Jobs Surveyed

22nd Annual Survey

2025 Oregon Public Employers Salary Survey

1.0 ASSESSMENT & TAXATION
1.01 Appraiser - Residential
1.02 Appraiser - Commercial

2.0 FINANCE
2.01 Accounting Clerk - Intermediate
2.02 Accounting Clerk - Senior
2.03 Accountant - Intermediate
2.04 Accountant - Senior
2.05 Payroll Specialist - Intermediate
2.06 Payroll Specialist - Senior
2.07 Accounting Supervisor
2.08 Accounting Manager
2.09 Budget Analyst - Intermediate
2.10 Budget Analyst - Senior
2.11 Budget Manager
2.12a Financial Analyst - Intermediate
2.12b Financial Analyst - Senior
2.13 Finance Division Manager
2.14 Finance Director / CFO
2.17 Risk Manager

3.0 INFORMATION TECHNOLOGY
3.01 Programmer / Analyst
3.02 Programmer / Analyst - Senior
3.03 Systems Analyst
3.04 Systems Analyst - Senior
3.05 Systems Analyst - Lead
3.06 Business Systems Analyst
3.07 Microcomputer Specialist
3.08a LAN Administrator
3.08b Network Engineer
3.09 Database Administrator
3.10 Telecommunications Specialist
3.11 Telecommunications Analyst
3.12 GIS Technician
3.13a GIS Specialist
3.13b GIS Analyst
3.14 Help Desk Specialist
3.15 Computer Operator
3.16a Web Administrator
3.16b Web Designer
3.17 Applications Manager
3.18 Information Systems Manager
3.19 Information Systems Director

4.0 GENERAL ADMINISTRATION
4.01 Office Support Specialist - Entry
4.02 Office Support Specialist - Intermediate
4.03 Office Support Specialist - Senior
4.04 Executive Secretary / Assistant
4.05 Administrative Supervisor
4.06 Program Technician / Specialist
4.07a Program Coordinator
4.07b Volunteer Coordinator
4.08 Program Manager
4.09 Management Analyst
4.10 Management Analyst - Senior
4.11 Research Analyst
4.12a Utility Billing Clerk
4.12b Customer Service Representative
4.13 Public Information Officer
4.14 Buyer / Purchasing Agent
4.15 Purchasing Manager
4.16 Contract Administrator
4.17a Deputy City Recorder
4.17b City Recorder
4.17c Council / Board Coordinator
4.18 Assistant City Manager
4.19 Policy Advisor
4.20 Government Relations Manager
4.21 Records Analyst
4.22 Records Coordinator
4.23 Records Manager

5.0 HUMAN RESOURCES
5.01 Human Resources Assistant
5.02a Human Resources Generalist**
5.02b Human Resources Generalist - Senior**
5.03 Leave Administrator*
5.04 Benefits Specialist
5.05 Benefits Administrator
5.06a Classification / Compensation Analyst
5.06b Classification / Compensation Analyst - Senior
5.07a Employment Recruiter
5.07b Employment Recruiter - Senior
5.08 Human Resources Manager
5.09 Human Resources Director
5.10 Labor Relations Negotiator
5.11 Labor Relations Manager
5.14 Safety Officer
5.16 Diversity, Equity & Inclusion Business Partner
5.17 Diversity, Equity & Inclusion Manager

6.0 COMMUNITY PLANNING / DEVELOPMENT
6.01 Building Permit Specialist
6.02 Plans Examiner - Residential
6.03 Plans Examiner - Commercial
6.04 Plans Examination Supervisor
6.05 Building Inspector
6.06 Building Official
6.07 Electrical Inspector
6.08 Plumbing Inspector
6.09 Structural Engineer
6.11 Economic Development Manager
6.12 Community Development Director
6.13 Planner (Journey)
6.14 Planner - Senior
6.15 Planner (Principal)
6.16 Planning Manager / Director

7.0 ENGINEERING
7.01 Engineering Tech - II
7.02 Engineering Tech - III
7.03 Civil Engineering Associate
7.04 Engineer, Civil (Professional)
7.05 Engineer, Civil - Senior
7.06 Professional Land Surveyor
7.07 Engineering Project Manager
7.08 Engineering Division Manager

8.0 LEGAL / COURT
8.01 Legal Secretary
8.02 Legal Assistant
8.03 Paralegal
8.04 Court Operations Specialist
8.05 Criminal Deputy Prosecutor
8.06 Attorney - Senior
8.07 General Counsel
8.08 Court Administrator

9.0 LIBRARY
9.01 Library Aide
9.02 Library Technician - Intermediate
9.03 Library Technician - Senior
9.04 Librarian
9.05 Division Librarian
9.06 Director - Library Services

10.0 PUBLIC WORKS / OPERATIONS
10.01 Cook
10.02 Custodial Worker
10.03a Carpenter
10.03b Plumber
10.03c HVAC Engineer
10.03d Painter
10.04 Electrician
10.05 Facilities Maintenance Technician
10.06 Facilities Maintenance Supervisor
10.07 Laborer
10.08 Maintenance Worker (Journey)
10.09 Grounds Maintenance Worker (Journey)
10.10 Heavy / Construction Equipment Operator
10.11 Automotive Mechanic
10.12 Heavy Equipment Mechanic
10.13a Fleet Foreman
10.13b Fleet Manager
10.14 Meter Reader
10.16 Traffic Signal Maintenance Technician
10.17 Public Works Crew Leader
10.18 Public Works Field Supervisor
10.19 Public Works Operations Supervisor
10.20 Public Works Inspector
10.21a Public Works Superintendent
10.21b Public Works Manager
10.21c Capital Projects Manager I
10.21d Capital Projects Manager II
10.22 Public Works Director (without engineering)
10.23 Public Works Director (with engineering)
10.24 Wastewater Maintenance Operator
10.25 Wastewater Treatment Plant Operator
10.26 Wastewater Treatment Manager /Supervisor
10.27 Water Distribution Operator III
10.29 Water Superintendent / Supervisor

11.0 PARKS & RECREATION
11.01 Aquatic Exercise Instructor
11.02 Lifeguard
11.03 Park Maintenance Worker
11.04 Park Maintenance Supervisor
11.05 Recreation Specialist
11.06 Recreation Coordinator
11.07 Recreation Supervisor
11.08 Parks & Recreation Director
11.09 Senior Community Center Manager
11.10 Park Ranger

12.0 COMMUNITY HEALTH
12.01 Environmental Health Specialist
12.04 Mental Health Associate
12.05 Community Health Nurse (Journey)
12.06 Nurse Practitioner

13.0 PUBLIC SAFETY
13.01 Animal Control Officer
13.02 Code Enforcement Officer
13.03 Crime Prevention Specialist
13.04 Community Services Officer
13.05 Corrections Officer
13.06a Crime Analyst
13.06c Police Property / Evidence Technician
13.06e Computer Forensics Specialist
13.07a Emergency Management Coordinator
13.07b Emergency Management Director
13.08a Firefigher / EMT*
13.08b Fire Marshal**
13.09 Fire Battalion Chief
13.10 Fire Chief - Deputy
13.11 Fire Chief
13.12 Juvenile Counselor
13.14 Probation and Parole Officer
13.15a Emergency Dispatcher
13.15b Emergency Communications Supervisor
13.16 Police Records Specialist
13.17 Police Records Specialist - Lead
13.18 Police Records Supervisor
13.19 Police Officer / Deputy Sheriff
13.20 Police Detective
13.21 Police Sergeant
13.22 Police Lieutenant
13.23 Police Captain
13.24 Police Chief

14.0 ENVIRONMENTAL SERVICES
14.01 Natural Resources Specialist
14.02 Environmental Technician - Intermediate
14.03 Environmental Specialist - Intermediate

200 benchmark positions

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**** New - 2025***

***** Revised - 2025***

Jobs Surveyed Alphabetically

2.03 Accountant - Intermediate
2.04 Accountant - Senior
2.01 Accounting Clerk - Intermediate
2.02 Accounting Clerk - Senior
2.08 Accounting Manager
2.07 Accounting Supervisor
4.05 Administrative Supervisor
13.01 Animal Control Officer
3.17 Applications Manager
1.02 Appraiser - Commercial
1.01 Appraiser - Residential
11.01 Aquatic Exercise Instructor
4.18 Assistant City Manager
8.06 Attorney - Senior
10.11 Automotive Mechanic
5.05 Benefits Administrator
5.04 Benefits Specialist
2.09 Budget Analyst - Intermediate
2.10 Budget Analyst - Senior
2.11 Budget Manager
6.05 Building Inspector
6.06 Building Official
6.01 Building Permit Specialist
3.06 Business Systems Analyst
4.14 Buyer / Purchasing Agent
10.21c Capital Projects Manager I
10.21d Capital Projects Manager II
10.03a Carpenter
4.17b City Recorder
7.03 Civil Engineering Associate
5.06b Classification / Compensation Analyst - Senior
5.06a Classification / Compensation Analyst
13.02 Code Enforcement Officer
6.12 Community Development Director
12.05 Community Health Nurse (Journey)
13.04 Community Services Officer
13.06e Computer Forensics Specialist
3.15 Computer Operator
4.16 Contract Administrator
10.01 Cook
13.05 Corrections Officer
4.17c Council / Board Coordinator
8.08 Court Administrator
8.04 Court Operations Specialist
13.06a Crime Analyst
13.03 Crime Prevention Specialist
8.05 Criminal Deputy Prosecutor
10.02 Custodial Worker
4.12b Customer Service Representative
3.09 Database Administrator
4.17a Deputy City Recorder
9.06 Director - Library Services
5.16 Diversity, Equity & Inclusion Business Partner
5.17 Diversity, Equity & Inclusion Manager
9.05 Division Librarian
6.11 Economic Development Manager
6.07 Electrical Inspector
10.04 Electrician
13.15b Emergency Communications Supervisor
13.15a Emergency Dispatcher
13.07a Emergency Management Coordinator
13.07b Emergency Management Director
5.07a Employment Recruiter
5.07b Employment Recruiter - Senior
7.05 Engineer, Civil - Senior
7.04 Engineer, Civil (Professional)
7.08 Engineering Division Manager
7.07 Engineering Project Manager
7.01 Engineering Tech - II
7.02 Engineering Tech - III
12.01 Environmental Health Specialist
14.03 Environmental Specialist - Intermediate
14.02 Environmental Technician - Intermediate
4.04 Executive Secretary / Assistant
10.06 Facilities Maintenance Supervisor
10.05 Facilities Maintenance Technician
2.14 Finance Director / CFO
2.13 Finance Division Manager
2.12a Financial Analyst - Intermediate
2.12b Financial Analyst - Senior
13.09 Fire Battalion Chief
13.11 Fire Chief
13.10 Fire Chief - Deputy
13.08a Firefighter / EMT*
13.08b Fire Marshal**
10.13a Fleet Foreman
10.13b Fleet Manager
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3.13b GIS Analyst
3.13a GIS Specialist
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10.09 Grounds Maintenance Worker (Journey)
10.10 Heavy / Construction Equipment Operator
10.12 Heavy Equipment Mechanic
3.14 Help Desk Specialist
5.01 Human Resources Assistant
5.09 Human Resources Director
5.02b Human Resources Generalist - Senior**
5.02a Human Resources Generalist**
5.08 Human Resources Manager
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3.19 Information Systems Director
3.18 Information Systems Manager
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5.11 Labor Relations Manager
5.10 Labor Relations Negotiator
10.07 Laborer
3.08a LAN Administrator
5.03 Leave Administrator*
8.02 Legal Assistant
8.01 Legal Secretary
9.04 Librarian
9.01 Library Aide
9.02 Library Technician - Intermediate
9.03 Library Technician - Senior
11.02 Lifeguard
10.08 Maintenance Worker (Journey)
4.09 Management Analyst
4.10 Management Analyst - Senior
12.04 Mental Health Associate
10.14 Meter Reader
3.07 Microcomputer Specialist
14.01 Natural Resources Specialist
3.08b Network Engineer
12.06 Nurse Practitioner
4.01 Office Support Specialist - Entry
4.02 Office Support Specialist - Intermediate
4.03 Office Support Specialist - Senior
10.03d Painter
8.03 Paralegal
11.04 Park Maintenance Supervisor
11.03 Park Maintenance Worker
11.10 Park Ranger
11.08 Parks & Recreation Director
2.05 Payroll Specialist - Intermediate
2.06 Payroll Specialist - Senior
6.14 Planner - Senior
6.13 Planner (Journey)
6.15 Planner (Principal)
6.16 Planning Manager / Director
6.04 Plans Examination Supervisor
6.03 Plans Examiner - Commercial
6.02 Plans Examiner - Residential
10.03b Plumber
6.08 Plumbing Inspector
13.23 Police Captain
13.24 Police Chief
13.20 Police Detective
13.22 Police Lieutenant
13.19 Police Officer / Deputy Sheriff
13.06c Police Property / Evidence Technician
13.16 Police Records Specialist
13.17 Police Records Specialist - Lead
13.18 Police Records Supervisor
13.21 Police Sergeant
4.19 Policy Advisor
13.14 Probation and Parole Officer
7.06 Professional Land Surveyor
4.07a Program Coordinator
4.08 Program Manager
4.06 Program Technician / Specialist
3.01 Programmer / Analyst
3.02 Programmer / Analyst - Senior
4.13 Public Information Officer
10.17 Public Works Crew Leader
10.23 Public Works Director (with engineering)
10.22 Public Works Director (without engineering)
10.18 Public Works Field Supervisor
10.20 Public Works Inspector
10.21b Public Works Manager
10.19 Public Works Operations Supervisor
10.21a Public Works Superintendent
4.15 Purchasing Manager
4.21 Records Analyst
4.22 Records Coordinator
4.23 Records Manager
11.06 Recreation Coordinator
11.05 Recreation Specialist
11.07 Recreation Supervisor
4.11 Research Analyst
2.17 Risk Manager
5.14 Safety Officer
11.09 Senior Community Center Manager
6.09 Structural Engineer
3.03 Systems Analyst
3.05 Systems Analyst - Lead
3.04 Systems Analyst - Senior
3.11 Telecommunications Analyst
3.10 Telecommunications Specialist
10.16 Traffic Signal Maintenance Technician
4.12a Utility Billing Clerk
4.07b Volunteer Coordinator
10.24 Wastewater Maintenance Operator
10.26 Wastewater Treatment Manager / Supervisor
10.25 Wastewater Treatment Plant Operator
10.27 Water Distribution Operator III
10.29 Water Superintendent / Supervisor
3.16a Web Administrator
3.16b Web Designer

