resources responsibilities. Either manages professional staff or manages through supervisors.	Bachelor's and 10+ years or Master's and 6+ years. Many functional areas require a degree. However, without Degree more than 7-10 years of experience in the tasks supervised.

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