Job Descriptions ...

GENERAL GUIDELINES . . .

- Job descriptions denote the **primary focus of the job**, not necessarily all the duties that might be performed.
- Although some job descriptions may specify a **college degree** as a typical qualification, a degree is usually not an absolute necessity. Equivalent knowledge and experience may be substituted for a degree in many instances. When a degree is mentioned as a typical qualification, it is assumed to be in a related discipline. A Bachelor's Degree is implied unless otherwise stated.
- Most job descriptions specify a **minimum length of experience** as a typical qualification. The number of years should be used as a guideline only. Job-related experience is always implied.
- Many jobs in this survey specify a **particular level in a typical job hierarchy** (e.g., Accounting Clerk (Senior)). All job titles in this survey which do not identify a level (e.g., senior) are referring to the intermediate level. Organizations with a one-level job (no entry or senior level) will usually be able to match their job to the intermediate level.
- The **intermediate level** is considered a fully trained, fully proficient level.

1.0 ASSESSMENT & TAXATION

1.01 Appraiser - Residential

Performs residential appraisals for valuation purposes in accordance with state statutes, conducting sales data analysis and research and annual adjustments • Prepares and presents assessor's responses to petitions to the Board of Equalization and the state Board of Tax Appeals • *This is a journey level position that may assist in training entry-level appraisers • Typically requires a 4 year degree and 3-5 years of experience plus state accreditation.*

1.02 Appraiser - Commercial

Performs commercial appraisals to establish appropriate market value market for tax assessments. Inspects commercial property for quality construction, condition and functional design to assure accurate appraisal of market value • Works independently and requires a broad-scope knowledge of zoning, building and related construction practices and building and land values • May assist in training entry-level appraisers • *Typically requires a 4 year degree and 3-5 years of experience plus state accreditation.*

2.0 FINANCE

2.01 Accounting Clerk - Intermediate

Performs a variety of clerical duties related to accounting • Posts to journals, ledgers and other accounting records • Prepares statements, invoices and routine reports, verifies records • May be responsible for a specific accounting function such as accounts receivable or accounts payable • *This is the intermediate level position where incumbent works under general supervision • Typically requires a working knowledge of bookkeeping principles and 1-2 years of related experience.*

2.02 Accounting Clerk - Senior

Performs complex clerical duties related to accounting • Analyzes accounting documents for accuracy, traces and investigates transactions to resolve questionable data and takes corrective action when necessary • Prepares moderately complex financial reports and analysis • May assist less senior clerks with reconciliation of complex problems • May be responsible for a specific accounting function such as accounts receivable or accounts payable • *This is a senior level position typically requiring 2-4 years of related experience or equivalent background. NOTE: Do not report payroll clerks here.*

2.03 Accountant - Intermediate

Performs moderately complex accounting activities relating to the maintenance of a complete and accurate general ledger and resulting managerial reports and financial statements • Keeps comprehensive and complex accounts requiring the analysis of accounting transactions and the establishment or maintenance of accounting controls • Prepares monthly financial statements and operating reports for distribution to management and other personnel • *This is the intermediate level position typically requiring a bachelor's degree, or experience equivalent to a degree in accounting or business administration, and 2-4 years of significant accounting experience.*

2.04 Accountant - Senior

Responsible for complex activities associated with maintaining ledger accounts and for developing financial statements and reports • This is the most senior skill level but does not include supervisory experience • May provide functional advice or training to less experienced accounting positions • *This is the senior level position typically requiring course work or experience equivalent to a degree in accounting or business administration • Typically requires a minimum of 4 years accounting experience, a strong knowledge of accounting theories and principles and a working knowledge of the organization's practices.*

2.05 Payroll Specialist - Intermediate

Analyzes, prepares, and inputs payroll data, typically using an automated system to produce accurate and timely payroll • Reviews and resolves errors from edits • Resolves employee and supervisory payroll questions • Analyzes payroll reports and provides results to supervisor • *This is an intermediate level position requiring 2-4 years of accounting/payroll related experience and data terminal input skills.*

2.06 Payroll Specialist - Senior

Performs duties necessary for the accurate calculation of wages, maintenance of records and distribution of payroll reports and withheld monies • In addition, the incumbent performs advanced functions such as preparing payroll journal entries and general ledger account reconciliations, depositing withheld payroll taxes, completing quarterly and year-end tax reports and balancing and distributing W-2's • Via interpretation and application, ensure compliance with Federal/State Tax and Wage and Hour laws, the organization's policies/procedures and benefit programs as they relate to payroll • May function as primary contact for payroll questions, instructions, training and problem resolution • *Typically requires 3-5 years of experience in all areas of payroll processing, knowledge of tax laws and accounting practices, strong analytical and communication skills • No supervisory responsibilities; may act as lead.*

2.07 Accounting Supervisor

Supervises nonexempt employees in an accounting department • May specialize in a functional area such as accounts payable, accounts receivable, or payroll • Communicates with other departments regarding interaction of activities and schedules • Implements and reviews operating procedures • *This is a first-line supervisory position typically requiring 5 years of accounting experience or a bachelor's degree plus 1 year of accounting experience.*

2.08 Accounting Manager

Coordinates and manages the maintenance of the general ledger and the production of various financial statements, reports and statistics reflecting cash balances and other financial results • Formulates and administers approved accounting practices throughout the organization to insure financial and operating reports accurately reflect the condition of the business and provide reliable information necessary to control operations • May direct the following functions through supervisory personnel; Accounts Payable, Accounts Receivable and Payroll • *Typically requires a degree plus 5-8 years of experience in the accounting field.*

2.09 Budget Analyst - Intermediate

Prepares operating budget for units or departments based on actual performance, previous budget figures, estimated revenue, expense reports and other factors • Reviews expenditure of requisitioning departments to ensure conformance to budgetary limitations • Maintains records of expenses, inventories and budget balances • Audits vouchers and expense accounts • Maintains records of actual operating figures for comparison with estimated budget • Assists in installation of budgetary control systems • *This is the intermediate level position requiring course work or experience equivalent to a degree in business, accounting or related discipline • Typically requires 2-4 years related experience and working knowledge of budget techniques, the organization's budget policies and procedures and demonstrated analytical skills.*

2.10 Budget Analyst - Senior

Prepares operating budget for units or departments based on actual performance, previous budget figures, estimated revenue, expense reports and other factors • Reviews expenditure of requisitioning departments to ensure conformance to budgetary limitations • Maintains records of expenses, inventories and budget balances • Audits vouchers and expense accounts • Maintains records of actual operating figures for comparison with estimated budget • Assists in installation of budgetary control systems • *This is the senior level position requiring course work or experience equivalent to a degree in business, accounting or related discipline • Typically requires 4-6 years related experience and working knowledge of budget techniques, the organization's budget policies and procedures and demonstrated analytical skills.*

2.11 Budget Manager

Manages the preparation, consolidation, and distribution of budgets and related reports • Directs the analysis of operating results and prepares interpretive reports and recommendations to management • Develops budgetary policies and procedures • May prepare sales forecasts and/or cost projections • May supervise budget staff • *This is the top budget position, typically requiring a degree and 5-8 years of experience.*

2.12a Financial Analyst - Intermediate

Conducts and documents complex financial and budget analysis projects • Performs research and analysis to provide management with financial data and recommendations for use in setting and realizing profit objectives • Evaluates financial alternatives and recommends appropriate action • Evaluates effectiveness of new programs by comparing results with original proposals • *This is an intermediate level position typically requiring a degree and 2-4 years of experience.*

2.12b Financial Analyst - Senior

Conducts and documents complex financial and budget analysis projects • Performs research and analysis to provide management with financial data and recommendations for use in setting and realizing profit objectives • Evaluates financial alternatives and recommends appropriate action • Evaluates effectiveness of new programs by comparing results with original proposals • May provide guidance and training to less experienced staff • *This is a senior level position typically requiring a degree and 4-6 years of experience.*

2.13 Finance Division Manager

Provides financial management to assist departments in establishing and achieving their goals and objectives • Manages the financial function and staff within policy, established professional standards, and legal requirements • Provides leadership on project and operational issues to ensure appropriate focus, best utilization of resources, and effective resolution of outstanding issues • Consults with management and/or peer functional managers on financial matters and/or business issues with financial implications • *Typically requires a bachelor's degree and 5-8 years of experience.*

2.14 Finance Director / CFO

Plans, organizes, directs and controls the functions of a finance department and serves as organization's chief financial officer • Develops and implements policies, procedures and practices for the organization's financial systems • Oversees purchase and investment of jurisdiction's funds • May also be accountable for information technology function and/or clerk function • *Top financial position, typically requiring a minimum of a 4 year degree and 8-10 years of experience.*

2.17 Risk Manager

Develops, recommends, and administers risk management, cost containment, and loss prevention programs • Coordinates the review and analysis of these management programs for the effectiveness of coverage and to reduce costs and losses • Coordinates between line management, outside vendors, consultants, and attorneys • Negotiates and reviews insurance policies • May supervise the activities of risk analyst professionals • *Typically requires a degree and 5-8 years of experience.* *NOTE: Intended to be the top level of this function within smaller organizations, or typically the 2nd or 3rd level within larger organizations.*

3.0 INFORMATION TECHNOLOGY

3.01 Programmer / Analyst

Programs and analyzes moderately complex projects • Assists senior analysts on large-scale or complex projects • Codes, debugs, and documents programs • *This is the intermediate level typically requiring a bachelor's degree in computer science, or related vocational training and 2-4 years of programming experience.*

3.02 Programmer / Analyst - Senior

Performs complex analysis and applications programming • Coordinates user requirements with system specifications • Prepares flow charting • Codes, debugs, and documents programs • *This is the senior level typically requiring a bachelor's degree in computer science, or related vocational training and 4-6 years of experience in programming and analysis.*

3.03 Systems Analyst

Analyzes and modifies existing data systems • Determines system specifications and record layouts and develops procedures to process information • Interfaces with users and develops a system to meet user needs • Analyzes and modifies the system design • Evaluates and recommends equipment modifications or additions • *This is the intermediate level typically requiring a computer science degree and 2-4 years of experience in systems analysis.*

3.04 Systems Analyst - Senior

Defines, develops, and analyzes systems for business, scientific, or engineering applications • Reviews, implements, and/or revises existing or new systems • Interfaces with users to identify requirements and resolve problems • May be functional lead over programmers and coordinate the activities of a small project • *This is the senior level typically requiring a computer science degree and 4-6 years of experience in systems analysis.*

3.05 Systems Analyst - Lead

Monitors, organizes and directs the work of subordinate systems analysts • Recognizes and resolves user requirement problems, or other potentially disruptive situations, with system specifications • Instructs other systems analysts to facilitate accomplishment of complex tasks or initiate corrective action • Serves as the primary technical resource for other systems analysts • *Work leader or shift supervisor position typically requiring a computer science degree and 4-7 years of experience in systems analysis.*

3.06 Business Systems Analyst

Provides IT support to operations through automating complex financial and budget analysis projects • Performs and/or supports financial analysis and research to provide management with financial data and recommendations for use in setting and realizing profit objectives • Reviews systems that evaluate financial alternatives • Evaluates effectiveness of new and existing programs/systems by comparing results with original proposals or need • *This is a senior level position typically requiring 5-8 years of experience in systems and 3 or more years of experience in business operations*.

3.07 Microcomputer Specialist

Provides hardware and software support for LAN users • Performs LAN/hard disk back-ups and assists end users with questions and problems • Installs and maintains software and peripherals, performs configuration of hardware and troubleshoots hardware problems • May provide individual based training • *Typically requires 2-4 years of experience.*

3.08a LAN Administrator

Installs, configures and maintains software and hardware connected to the LAN (local area network) server and workstations • Interfaces with other departments, vendors or consultants to resolve problems • Ensures conformance with information systems and the organization's objectives • Provides training or individual assistance to users • Oversees backup and security procedures • Plans for hardware and software upgrades • Coordinates the work of outside specialists • *This an intermediate level position typically requiring 2-4 years network support experience • Typically requires Microsoft or Novell network engineer certification.*

3.08b Network Engineer

Performs planning, forecasting, and implementing network systems (wireless and/or VoIP) of moderate complexity • Participates in network planning, architecture design and engineering, including communication architectures, topologies, hardware, software, transmission and signaling links and protocols • Work product is a complete network configuration • Evaluates and tests new products and develops documentation of technical standards and interface applications • Performs system tuning and makes recommendations for improvement • *Typically requires a bachelor's degree in computer science or other related field and at least 3 years of IT work experience in infrastructure/network environments performing network engineering work.*

3.09 Database Administrator

Oversees the technical design and development of IT databases and associated master files • Coordinates efforts with systems, operations and technical support staff to establish and modify databases and master files, and ensures database quality, integrity and performance • Plans, establishes and maintains allocation control over the availability of disk space for existing and projected requirements • May supervise Database Analysts • *Typically requires a degree and in-depth knowledge and experience with database management systems and associated utility software.*

3.10 Telecommunications Specialist

Programs, troubleshoots, and implements telecommunications systems which may include: PBX voice switching systems, voice processing systems (e.g. voice mail), the voice network, integrated workstations, telecommunications cable/wiring plans, cellular and paging equipment, and all related products and services • *Typically requires up to 2 years of experience.*

3.11 Telecommunications Analyst

Designs, programs, coordinates and implements telecommunications systems which may include: PBX voice switching systems, voice processing systems (e.g. voice mail), the voice network, integrated workstations, telecommunications cable/wiring plans, cellular and paging equipment, and all related products and services • Assesses business requirements, performs immediate design and programming, or escalates projects to engineering • Analysts are responsible for the ongoing administration of voice technology and network systems to include telephone station hardware/software changes, software upgrades, traffic analysis and reporting • *Typically requires 3-5 years of experience.*

3.12 GIS Technician

Collect, compile, analyze and digitize geospatial and tabular data to produce maps and related products • Maintain the accuracy of the GIS databases, technical files and documentation • Perform moderately complex analysis on data • *This is the first level in a 2 level series* • *Typically requires 1-3 years of experience.*

3.13a GIS Specialist

Responsible for creating and maintaining a GIS mapping system • Applies specialized GIS software knowledge and technical principles to projects and assignments • Under limited supervision, coordinates specialized projects • Responsible for creating, collecting, compiling, manipulating and maintaining data for various GIS applications as well as maintaining the accuracy of the GIS database(s) and technical files and documentation • *Typically requires a 2 year degree in a related course of study and 3-5 years of experience.*

3.13b GIS Analyst

Designs, develops and implements GIS applications • Provides programming and custom application development of the GIS database and streamlines and enables efficient use of GIS software and operating systems • Provides analysis of GIS data, including analysis of complex user requirements, and evaluating potential GIS software and tools • *Typically requires a bachelor's degree in geography, computer science, planning or related field, and 3 years of experience in GIS analysis, programming, application and data development.*

3.14 Help Desk Specialist

Provides support services to internal and/or external users of the organization's computer systems and network • Acts as first-level problem identifier and resolver • Coordinates user problems resolution with appropriate resource if necessary • *Typically a senior level nonexempt or entry level exempt position requiring 2 years of experience.*

3.15 Computer Operator

Maintains automated processing schedules • Assists in handling special problems and projects • Implements proper schedules, attends to procedures and corrects problems as they occur • Logs machine failures and program errors and makes corrections • *This is the intermediate level position typically requiring 1-2 years of experience as a computer operator or related data processing experience.*

3.16a Web Administrator

Provides technical leadership, consultation, strategic planning and administration of the software infrastructure for the organization's intranet/internet • Consults with project teams and business units on developing and implementing web pages and applications • Performs these duties within multiple functions, a division, across divisions, or for mission critical functions • *Typically requires 5-7 years IT experience, including 3 years internet/client server experience.*

3.16b Web Designer

Creates and develops the graphic design and layout for agency website • Works to establish visual, navigational and commercial web standards related to the site's performance and presentation • Works with bureau staff to determine the site content; selects appropriate methods and styles to best communicate information and ideas and determine cost-effective production methods • Utilizes a wide variety of media including specialized software, graphic design, photography, etc. • *Typically requires a bachelor's degree with online design program preferable, and 3 years of online creative design experience with knowledge of JAVA, HTML, CGI-script programming.*

3.17 Applications Manager

Manages application systems analysis and programming activities • Directs feasibility studies, time and cost estimates, and the development of new or revised applications • Coordinates systems development activities to establish priorities, resolve technical problems, and maintain standardized documentation • Supervises systems analysis and programming staff • *Typically requires a degree and 5-8 years of experience.*

3.18 Information Systems Manager

Manages all data processing activities, including systems analysis, programming, computer systems, and auxiliary operations • Provides data processing services to all user departments • Establishes technical standards, methods, and priorities • Advises senior management on data processing plans, projects, and capabilities • Supervises all information systems staff • *Typically requires a degree and 8 or more years of experience.* *NOTE: Intended to be the top level of this function within smaller organizations, or typically the 2nd or 3rd level within larger organizations.*

3.19 Information Systems Director

Manages all data processing activities, including systems analysis, programming, computer systems, and auxiliary operations • Provides data processing services to all user departments • Establishes technical standards, methods, and priorities • Advises senior management on data processing plans, projects, and capabilities • Directs all information systems staff • *Typically requires a degree and 8 or more years of experience. NOTE: Not intended for smaller organizations. This is typically the 1st or 2nd level of this function within larger organizations. This position typically has subordinate managers.*

4.0 GENERAL ADMINISTRATION

4.01 Office Support Specialist - Entry

Performs routine clerical and secretarial duties • Assignments are well defined and require minimal judgment • Sets up and maintains files, transcribes dictation, types letters, memos and reports, screens calls and takes messages • Works under close supervision • May require working knowledge of office equipment, including word processing or spreadsheet software • *Entry level position requiring demonstrated basic secretarial skills Typically requires 6 months to 1 year clerical experience.*

4.02 Office Support Specialist - Intermediate

Performs moderately complex clerical and secretarial duties • Assignments require a basic knowledge of practices and procedures of the function • Sets up and maintains files, prepares reports, agendas, memos and correspondence • May prepare documents from rough draft to final form • Transcribes dictation, answers routine correspondence, arranges meetings, makes appointments, screens calls and takes messages • Works under limited supervision • *This is the intermediate level position typically requiring demonstrated secretarial skills and a working knowledge of office equipment, including word processing and spreadsheet software, with 1-2 years of secretarial experience.*

4.03 Office Support Specialist - Senior

Performs complex clerical and secretarial duties requiring judgment in solving problems and making routine recommendations • Requires knowledge of practices and procedures of the division and organization • Usually reports to a manager or director • Sets up and administers filing system, transcribes dictation, types letters, memos, and correspondence • Typing may be from rough draft • Initiates required administrative reports • Arranges meetings and makes appointments • Generally takes responsibility for handling details for an individual manager or managers • Works under general supervision • May direct the work of lower level secretaries and/or clerical employees • *This is the senior level position typically requiring advanced secretarial skills, with 2-4 years secretarial experience • Excludes legal and executive secretaries.*

4.04 Executive Secretary / Assistant

Performs complex secretarial and administrative duties directly for senior management • Work requires independent judgment and initiative on assignments that are sensitive in nature and demonstrated ability to deal with high level contacts inside and outside the organization • Gathers and prepares information relative to the executive's function • *This is the executive level support position typically requiring an in-depth knowledge of the organization's practices, structure and a high degree of technical skills with a minimum of 5 years of experience.*

4.05 Administrative Supervisor

Directs the work activities of clerical and administrative employees • Determines work procedures, prepares work schedules and expedites work flow • Inspects and reviews quality and quantity of work • Recommends salaries, administers performance reviews, trains staff, prepares initial budget and recommends and implements procedures to increase efficiency • Has responsibility for hiring and firing • *This is the first level supervisor typically requiring course work or experience in business administration, office sciences, or equivalent • Typically requires knowledge of area of specialization, organization policies and procedures, supervisory skills, planning and coordinating skills and oral and written communication skills.*

4.06 Program Technician / Specialist

Performs a variety of moderate to complex technical activities in support of a program requiring specialized knowledge of assigned program, projects or function • Serves as a bridge class between the administrative support/clerical job family and the professional job family within the program • Performs technical, administrative and research functions or projects requiring specialized training and knowledge of the program and an ability to plan and coordinate using independent judgment and limited supervision • *Typically requires 2 years of college coursework and 3 years of experience in administrative support or work in a technical program.*

4.07a Program Coordinator

Plans, organizes, coordinates and evaluates a small to moderate-sized program or project • Plans and monitors performance against program goals and objectives and ensures program results • Interacts with internal and external program or project stakeholders to build program support • *Requires strong analytical and communications skills and program/project management capabilities • May provide program leadership and work direction of other program support staff • Typically requires a bachelor's degree and 2-4 years related experience.*

4.07b Volunteer Coordinator

Develops, administers, and reviews programs utilizing volunteers to support departmental needs, including program planning and coordination, program promotion and marketing, recruitment, training and supervision of volunteers and related activities • Typically requires a bachelor's degree in business or public relations, human services, planning, or related field, and 2 or more years of experience in public involvement processes or coordination of volunteer services.

4.08 Program Manager

Manages one or more major programs with organization-wide implications such as the community dispute resolution program, the neighborhood program, solid waste/recycling, sustainability, franchise program, community garden, municipal code services or programs of similar scope and responsibility • May supervise regular employees involved in the provision of services in assigned program area(s) • May actively recruit, train and supervise volunteers for program areas and other activities • *Typically requires a bachelor's degree, and 5 years of experience in administration of a similar program area.*

4.09 Management Analyst

Conducts analyses of programs, processes, procedures or related business issues • Projects may cross organizational boundaries with a variety of objectives which may include revenue generation, operational efficiencies, service, productivity, and/or cost effectiveness • Contributes to business decisions through analytical role, recommendations, and/or implementation • Incorporates knowledge of industry "best practices" in findings and recommendations • *This is the journey level position and typically requires a bachelor's degree and 2-4 years of experience.*

4.10 Management Analyst - Senior

Duties emphasize research, analysis, and development of recommendations in areas such as budgeting and financial planning, organizational analysis, policy formulation and service delivery • May be assigned in a number of areas including finance, internal audit and operational areas • Positions at this level typically involve organization-wide responsibilities • *This is the senior level position and typically requires a bachelor's degree and 5-8 years of experience.*

4.11 Research Analyst

Compiles and analyzes information regarding the organization's operations and services • Develops and administers research and survey techniques • Investigates and compares factors including "best practices," competitive environment, demographic and economic conditions, and demand for services • Provides statistical reports and action plan recommendations to management • Assists in the development of strategic plans and information systems • May involve data analysis using computer modeling techniques • *This is the intermediate level analyst, typically requiring a degree and 3-5 years of experience.*

4.12a Utility Billing Clerk

Performs specialized customer service and problem resolution to citizens and utility customers, including answering customer inquiries and complaints by phone, mail and in-person regarding potentially sensitive actions such as service termination, liens, assessments, payments and account adjustments • Processes customer account data and performs calculations related to estimates, pro-ration, bills, collections, codes, and contracts • Posts and reconciles data • Opens and closes customer accounts • Monitors a variety of customer account activity • May receive and receipt customer payments • Maintains security of cash, checks and money orders • May make deposits • *This is the intermediate level typically requiring 1-2 years of customer service, bookkeeping and accounting experience.*

4.12b Customer Service Representative

Answers customer inquiries regarding accounts, products, or services • Troubleshoots, analyzes, and remedies customer problems, within established guidelines • May research or update the organization's computerized records • Acts as a liaison between customer and the organization's various departments • May prepare customer correspondence • May function in a call center environment • *This is the intermediate level typically requiring broad knowledge of the organization's procedures, products, and services.*

4.13 Public Information Officer

Plans and implements public information programs to effectively represent the organization to the media and public • Develops and administers timely and accurate communication of information related to organization business, either at the initiative of the organization or in response to media requests • Provides a coordinated approach to communication on behalf of the organizational programs assigned • Ensures consistency in content of program information within the organization and to the media/public • *Typically requires a bachelor's degree and 5+ years of experience • May have some lead or supervisory duties, but the focus of this position is not managerial.*

4.14 Buyer / Purchasing Agent

Compiles the necessary information and takes independent action to procure supplies, materials, equipment and services • Prepares bid invitations and conducts bid openings; examines bids for compliance with procurement requirements • Has extensive contact with vendors to obtain prices and specifications of products • No direct supervisory responsibilities • *Intermediate level position generally requiring course work at the college level with emphasis in business administration and demonstrated knowledge of materials purchased and sources of supply • Typically requires 2-3 years buying experience.*

4.15 Purchasing Manager

Manages the purchasing activities of an organization or operating unit • Establishes purchasing policies and departmental procedures • Determines sources of supplies, raw materials, and components, by receiving and analyzing quotations and proposed bids • Negotiates purchasing contracts, monitors vendor quality and maintains necessary records and documentation • Coordinates with production, engineering, and other departments • *Typically requires a degree and 5-8 years of experience. NOTE: Intended to be the top level of this function within smaller organizations, or typically the 2nd or 3rd level within larger organizations.*

4.16 Contract Administrator

Responsible for the development and preparation of complex bid documents, including contract terms and conditions • Performs contract administration responsibilities including review and drafting of amendments and service directives, answers questions on contract interpretation, and provides advice on contract issues • *This is an intermediate level non-supervisory contract administrator position, typically requiring a degree and 3-5 years of experience.*

4.17a Deputy City Recorder

Participates with the City Recorder in maintaining and managing City records and specialized work in the duties prescribed by the City Charter • Typically requires an associate degree in records and information management, some experience in records management, and dealing with the general public and public officials • Typically requires certification as municipal clerk and/or records manager.

4.17b City Recorder

Coordinates City Council meetings and agendas, ensuring compliance with laws governing public meetings, records, and elections • Administers City elections and supervises the City's general services • May develop, review, approve and implement section work plans, services, policies, procedures and reports • *Typically requires an associate degree in office management, or closely related field, and 5 years of experience in office management, including 2 years supervisory experience in a municipal setting, or an equivalent combination of education and experience.*

4.17c Council / Board Coordinator

Performs varied, confidential, moderate to complex administrative support and coordination duties for the City Council / Board • Duties and responsibilities typically involve a blend of administrative, communications, coordination, and public contact duties • May also provide general, confidential administrative backup support to other staff, which may include senior managers • Primarily provides administrative support to elected officials • This position does not have City Recorder duties.

4.18 Assistant City Manager

Manages, plans, and sets goals and direction for various internal departments to ensure delivery of quality services • Oversees organization's budget • Serves as project manager on special projects as assigned • Acts as City Manager in his/her absence • Supervises a support staff • *Typically requires a bachelor's degree and 10+ years of related experience*.

4.19 Policy Advisor

Provides high level policy advice and support and undertakes complex research and analysis in relation to the development, coordination, implementation and review of Government policies • Serves as primary point of contact advocating for governmental policy priorities • Seeks changes in local, state and federal legislation • Advances legislation in support of priority initiatives and goals • Defends against legislation with adverse impacts • Cultivates and manages relationships with key legislators and government officials • Coordinates and strategizes regularly with elected officials on legislative matters • Works closely with senior department staff to develop legislative needs and specific impacts of legislation • Serves as a primary contact with elected officials and government agencies • Works with key local and statewide constituencies and stakeholders to protect common interests and advance common goals • *Typically requires a bachelor's degree in political science, economics, or public policy • An advanced degree or law degree desired, plus experience with political process and excellent communication skills.*

4.20 Government Relations Manager

Provides structure and vision for intergovernmental relations and operations, achieving the goal of promoting and protecting the jurisdiction's interests at the international, federal, state, and regional levels • Manages staff including hiring, setting work objectives, and providing direction related to international, federal, state, and regional agendas • Assists in creation of, and works with interdepartmental staff teams on implementation of, specific strategies • Manages budget, and may oversee accounting, state lobbying, public disclosure, etc. • Serves as primary contact for officials at international, federal, state and regional levels • Assists department heads in utilizing intergovernmental services • Works with key local and statewide constituencies and stakeholders to protect common interests and advance common goals.

4.21 Records Analyst

Responsible for developing and maintaining the records management program • Searches and investigates records to retrieve information and files • Ensures adherence to legal regulatory requirements for records retention, disclosure of public and personnel records and information • Ensures necessary compliance with applicable state and federal laws • Works with users providing advice, guidance, and training of the records filing and retrieval procedures • Proposes and implements filing systems working with users to ensure responsive system • *Typically requires a bachelor's degree and 3+ years of related experience*.

4.22 Records Coordinator

Organizes, schedules, and performs records management functions, including storage, retrieval, retention, and destruction in compliance with federal and state law; represents the District as the Records Officer in appropriate meetings with state and other agencies; protects the integrity, security, and confidentiality of documents and records • Typically requires 5+ years of office experience, with emphasis on records management.

4.23 Records Manager

Supervises the records management program, which includes overseeing the development and maintenance of cost effective systems for controlling the use, maintenance, reproduction, protection, and disposition of all records • Supervises a Records Management staff which may include Records Supervisor(s), on/off site record support, micrographics, computer output microfilm, and computer-assisted retrieval • Consults with all levels of management to determine records management requirements • *This position typically requires 3-5 years of experience in records management or related field.* *NOTE: Medical Library Services Manager data reported in Northwest Health Care Salary Survey.*

5.0 HUMAN RESOURCES

5.01 Human Resources Assistant

Performs moderately complex activities in support of the personnel/human resources function • Conducts or assists in conducting project work in the area of employment or affirmative action, employee communications, employee events, benefits and salary administration, or HRIS • Compiles and tracks data; prepares reports • Answers and refers personnel-related questions and inquiries • Initiates and prepares personnel actions • *This is a senior level nonexempt or entry level exempt position, typically requiring a college degree and 1 year of related experience.*

5.02a Human Resources Generalist**

Administers human resource programs, procedures, and plans • Provides guidance to executives, managers, supervisors, and employees on various routine to moderately complex human resource issues • Areas of expertise may include employment, affirmative action, EEO, classification, compensation, employee relations, benefits, safety, and training • *This is an intermediate level human resource staff professional with no supervisory responsibility, and typically requires 2-4 years of experience.*

5.02b Human Resources Generalist - Senior**

Contributes to the design and development and administers human resource programs, procedures, and plans • Provides guidance to executives, managers, supervisors, and employees on various human resource issues of a fairly complex nature • Areas of expertise may include employee relations, labor relations, employment, affirmative action, classification, compensation, benefits, safety, and training • May consult with regulatory and/or legal personnel to review and resolve problems • *This position generally has no supervisory responsibility • Typically requires a degree and 4 or more years of experience.*

5.03 Leave Administrator*

Responsible for state and federal leave programs • Coordinates and communicates the leave of absence policy to relevant employees • Provides consultative services to managers and employees in these areas • Serves as the liaison between Human Resources and Payroll for time reporting, leave and absence programs • *Typically requires a degree and 3-4 years in employee benefits and/or leave administration.*

5.04 Benefits Specialist

Identifies and resolves benefit questions through research and policy interpretation • Communicates with active and retired employees, human resource staff and consultants • May assist with special projects within the benefits area • *Typically requires current knowledge of the organization's benefit programs and 1-2 years of related experience.*

5.05 Benefits Administrator

Administers employee benefit programs; develops and recommends new programs or revisions to existing programs; develops and carries out benefit educational activities; conducts and responds to benefit surveys; ensures compliance with all legislative acts pertaining to employee benefits • May supervise benefit clerk(s) • *This is the intermediate level position typically requiring course work or experience in business administration, accounting, personnel management, etc. • Typically requires 3-4 years of experience in analyzing, evaluating and administering employee benefit programs.*

5.06a Classification / Compensation Analyst

Studies and analyzes jobs and prepares job descriptions in standardized form; evaluates jobs using established evaluation systems and determines appropriate grades • Conducts compensation surveys and participates in surveys conducted by other firms • Analyzes survey data and develops and recommends classification/compensation policies and procedures • May assist in the administration of merit rating program, reviewing changes in wages and salaries for conformance to policies • May also assist in the design and administration of classification/compensation programs • No lead responsibility • *This is the intermediate level position typically requiring course work or experience in business administration, statistics, personnel management or comparable discipline • Typically requires demonstrated knowledge of job evaluation systems, compensation practices and methods, knowledge of applicable laws, and 2-4 years of classification/compensation experience.*

5.06b Classification / Compensation Analyst - Senior

Studies and analyzes jobs and prepares job descriptions in standardized form; evaluates jobs using established evaluation systems and determines appropriate grades • Conducts compensation surveys and participates in surveys conducted by other firms • Analyzes survey data and develops and recommends classification/compensation policies and procedures • May assist in the administration of merit rating program, reviewing changes in wages and salaries for conformance to policies • May also assist in the design and administration of classification/compensation programs • Provides project leadership on more difficult or sensitive projects • *This is the senior level position typically requiring course work or experience in business administration, statistics, personnel management or comparable discipline • Typically requires demonstrated knowledge of job evaluation systems, compensation practices and methods, knowledge of applicable laws, and 4-6 years of classification/compensation experience.*

5.07a Employment Recruiter

Prepares job announcements, screens applications, interviews prospective employees for hourly and salaried jobs (usually up to and including professional and first-line manager jobs), refers applicants to specific job openings, checks references and may process changes in employee employment status (hires, promotions, transfers, etc.) • May have EEO and affirmative action responsibilities • No lead responsibility • *This is the intermediate level position typically requiring course work or experience in business administration, communication, personnel management or comparable discipline • Typically requires demonstrated interviewing skills, knowledge of modern employment practices and related laws, and 1-2 years of experience in recruiting.*

5.07b Employment Recruiter - Senior

Prepares job announcements, screens applications, interviews prospective employees for hourly and salaried jobs (usually up to and including professional and first-line manager jobs), refers applicants to specific job openings, checks references and may process changes in employee employment status (hires, promotions, transfers, etc.) • May have EEO and affirmative action responsibilities • *This is the senior level position typically requiring course work or experience in business administration, communication, personnel management or comparable discipline • Typically requires demonstrated interviewing skills, knowledge of modern employment practices and related laws, and 4-6 years of experience in recruiting.*

5.08 Human Resources Manager

Manages the human resource function by supervising staff engaged in one or more of the following areas: benefits administration, employee recruitment and selection, salary administration, management training and development, labor relations, employee education and EEO compliance • Organizes and manages an integrated family of services to develop the organization and to administer employee relations programs • Plans and implements personnel management actions to achieve business plans • *Typically requires coursework or experience equivalent to a degree in industrial relations, human resources, or business administration, and 5 years human resource experience. NOTE: Intended to be the top level of this function within smaller organizations, or typically the 2nd or 3rd level within larger organizations. This level typically does not have subordinate managers.*

5.09 Human Resources Director

Develops and/or implements human resource policies and programs within the policy guidelines set by top management • Typically directs the following personnel functions: staffing, affirmative action, wage/salary and benefit administration, training and development, labor relations, safety and health, and employee services • Directs the activities of professional human resource staff • *Typically requires a degree and 8-10 years of experience. NOTE: This is the top level of this function within larger organizations. This position typically has subordinate managers.*

5.10 Labor Relations Negotiator

Represents the agency in negotiations with unions, and in grievances, arbitrations and other administrative proceedings • Advises management on labor and employment laws and personnel matters, and participates in the development and/or presentation of briefing materials related to labor relations issues • May monitor the work performed by junior negotiators in the performance of contract negotiations and administration work.

5.11 Labor Relations Manager

Establishes, formulates, and administers the labor relations policy subject to senior management guidance and approval • Represents management in labor relations including the negotiation, interpretation, and administration of collective bargaining agreements • May direct the activities of a Labor Relations support staff • *Typically requires a degree and 5-8 years of experience.*

5.14 Safety Officer

Administers comprehensive employee occupational safety and health program to comply with state and the Department of Labor Occupational Safety and Health Act (OSHA) • Administers rules, regulations and codes, including developing and implementing any agency or geographic unique safety and health programs • Organizes and instructs safety and health education courses • *Typically requires a bachelor's degree in occupational safety and health, safety studies, natural science, business or public administration, education or allied field and 2 years of professional experience in occupational safety and health programs.*

5.16 Diversity, Equity & Inclusion Business Partner

Develops, implements, and assesses the organization's diversity, equity and inclusion strategy • Ensures alignment with the organization's vision and mission • Partners with human resources in developing and sustaining an inclusive environment that equally engages employees in all stages of their employment experience • Works with all levels of leadership and employees • Educates employees, supervisors, and executive leadership on how to recognize, support, and appreciate individual differences • *Typically requires a degree and 5 or more years of experience.*

5.17 Diversity, Equity & Inclusion Manager

Directs, oversees, and implements the organization's diversity, equity and inclusion strategy • Ensures alignment with the organization's vision and mission • Partners with human resources in developing and sustaining an inclusive environment that equally engages employees in all stages of their employment experience, including recruiting/EEO activities • Works with all levels of leadership and employees • Educates employees, supervisors, and executive leadership on how to recognize, support, and appreciate individual differences • May supervise diversity, equity, and inclusion staff, and report directly to top HR leader • *Typically requires a degree and 8 or more years of experience.*

6.0 COMMUNITY PLANNING / DEVELOPMENT

6.01 Building Permit Specialist

Performs technical and administrative duties that support building department functions • Accepts permit applications, reviews them for completeness and errors, enters data into computerized tracking system, and routes them for review • Accepts, reviews, and issues permits for simple and over-the-counter permit applications • Answers questions about building codes and provides copies of plans, maps, and other documents to customers • Tracks progress of permit applications • May perform simple plan review • May include limited clerical work • *Typically requires 1-2 years of experience and reports to the building official.*

6.02 Plans Examiner - Residential

Reviews construction plans for single family dwellings and incidental buildings and structures for compliance with all standards, codes, ordinances and zoning requirements • Approves or denies plans • Attends pre-design and plans review meetings with developers and contractors • May conduct field inspections • *Typically requires a 2 year degree and 2-3 years of experience, plus certification as a plans examiner.*

6.03 Plans Examiner - Commercial

Reviews construction plans for commercial, industrial and multifamily buildings for compliance with all standards, codes, ordinances and zoning requirements including structural/mechanical plans, fire-life safety plans, plumbing plans, fire sprinkler plans and fire alarm plans • Approves or denies plans • Attends pre-design and plan review meetings with developers and contractors • May conduct field inspections • *Typically requires a 2 year degree and 2-3 years of experience, plus certification as a plans examiner.*

6.04 Plans Examination Supervisor

Under general supervision, supervises and participates in the review and evaluation of building plans to determine their compliance with building and mechanical codes; directs the computing and verifying of fees and the issuing of building permits; administers appeals; plans and directs the work of technical staff; and performs related duties as assigned • Typically requires a degree in engineering, construction management, or a closely related field; and at least 4 years of progressively responsible construction management or inspection, plan check or building permit experience.

6.05 Building Inspector

Inspects all levels of residential, commercial and industrial installations for compliance with all building, mechanical, manufactured home specialty codes and applicable fire code requirements including structural/mechanical, fire-life safety, plumbing, fire sprinkler and fire alarm • Reviews materials, designs, plans and specifications • *This is not a lead position • Requires appropriate state certification.*

6.06 Building Official

Directs activities and staff of building department/division in inspection and review of buildings and plans • Typical duties include development of policies and procedures and local code development • May perform some building inspection work • May have additional duties including administration of code enforcement activities • *Typically requires a 2 year degree and 4-6 years of building inspection experience plus certification as a building official • Typically reports to the Chief Administrative Officer or a department head.*

6.07 Electrical Inspector

Inspects residential and commercial buildings for compliance with all electrical codes, ordinances, standards, rules and regulations • Checks design, construction and quality of materials and location of electrical systems • Reviews residential, commercial and industrial electrical plans and specifications • *Requires appropriate state certification.*

6.08 Plumbing Inspector

Inspects residential and commercial buildings for compliance with all plumbing codes, ordinances, standards, rules and regulations • Checks design, construction and quality of materials and location of plumbing systems • Reviews residential, commercial and industrial plumbing plans and specifications • *Requires appropriate state certification.*

6.09 Structural Engineer

This is a journey level, professional engineering position responsible for reviewing architectural and structural calculations and plans related to the specifications of the state Specialty Codes • Requires a bachelor's degree in structural engineering and 4-5 years of progressively responsible experience related to structural engineering design and construction • Requires Professional Engineers license (issued by state Board of Engineering Examiners) in Structural Engineering.

6.11 Economic Development Manager

Manages the development and implementation of goals and programs in economic development, redevelopment, small business assistance and housing • Provides liaison between the economic development effort and related programs • Serves as coordinator on relations with the public and other governmental agencies • Conducts research and analysis on issues related to economic development and housing • Supervises employees involved in the provision of services • *Typically requires a bachelor's degree including 2 years in supervisory and management role and experience in commercial and industrial real estate and mortgage lending.*

6.12 Community Development Director

Directs the Community Development Department and serves as advisor to top management and staff on development issues including planning, annexation functions, building plan review and inspection • Typically requires a bachelor's degree, and 8-10 years of experience in community development including 5 years in senior management role. NOTE: This is the top level of this function within larger organizations. This position typically has subordinate managers.

6.13 Planner (Journey)

Researches and analyzes technical data to apply planning and zoning regulations to development, construction, and land use issues • Provides technical assistance to the public and other agencies • Assists senior planning staff with complex cases by gathering and analyzing data, assisting in the preparation of reports and documents for board reviews and appeal hearings • May provide staff support to a variety of planning boards, commissions, and committees, and presents reports and recommendations to them • Works under general supervision only, and provides guidance to lower-level planners and planning technicians in evaluating and solving planning problems *• Typically requires a 4 year degree and 2-3 years of experience • Usually the middle level in a job series of professional planners • Excludes supervisors and may be the only planning staff member in smaller jurisdictions.*

6.14 Planner - Senior

Researches and analyzes technical data to apply planning and zoning regulations to complex and/or highly sensitive development, construction, and land use issues • Supervises short-term and long-range planning programs and projects, including serving as lead worker for assigned staff • Participates in the formulation of departmental goals and objectives • Interprets and prepares data for planning studies, reports and recommendations • Supervises grant-funded projects as assigned, including publicity, public relations, purchasing, record-keeping, utilization of subordinate work force and progress reports to sponsoring agency • Provides staff support to a variety of planning boards, commissions, and committees, and presents reports and recommendations to them • May supervise lower-level employees *• Typically requires a 4 year degree and 4 years of experience • Usually distinguished from the journey level planner by project management and supervisory responsibilities • Typically reports to a planning manager (in larger organizations) or director of planning and community development (in smaller organizations).*

6.15 Planner (Principal)

Supervises a major planning program including responsibility for planning, organizing, budgeting and supervising complex technical work programs, plans, and studies related to transportation planning, development planning, comprehensive planning or community revitalization • Typically requires a master's degree, and 5-8 years of progressively responsible experience • AICP certification preferred.

6.16 Planning Manager / Director

Responsible for multiple functions including transportation and long-range and current use planning • Under general policy direction, plans, organizes and directs the activities of the planning bureau, and leads the strategic planning process; plans, directs and integrates the programs, operations and personnel; provides expert professional assistance and guidance on the comprehensive plan, economic planning, environmental planning, zoning code issues and housing policy; represents the organization in high-level meetings with community, business and professional organizations; and performs related duties as assigned • *Typically requires a degree in urban or regional planning, public administration, law, or a related degree; and at least 10 years of progressively responsible experience in state or municipal planning agencies, at least 5 of which were in a management capacity; or an equivalent combination of training and experience.*

7.0 ENGINEERING

7.01 Engineering Tech - II

Performs a variety of technical civil engineering design, drafting, survey, and construction inspection work under the supervision of a senior engineering technician or civil engineer • Maintains records, prepares maps and sketches, and researches records, maps and data to obtain engineering data such as sewer stubs, water mains, assessments, and zoning • Calculates dimensions, profile specifications, and quantities of materials for construction projects • Responds to questions from property owners and the general public • May act as rod or chainworker using engineering survey instruments and equipment in field measurement and leveling work • *Typically requires a 2 year degree and 2-3 years of experience • Excludes engineers; distinguished from engineer job series by duties based on technical knowledge rather than broad academic knowledge of general engineering principles and practices • Typically the middle level in a job series of engineering technicians.*

7.02 Engineering Tech - III

Performs a variety of complex technical civil engineering design, drafting, survey, and construction inspection work under the supervision of civil engineers • Maintains records, prepares maps and sketches, and researches records, maps and data to obtain engineering data such as sewer stubs, water mains, assessments, and zoning • Calculates dimensions, profile specifications, and quantities of materials for construction projects • Responds to routine questions from property owners and the general public • May act as rod or chainworker using engineering survey instruments and equipment in field measurement and leveling work • May serve as project manager or lead worker • *Typically requires a 2 year degree and 4-5 years of experience* • *Excludes engineers; distinguished from engineer job series by duties based on technical knowledge rather than broad academic knowledge of general engineering principles and practices* • *Typically the highest level in a job series of engineering technicians.*

7.03 Civil Engineering Associate

Subject to review of a state registered PE • Participates in planning and designing construction, modification and maintenance of structures and facilities • *This is an entry-level engineer requiring a degree* • *Typically requires active pursuit of state registered PE certification.*

7.04 Engineer, Civil (Professional)

Plans, designs, and oversees construction and maintenance of structures and facilities • May perform technical research and utilize computers as aids in developing solutions to engineering projects • *This is an intermediate level journey engineer requiring a degree, a state registered PE certification, and 3-5 years of experience.*

7.05 Engineer, Civil - Senior

Performs complex civil engineering assignments with considerable latitude for action and decision making • Plans, designs, and oversees construction and maintenance of structures and facilities • May perform technical research and utilize computers as aids in developing solutions to engineering projects • May have lead or supervisory responsibility • *This is the senior/ staff specialist level engineer requiring a degree, a state registered PE certification, and 5-8 years of experience.*

7.06 Professional Land Surveyor

Performs professional land surveying assignments • Performs research of existing field notes, plans and maps from surveys • Certifies results in a variety of land surveying activities, including assembling field data and preparing maps, legal descriptions, and technical reports • *Typically requires a 4 year degree, certification, and 2-4 years of experience.*

7.07 Engineering Project Manager

Responsible for the overall management of significant engineering capital projects • Sets project plan and direction with subsequent management of all internal and external resources related to the design and construction of organization's facilities • Supervises the subordinate field, professional and technical personnel in an engineering design or operations section • *Requires a bachelor's degree in engineering with 5-8 years of experience as a senior project engineer* • *Must be state registered PE.*

7.08 Engineering Division Manager

Manages a number of diverse work groups, engineers and/or technical support, within the engineering department, primarily through subordinate supervisors and/or managers • Provides leadership and direction to engineering personnel, ensuring effective utilization of resources • Participates in short and long-term planning within the engineering department based on the projected needs of the operating areas/departments • *Requires a bachelor's degree in engineering with 5-8 years of experience managing engineering functions* • *Must be state registered PE.*

8.0 LEGAL / COURT

8.01 Legal Secretary

Provides legal secretarial and administrative support to one or more attorneys • Transcribes dictation to prepare general correspondence, simple-to-complex legal documents, briefs, contracts, and court papers • May check accuracy of forms, legal citations, and other references • May perform fact research projects from department files and prepare summaries • *This is the intermediate level, typically requiring legal secretarial training and 2 years of legal secretarial experience. NOTE: For Paralegal, see job 8.03*

8.02 Legal Assistant

Assists attorneys by performing paraprofessional duties • Serves as liaison between the organization's in-house and outside counsel by gathering records and files and preparing answers to interrogatories • Reviews and assists with legal matters such as bankruptcies, litigation, and garnishment proceedings • Composes letters to outside counsel and researches lawsuits • *This is a paraprofessional position, not requiring a paralegal certificate but typically requiring 2-3 years legal experience. NOTE: Excludes legal secretaries or attorneys (law clerks).*

8.03 Paralegal

Researches, writes, reviews, and prepares vital information as it relates to court cases and legal matters • Researches and drafts basic motions and complex pleadings, assists with discovery, reviews documents, and assists in trial preparation • *Requires paralegal certification and 2-4 years of experience. NOTE: Excludes legal secretaries or attorneys (law clerks).*

8.04 Court Operations Specialist

Responsible for clerical duties, including accepting and recording documents; accepting and receipting money; responding to general questions from the public, attorneys, etc. regarding court procedures, court calendars, etc. • Processes documents; extensive data entry; may include courtroom duties like operating tape recording equipment, swearing in witnesses, marking exhibits, etc. • *Typically requires 2-4 years court experience.*

8.05 Criminal Deputy Prosecutor

Prepares criminal cases for trial; prosecutes offenders in superior, district and juvenile courts; reviews complaints filed by arresting officers • Reviews and examines evidence, interrogates witnesses, prepares trial briefs and completes trial preparation; investigates the scene of the crime • Researches legal problems • *Typically requires a law degree from an accredited law school, 3-4 years of experience, and membership in the State Bar Association. NOTE: Excludes chief deputy prosecutors.*

8.06 Attorney - Senior

Provides legal counsel and guidance to ensure maximum protection of assigned legal rights • Administers legal activities to protect the organization's interests • Provides professional interpretations and recommendations to the managers and employees of the organization • Initiates legal action and defends the organization in legal action initiated against it • Selects and retains outside counsel as required • *This is the senior level attorney, requiring a law degree, a license to practice, and 5-8 years of law experience. NOTE: Not intended to be top general counsel.*

8.07 General Counsel

Serves as the organization's top legal position • Works with executive team and senior management to apply judgment and problem solving skills in the development and implementation of legal strategies designed to advance the organization's goals, reduce costs, and reduce potential legal exposure and litigation • Provides expert legal advice regarding local, state and federal laws and regulations related to public entities and organization-specific business • Manages the organization's legal department • *Requires membership in the State Bar Association and 10 years of experience.*

8.08 Court Administrator

Responsible for the professional administration of court operations • Plans, develops, and implements programs and policies to improve court services and maintain compliance with statute and court rules • Supervises staff to support operations of the court • Explains and interprets judicial processes, court policies and procedures • Manages the court information system • Develops reports that accurately track court statistics • *Typically requires a bachelor's degree and 5 years of experience.*

9.0 LIBRARY

9.01 Library Aide

Performs the processing, retrieval, coding, recording, and shelving of books, periodicals, papers, microfilms, classified reports, and documents for a library • Responds to inquiries for information and publications • *This is the entry level position.*

9.02 Library Technician - Intermediate

Using general knowledge of established library procedures, provides a wide variety of technical support of library services • Conducts bibliographic searches • Corrects or updates information on local files/record systems • Provides information regarding locations or availability of material, resources, and services • May work with specialized collections such as Braille, science, medicine, etc. • *Typically requires 1 year experience as a Library Technician, including filing and retrieval of library materials and contact with the public.*

9.03 Library Technician - Senior

Uses advanced knowledge of library procedures, services, and resources to provide expertise and assistance with administrative tasks or unit operations • Independently makes decisions and resolves non-routine and complex problems with public, staff, and publishers • May serve as operations coordinator at a specialized public service desk (e.g., reference, circulation, or branch library) • May coordinate work of lower level staff • *Typically requires at least 3 years of experience as a Library Technician or an equivalent combination of education and experience. NOTE: The Library Technician - Senior is distinguished from the Library Technician - Intermediate by the requirement for advanced knowledge of print and electronic library and information resources, and/or technical expertise in library procedures, and by a high degree of independent decision-making.*

9.04 Librarian

Performs professional library duties by administering the acquisition, classification, indexing, cataloging, shelving, and circulating of books, periodicals, papers, microfilms, classified reports, and documents • Reviews current literature to determine if specific items or data may be of value to the organization • Uses computer data retrieval system • May research special project information as requested • *This is the intermediate professional level, requiring a Master of Library Science (MLS) degree.*

9.05 Division Librarian

Manages a library division such as Reference, Technical Services/Acquisitions or Youth Services • Supervises professional librarians and support staff • *MLS required* • *Reports to Director - Library Services.*

9.06 Director - Library Services

Plans, organizes and directs the delivery of library services • Represents library within the community • Supervises library and volunteer staff • May serve as professional librarian as staffing and work load dictate • *MLS required.*

10.0 PUBLIC WORKS / OPERATIONS

10.01 Cook

Prepares food for employees and visitors • May estimate food needs and order supplies • *Typically requires 1-4 years of experience in institutional quantity cooking.*

10.02 Custodial Worker

Performs janitorial duties involving the dusting, cleaning, waxing, and/or polishing of the organization's facilities, equipment, and furnishings • Performs limited maintenance and repair duties as assigned • Irregular working hours, shift rotations, and the lifting of heavy or bulky objects may be required • *This job is the intermediate level which typically requires 6 months previous janitorial experience.*

10.03a Carpenter

Performs skilled journey level carpentry work in the construction, maintenance, repair and remodeling of structures and furniture • Receives general instruction or work orders from supervisor who reviews work for quality and adherence to cost estimates • Work is guided by architectural plans, work orders, local building, fire and safety codes • Employee may coordinate other trades workers during the course of a project • *This is a journey level carpenter; completion of a vocational or apprenticeship or equivalent training and experience is required.*

10.03b Plumber
Includes journey level work related to the installation and maintenance of pipes, fittings, and plumbing fixtures to maintain water, gas, heating, and drainage systems • Cuts, bends, and threads pipes • Works from schematics, blueprints, and other specifications • *Journey level position typically requiring completion of a formal apprenticeship program • May require certification.*

10.03c HVAC Engineer
Performs journey level work related to the installation, repair and maintenance of heating, ventilation, air conditioning, and mechanical equipment such as refrigerators or cafeteria equipment as per applicable building codes • Uses hand and power tools • Works from schematics, blueprints, and other specifications • *Journey level position typically requiring completion of a formal apprenticeship program • May require certification.*

10.03d Painter
Performs a variety of duties involving painting of walls, woodwork, and fixtures • Mixes paint, enamel, and lacquer to match colors • Ensures paint is at the proper consistency and viscosity for spraying or brushing • May prepare surface for painting by removing old finish, patching and/or coating with a special treatment • Applies paint with spray gun or brush • Requires knowledge of paints necessary for various applications • *This is a journey level painter, typically requiring completion of a vocational or apprenticeship or equivalent training and experience.*

10.04 Electrician
Performs a variety of journey level electrical work such as installation, maintenance, or repair of equipment for the utilization and distribution of electric energy • Plans layouts, installs and repairs wiring, electrical fixtures, apparatus, and control equipment • Uses a variety of hand tools and measuring and testing instruments • May estimate time and materials required to complete jobs • *This is a journey level electrician; completion of a vocational or apprenticeship or equivalent training and experience is required.*

10.05 Facilities Maintenance Technician
Provides general maintenance support to office building that may include replacing and adjusting lighting; controlling building temperature; storing, monitoring, and transferring equipment, furniture, and fixtures; and repairing general plumbing, carpentry, and electrical problems • May perform custodial work at times, but not on a full time basis • *Typically requires a basic knowledge of electrical systems, plumbing, HVAC, and wiring for telephones and/or personal computers.*

10.06 Facilities Maintenance Supervisor
Supervises employees engaged in buildings/facilities and equipment maintenance, repair and renovation • May also supervise custodial activities and maintenance/ minor plumbing and electrical repairs, carpentry, painting, replacing light bulbs and filters, and landscape maintenance • *This is a full functioning first line exempt supervisory position. NOTE: Exclude lead positions*

10.07 Laborer
Performs a wide variety of unskilled tasks requiring sustained physical effort and the use of hand and power tools • Works under close supervision to insure tasks are satisfactorily completed and receives work assignments and instruction from supervisor or other trade workers.

10.08 Maintenance Worker (Journey)
Performs the more complex troubleshooting, installation, repair and maintenance, requiring the application of considerable knowledge of departmental equipment, facilities and operations and use of a wide variety of equipment • Proficiently operates equipment such as dump trucks, vacuum sweepers, backhoes, grinders, and roadside mowers • May occasionally operate heavier equipment • *Typically requires 2-3 years of experience and a CDL license. NOTE: Excludes those who operate heavy equipment on a full-time basis, sewage treatment plant operators, and supervisors of other maintenance employees.*

10.09 Grounds Maintenance Worker (Journey)
Inspects grounds, participates in determining planning or landscaping needs, participates in setting job priorities, trains and directs a grounds maintenance crew • Under general supervision, designs, installs and repairs irrigation and sprinkler systems; calibrates irrigation systems to meet soil and plant conditions; performs on site inspections of work areas to determine landscaping needs; takes and tests soil samples to determine fertilization and nutrient needs; diagnoses plant and lawn diseases and administers or directs the appropriate remedy; directs a grounds maintenance crew who mows, edges, weeds, rakes, prunes, plants, waters and applies pesticide • *Typically requires 2 years of experience as a groundskeeper, and may require a pesticide applicator's license.*

10.10 Heavy / Construction Equipment Operator
Utilizes heavy equipment to accomplish the more difficult and complex installation, repair and maintenance work in the streets/roads, utilities, or parks divisions • Operates equipment such as power shovels, bulldozers, asphalt paving machines, snowplows, and larger rollers, graders and front-end loaders • *Typically requires 3 years of experience and a CDL license. NOTE: Includes only positions that operate heavy equipment a majority of their workday.*

10.11 Automotive Mechanic
Inspects, diagnoses, and performs equipment, and minor gasoline and diesel engine repairs, scheduled maintenance for cars and light trucks • May mount, balance, and rotate tires • *Typically requires completion of vocational training program and 3 years of experience.*

10.12 Heavy Equipment Mechanic
Responsible for inspecting, diagnosing malfunctions, repairing, adjusting, replacing, modifying, and fabricating heavy maintenance equipment, parts, components, and auxiliary systems, and for coordinating the work of heavy equipment mechanics • Typically requires completion of vocational training program and 5 years of experience.

10.13a Fleet Foreman

Provides daily work direction and oversight of vehicle maintenance and repair activities, and the quality and safety of the work performed. Assigns work based on resource and staffing availability. Schedules service requests and responds to customer inquires. Performs vehicle inspections. Provides technical assistance as needed to resolve difficult or complex service issues or repairs.

10.13b Fleet Manager

Manages activities concerned with operation and maintenance of vehicle fleet including repair, scheduled preventative maintenance, and fleet replacement.

10.14 Meter Reader

Reads water meters and records results independently according to a designated route • Responds to customer inquiries and complaints about water conservation or leaks • May do routine repair and maintenance work on meters • May include other duties, such as those of a utility worker or public works maintenance position, but not as a major part of the work day • *Typically requires 1 year of experience.*

10.16 Traffic Signal Maintenance Technician

Maintains and repairs the traffic signal network and street lighting system • Limited Maintenance Electrician License required with higher level certification preferred.

10.17 Public Works Crew Leader

Leads and directs a work crew, requires a broad knowledge of project management, materials and equipment operation, safety, scheduling, work quality standards and practices, including employee and public relations • This class is distinguished from equipment operator by the level of knowledge of construction projects and involvement in project planning • Investigates facilities related to assignment, determines cause of problems, responsible party, identifies needed repairs and maintenance methods • Works closely with operations and management personnel and others in planning and scheduling roadside, drainage or other maintenance and repair projects; reviews project requirements; coordinates and schedules personnel, equipment and materials needed • Inspects job site; assures compliance with OSHA and other regulations, bureau safety rules and procedures; provides safest working environment for crew and public, and the safe and efficient operation of equipment; oversees groundwork and traffic control setup.

10.18 Public Works Field Supervisor

Directly supervises and works with the public works construction and maintenance crew(s) engaged in providing water and sewer services and in maintaining streets and parks or other services • Plans, assigns and schedules proper use of personnel and equipment • Troubleshoots and analyzes problems related to street obstructions, slides, sewage problems, water mains and others of similar complexity • *Typically requires 3-4 years of experience in maintenance specialty area and related professional certifications. NOTE: This position works out in the field with the crew for a majority of the workday; it is not primarily administrative in nature.*

10.19 Public Works Operations Supervisor

Plans, directs and coordinates the overall activities for the construction, operation, maintenance and repair of one or more Operations Department programs • Meets with and assist contractors relative to operations projects • Works with special districts and/or other public and private agencies regarding public works projects • *Typically requires a 2 year degree and 6 years of experience.*

10.20 Public Works Inspector

Inspects construction procedures used in public utility and street construction of development projects for compliance to ordinances and specifications including street, storm, sanitary, water, electrical, telephone, gas, and cable locations • Conduct final inspections prior to acceptance • May review construction and development plans for construction application, update, and maps.

10.21a Public Works Superintendent

Manages multiple functions in the operation and maintenance of water and sewer systems, streets, parks/pools, facilities/buildings/grounds • In smaller entities, this position typically reports to the chief administrative officer • This position is distinguished from the public works supervisor by its responsibility for department planning and management • In smaller entities, may perform "hands on" duties such as staffing as workload dictates, but not to exceed 20% of time • *Typically exempt from overtime and minimum wage requirements* • *This is not a "lead" position.*

10.21b Public Works Manager

Manages a division or major programs within the department; performs a variety of professional engineering work, at the advanced professional level, in design, planning, construction and maintenance of public works projects • Manages and coordinates activities of staff; plans and organizes workloads and staff assignments • Develops short- and long-term planning for division • *Typically requires a bachelor's degree and 5 years of progressively responsible professional management experience in related field, including 3 years of supervisory experience.*

10.21c Capital Projects Manager I

Performs highly skilled contract planning and project management tasks; develops and administers a variety of contracts and projects relating to the management of public facilities; oversees facility assessment surveys and projects costs for facility repairs; observes and inspects work in progress to ensure proper procedures are utilized and project specifications are fulfilled; works with departmental budgets and bid procedures; acts as liaison with other departments, contractors, and regulatory agencies; and supervises related contract/project work.

10.21d Capital Projects Manager II

Performs highly skilled contract planning and project management tasks on large, complex projects; develops and administers a variety of contracts and projects relating to the management of public facilities; oversees facility assessment surveys and projects costs for facility repairs; observes and inspects work in progress to ensure proper procedures are utilized and project specifications are fulfilled; works with departmental budgets and bid procedures; acts as liaison with other departments, contractors, and regulatory agencies; and supervises related contract/project work.

10.22 Public Works Director (without engineering)

Plans, organizes, directs and controls the functions of the public works department • Develops and implements policies, procedures and practices to provide services in; building inspection, equipment maintenance, street/roads and storm drainage maintenance, traffic control, and water and sewer treatment • *Typically requires a minimum of a 4 year degree and 5-8 years of experience, including some management experience and reports to the Chief Administrative Officer or board of county commissioners.*

10.23 Public Works Director (with engineering)

Plans, organizes, directs and controls the functions of the public works department • Develops and implements policies, procedures and practices to provide services in engineering, building inspection, equipment maintenance, street/roads and storm drainage maintenance, traffic control, and water and sewer treatment • May supervise other engineers • *Typically requires a minimum of a 4 year degree and 5-8 years of experience, including some management experience and reports to the Chief Administrative Officer or board of county commissioners. NOTE: Excludes positions that work primarily out in field with crew; this is an administrative/managerial job • If position serves as city/county engineer, then license as a professional engineer is required.*

10.24 Wastewater Maintenance Operator

Installs, maintains, operates and repairs all types of industrial machinery including pumps, piping, boilers, compressors, conveyors, tanks, sweeps, blowers, mixers, gear boxes, fans, blowers, de-watering equipment, hydraulic systems, treatment plant facilities, heating, ventilating and air-conditioning systems, and related equipment • Operates, repairs and maintains sewage collection pump stations • Plans, coordinates and executes maintenance activities • Performs machinery diagnostics and troubleshooting; evaluates condition and performance of equipment and systems; makes modifications and improvements • *Typically requires completion of a related 4-year apprenticeship program or equivalent experience • May require additional endorsements, certifications or licenses.*

10.25 Wastewater Treatment Plant Operator

Operates wastewater treatment and sludge processing equipment to control flow and processing of wastewater, sludge, and effluent such as pumps, motors, air compressors, blowers, thickeners, valves and gates • Observes variations in operating conditions and logs, and interprets readings from meters, charts, instruments and gauges • Obtains wastewater samples, and performs routine laboratory analyses • Maintains logs and records • Performs routine maintenance on plant equipment • May have pretreatment responsibilities • *Typically requires 2-3 years of experience and certification as a Wastewater Treatment Plant Operator. NOTE: Excludes supervisors and part-time operators • Report combined water/wastewater plant operators in this category, noting combined duties.*

10.26 Wastewater Treatment Manager / Supervisor

Supervises technical and maintenance work in the planning, operation, repair and maintenance of the wastewater treatment plant • Exercises supervision over and trains employees performing the duties of wastewater treatment plant operators • In smaller jurisdictions, position is responsible for all or most of the operation and typically reports to the department director • *This is the fully functioning supervisory position with no more than 20% of the time spent performing "hands on" duties • Wastewater Treatment II certification is required. NOTE: Do not report "lead" positions.*

10.27 Water Distribution Operator III

Monitors finished water quality to ensure safety and compliance with established standards and laws, including monitoring various instruments and performing laboratory tests as directed • Performs the work on the water distribution, pumping, and storage facilities • Determines and regulates water flow to ensure an adequate water supply • Performs preventive maintenance on equipment and instruments to ensure efficient operation and accurate instrument readings, including referencing related manuals to explain device functions as necessary • *Typically requires an associate degree, Water Distribution Operator III certification, and 3 years of experience in water distribution systems operations and maintenance.*

10.29 Water Superintendent / Supervisor

Provides leadership, direction, oversight and supervision of water distribution systems, field operations, mandated and unmandated water quality programs • Plans, organizes, inspects the installation, operations, maintenance and repair of water distribution systems to ensure efficient, reliable and cost effective operations, construction and maintenance of water distribution facilities and infrastructure • Ensures compliance with mandated water quality monitoring and reporting • *Typically requires a 2 year degree and 5 years progressively responsible experience in an applicable public works operations and maintenance function, including a minimum of 4 years of supervisory experience and Grade III State Water Distribution Certification.*

11.0 PARKS & RECREATION

11.01 Aquatic Exercise Instructor

Prepares and provides safe and effective instruction of aquatic exercise classes • Ensures compliance with safety rules and practices • Responsible for maintenance and demonstration of aquatic exercise equipment • Readies pool area and provides encouragement and assistance to participants • *Must possess valid First Aid and CPR cards* • *May require A.E.A or A.C.E. instructor certifications.*

11.02 Lifeguard

Observes pool and environment for safe behavior of users • Ensures compliance with safety rules and practices • Takes correction action with those who do not comply • May monitor water chemical levels and temperatures and adjust as necessary • May participate in pool operations and maintenance including cleaning, distribution of locker keys/baskets and collection of fees • *Must posses Advanced Lifesaving Certificate and valid First Aid and CPR cards.*

11.03 Park Maintenance Worker

Cares for and maintains park and recreational grounds and facilities • Ensures safety, cleanliness, and operability of park grounds and facilities • Performs the full range of grounds maintenance; mows, rakes, edges and trims lawns, greens; ground trims trees; operates power movers, edgers, and other small grounds maintenance equipment; waters and weeds lawns, shrubs, and flower beds; assists in gardening work • Mixes chemicals and fertilizers according to predetermined formula and operates hand sprayers to apply chemicals and fertilizers to grass for the control of weeds and grass diseases • Cleans, paints, and performs minor repairs on facilities, equipment and appurtenances; requests work orders for larger repair • *Typically requires a pesticide applicator license.*

11.04 Park Maintenance Supervisor

Plans, schedules and monitors the work of crews performing the maintenance of public parks and the repair of related equipment • Coordinates, schedules and supervises maintenance and construction work in the parks and other recreational sites • May operate all types of equipment and accomplish the more complex problems subordinate employees cannot resolve • *This is a first-line supervisory position • Typically requires 3-4 years of experience. NOTE: Exclude lead workers and positions where supervision is not a primary responsibility.*

11.05 Recreation Specialist

Responsible for developing, implementing and managing community recreation programs for members of the public who participate in community recreation programs • Develops and conducts community outreach, public awareness, and volunteer coordination related to the program • Coordinates services with other area providers including school districts, the YMCA, Police Activities League, citizens, etc. • *Typically requires a BS/BA degree in recreation administration, physical education, outdoor recreation planning, or a related field and 3 years of professional experience involving recreation, budget preparation, community outreach, communications, public information/relations programs or related work, with a minimum of 1 year of supervisory experience.*

11.06 Recreation Coordinator

Plans, organizes, leads and instructs assigned recreational, sport, social or cultural activities such as craft programs, dance instruction, sports tournaments, swimming, excursions, social events and other related functions for individuals and groups of all ages • Performs independently in accordance with departmental policies and procedures under general supervision • Directs work activities of part-time and contract instructors, seasonal workers and volunteers • *Typically requires a 4 year degree and 2 years of experience • Typically reports to a recreation supervisor/manager.* ***NOTE:*** *Excludes supervisors of other recreation leaders.*

11.07 Recreation Supervisor

Supervises and manages the recreation program or a major component thereof (athletics, aquatics, etc.) • Responsible for the planning and implementation of recreation programs and activities • Supervises recreation leaders and instructors, prepares division budget, prepares information for public distribution • T*ypically requires a 4 year degree and 3-4 years of experience, including some supervisory experience • Typically reports to the director of parks and recreation.*

11.08 Parks & Recreation Director

Plans, organizes, directs and controls the functions of a parks and recreation department • Develops and implements policies, procedures and practices related to acquisition, development, construction, restoration and maintenance of parks, cemeteries, recreation facilities, fairs, and development of recreation programs • *Typically requires a minimum of a 4 year degree and 5-8 years of experience, including some management experience • Typically reports to the chief administrative officer or the board of county commissioners.*

11.09 Senior Community Center Manager

Plans, organizes, supervises, and promotes senior services and community center operations • Responsible for the budgetary and fiscal oversight of senior center • *Typically requires a degree in management, recreation program administration, social services, sociology, gerontology, or other work related field, and 4 years of related management experience.*

11.10 Park Ranger

Provides information and assistance; monitors facilities and special events; explains and enforces park rules and regulations; and facilitates first/aid emergency response • Performs and helps coordinate multi-skilled tasks in the construction, operation, maintenance and repair of park facilities • May also have fee collection and cash handling responsibilities and may provide direction and training for seasonal staff • May have authority to issue park warnings and citations • Does not carry a weapon; not a police/law enforcement position.

12.0 COMMUNITY HEALTH

12.01 Environmental Health Specialist

Performs environmental health work enforcing laws, codes, ordinances and resolutions issued by federal, State, and local agencies by conducting surveys, on-site reviews, and inspections of facilities • Work is performed independently within an assigned geographical area enforcing the full range of environmental health programs • Involves considerable public contact requiring both tact and diplomacy in seeking compliance with regulations and explaining legal and administrative requirements to county residents • *Typically requires a 4 year degree and 2-3 years of experience plus state registration as a sanitarian.*

12.04 Mental Health Associate

Provides case management services to children and/or adults with mental health problems • Acts as advocate for the client, by providing supportive and problem-solving counseling • Duties include intake, assessment, goal setting, treatment planning, crisis management, behavior modification and placement in homes and vocational programs • Effects change in clients by influencing their external environment, rather than by therapy to change their mental process • May provide consultation with schools and other social agencies.

12.05 Community Health Nurse (Journey)

Performs professional nursing services that may include assisting with outpatient screening and preventive medicine clinics, counseling patients and administering basic tests • Promotes educational programs • Assesses needs of individuals, families, groups and community to plan and administer programs to meet those needs • Evaluates and monitor results • *Requires a bachelor's degree in nursing and current state registration.*

12.06 Nurse Practitioner

Provides primary health care services to hospital and clinic patients • Performs examinations; performs or orders diagnostic tests; establishes diagnosis; prescribes medications; instructs patients and family members about continuing care • May specialize in neonatal, pediatric, adult, geriatric, family practice, etc. • *Typically requires current state RN licensure and licensure as an Advanced Registered Nurse Practitioner (ARNP).*

13.0 PUBLIC SAFETY

13.01 Animal Control Officer

Enforces animal control ordinances by catching and impounding unlicensed, stray, noisy, or dangerous animals • Issues citations as appropriate; responds to citizen complaints within scope of knowledge • Performs under general and infrequent supervision within defined procedures • *Typically requires 1-3 years of experience. NOTE: Exclude combination positions where animal control functions are only part of the job.*

13.02 Code Enforcement Officer

Responds to and investigates code complaints and violations regarding nuisances, zoning and land use, new development, building, abandoned vehicles, erosion and floodplain related issues • Seeks and assures compliance from responsible parties and testifies in court presenting all aspects of code violation cases • May or may not be responsible for abandoned vehicles • Reports to a program manager • *Typically requires a minimum of 2 years of experience in code or regulation compliance, law enforcement, zoning investigation, planning or related field and the ability to obtain Law Enforcement Data Systems (LEDS) certification within 6 months of employment.*

13.03 Crime Prevention Specialist

Under general direction, performs a variety of specialized and often times sensitive public safety support duties in assigned program area(s) • This includes identifying community problems and building partnerships with community members, and working with them to develop and implement short and longer term solutions • Provides resource and referral information to victims, community members, businesses, agencies, schools, etc. • *Typically requires 2 years of college coursework related to communications, public administration, criminal justice or human services, and 2 years of direct social service work with a demonstrated ability to develop and implement programs • Work experience should include community outreach, victims assistance and public relations • Bi-lingual abilities desirable.*

13.04 Community Services Officer

Provides law enforcement related services to the public and assists law enforcement personnel in administrative functions, not requiring sworn peace officer status • Has significant contact with the public to supply or gather information by telephone or in person • Takes, completes, enters and files non-emergency crime and restraining order violation reports from victims by telephone and in person • Dispatches, assigns and clears out desk calls in computer aided dispatch (CAD) system • Compiles, organizes and enters information into standard computerized formats • Receives and records evidence and takes photographs • Identifies reports requiring follow-up by a sworn officer • *This position differs from Deputy Sheriff or Police Officer which perform the full range of law enforcement activities.*

13.05 Corrections Officer

Guards inmates of the jail to maintain public peace and order • May receive, receipt and safeguard inmate property. *NOTE: Excludes those persons having arresting authority.*

13.06a Crime Analyst

Performs a variety of criminal and administrative analysis • Develops and/or modify a variety of computer applications to meet department needs • Performs computer forensics and intelligence tasks • *Typically requires an associate degree in criminal justice, information systems technology, or a related field, and 3 years of experience in criminal justice or crime prevention, or an equivalent combination of education and experience.*

13.06c Police Property/ Evidence Technician

Receives, manages, and accounts for evidence and property in the custody of the Police Department; maintains records regarding the handling of property and evidence; records, tags and stores evidence within established guidelines; oversees release of police evidence to attorneys and law enforcement agencies; may testify in court regarding chain of evidence; maintains detailed computerized records of police property movement and inventories • Typically requires 2-3 years of experience in computerized record management and the acquisition of supplies and disbursement of inventory; experience with storing police evidence is desirable.

13.06e Computer Forensics Specialist

Under direction, conducts advanced and highly specialized computer forensic analyses to find, identify, and extract computerized files and other data of evidentiary value to criminal investigations • Provides technical guidance and assistance to law enforcement • *Typically requires 2-4 years of experience in computer forensic methodologies, protocols, and tools.*

13.07a Emergency Management Coordinator

Researches and develops emergency management plans and performs a variety of administrative support activities • Designs and administers training to prepare staff for effective response to major emergencies and disasters • *Typically requires a minimum of 3 years of progressively responsible emergency management experience.*

13.07b Emergency Management Director

Develops and/or implements emergency management plans and programs within policy guidelines set by top management • Provides oversight for training to prepare staff for effective response to major emergencies and disasters • *Typically requires a degree and 8-10 years of progressively responsible emergency management experience.*

13.08a Firefighter / EMT*

Responsible for the protection of life and property through the suppression and prevention of fires and in the response to emergency calls • Responds to and mitigates emergent and non-emergent incidents • Performs a full range of emergency medical duties, firefighting, hazardous materials mitigation, and rescue duties • *Participates in maintenance, training, fire prevention, and public education programs.*

13.08b Fire Marshal**

Responsible for fire prevention activities including inspection, enforcement, planning, coordinating and education • Supervises and assists in inspection for compliance with laws regarding fire hazards, dangerous materials and fire prevention plans and equipment • *Typically reports to a department head. NOTE: Exclude combined positions (i.e., fire marshal/assistant chief).*

13.09 Fire Battalion Chief

Supervises and coordinates the fire department or major geographical area during an assigned shift; directs subordinate personnel to control and extinguish fires for the preservation of life and property • Typically responsible for response to hazardous spills • May direct investigation of causes of incendiary and arson cases • Conducts training programs as directed • Plans for purchase of new equipment and use of new techniques in rescue, first-aid and firefighting operations • Responsible for applying sound supervisory principles and techniques • *Typically reports to the Fire Chief.*

13.10 Fire Chief - Deputy

As second in command, assists fire chief in assigned areas • Supervises and directs operations for stations, personnel and equipment • Provides direction and supervision for a staff of firefighters, technicians and administrative employees.

13.11 Fire Chief

Plans, organizes, directs and controls the functions of the fire department • Develops and implements programs to protect life and property through fire suppression, fire prevention and emergency medical services • *Typically reports to the Chief Administrative Officer. NOTE: Report only full-time chiefs who supervise full-time firefighters, not just volunteers or part-time firefighters. In smaller cities, may be a paid chief who supervises a volunteer department.*

13.12 Juvenile Counselor

Performs social casework requiring an experienced professional • Investigates cases • Provides counseling/guidance in rehabilitation and adjustment to juveniles with behavioral/emotional problems or who are neglected or abandoned • Counsels families and supervises children under department jurisdiction • May train beginning juvenile counselors.

13.14 Probation and Parole Officer

Performs professional parole/probation work in any of its phases • Monitors individuals on parole or probation • Exercises initiative in making decisions based on knowledge of principles, methods, procedures and philosophy of parole/probation work • Investigates and evaluate facts and influences concerning adults • Prepares written reports and recommendations regarding individuals falling under jurisdiction of the court • Develops plans for treatment • Provides guidance and assistance on rehabilitation and societal adjustments • *Requires DPSST Basic certification.*

13.15a Emergency Dispatcher

Answers calls in 9-1-1 center • Assesses needs of callers, prioritizes requests for assistance, and dispatches police, fire and medical response teams • Gives emergency instructions to callers while responders are in transit • Operates computer system to provide emergency personnel with necessary information • Monitors alarm system • Enters data into computer and maintain records and files • *Requires DPSST certification.*

13.15b Emergency Communications Supervisor

Supervises the activities of the emergency communications section and the performance of the staff, including planning, scheduling, and assigning work • Typically requires an associate degree in business/public administration, or office management, or equivalent credit hours, 5 years of experience managing a large (10+) office staff or 4 years progressively responsible experience, including 3 years of experience in a supervisory or lead role, or an equivalent combination of education and experience.

13.16 Police Records Specialist

This journey level position typically performs a variety of duties related to police records, including data entry, data inquiry and specialized administrative assistance in support of the police operations • Typically requires 2 years clerical experience including some experience in a criminal justice environment • Must be Law Enforcement Data System (LEDS) certified within 60 days of hire.

13.17 Police Records Specialist - Lead

Performs as a lead worker in the daily operations of the Police Records Division, including providing responses to difficult questions by the general public, and interpreting laws, regulations, ordinances, policies, and procedures • Conducts research consistent with public records law • Researches and produces complex statistical reports related to police activities • *Requires 2 or more years of experience in a police records environment and some leadership experience including assigning and reviewing work, scheduling and implementing training, and assisting with performance evaluations • Demonstrated, advanced proficiency with Law Enforcement/ Criminal Justice programs such as Oregon Uniform Crime Reporting (OUCR) statistics, Law Enforcement Data System (LEDS), National Crime Information Center (NCIC), and Portland Police Data System (PPDS).*

13.18 Police Records Supervisor

Supervises the activities of the police records section and the performance of the staff, including planning, scheduling, and assigning work • Develops, implements and administers programs, policies and procedures including the entry, collection, retrieval and distribution of data • Ensures appropriate provision of information to officers, staff and the public • *Typically requires an associate degree in business/public administration, office management or records management, or equivalent credit hours, 5 years of experience managing a large office staff (10+) or 4 years progressively responsible police records experience, including 3 years of experience in a supervisory or lead role, or an equivalent combination of education and experience.*

13.19 Police Officer / Deputy Sheriff

Performs full range of field and office law enforcement work necessary to maintain public peace and order, to protect life and property, to prevent crime, to make investigations and to apprehend violators of the law • Works under infrequent supervision • May perform community liaison services as an additional duty, e.g., DARE, crime prevention, etc. • *Requires DPSST Basic certification. NOTE: Excludes supervisors of other police personnel and other classifications with a different pay range • If you have a separate classification or pay step for probationary employees, include this as the first step of the range.*

13.20 Police Detective

Performs skilled criminal investigation work involving felony and misdemeanor crimes • Conducts initial and follow-up investigations; interrogates persons, gathers and analyzes evidence, prepares cases for court • The scope and intensity of investigations and greater responsibility for preparing cases for presentation differentiate this job from the investigative work of a police officer/deputy sheriff. *NOTE: Exclude positions with supervisory duties • May coordinate work of other officers on a specific investigation • If position is in the same class/pay range as police officer/deputy sheriff but receives a pay differential/ premium pay for detective status, make sure the salary includes that amount.*

13.21 Police Sergeant

Supervises law enforcement officers, investigators, and/ or administrative staff in the performance of their work • Perform law enforcement and crime prevention work • *Typically requires an associate degree in criminal justice or closely related field and 5 years of experience as a police officer, or an equivalent combination of education and experience.*

13.22 Police Lieutenant

Command-level position with responsibilities for supervising the activities of sergeants and police officers, including planning, organizing, staffing, directing, training and coordinating the activities and operations • Typically requires an associate degree in criminal justice or closely related field, and 7 years of experience in law enforcement including 3 years as sergeant or an equivalent combination of education and experience.

13.23 Police Captain

Senior command-level position with responsibility for managing, coordinating and directing the operational and administration units of the police department • Assists Police Chief with management of the department and assumes direction of the department in the Police Chief's absence • *Typically requires a bachelor's degree in criminal justice, business/public administration or closely related field and 10 year experience in law enforcement including 3 years as a lieutenant or similar command level or an equivalent combination of education and experience.*

13.24 Police Chief

Plans, organizes, directs and controls the efficient operation of the police department • Serves as advisor to top management and staff on issues surrounding criminal justice matters and crime prevention activities • Accomplishes short-term and long-range planning, develops and implements budget • *Typically reports to the Chief Administrative Officer.*

14.0 ENVIRONMENTAL SERVICES

14.01 Natural Resources Specialist

Reviews and evaluates documents or data, solves difficult natural resource oriented problems, conducts research or compliance investigations and inspections, or coordinates project activities • Responsible for major or complex and often interdisciplinary programs or problems which may require contact with local governments, regulatory agencies, and the public • Works in support of a program directly related to the conservation, management, protection or utilization of natural resources • *This is the journey level position, typically requiring a bachelor's degree in a specific natural resource area and 3-5 years of experience.*

14.02 Environmental Technician - Intermediate

Provides technical assistance on current and emergent environmental issues • Assists in developing and implementing department procedures/materials to ensure regulatory compliance • May conduct laboratory and field tests to determine the level and sources of pollution in the environment • May participate in the delivery of related training • Conducts on-site inspections of facilities to ensure appropriate storage, labeling, and disposal of hazardous materials • *Typically requires at least 2 years of specialized training or an associate degree in environmental science.*

14.03 Environmental Specialist - Intermediate

Performs highly technical work in support of environmental programs and initiatives • Work involves application of intermediate scientific principals and knowledge • Specific tasks may include conducting environmental studies, performing environmental sampling and monitoring, collecting and analyzing of data, inspecting facilities and/or construction sites for environmental concerns and/or non-compliance issues, organizing and leading groups of volunteers for environmental restoration or education and outreach events, and responding to reports of illicit discharge • *Typically requires a bachelor's degree and 5 years of experience.*